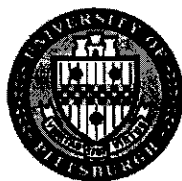


International Graduate Student  
Supplemental Form for the  
School of Information Sciences  
2008-2009



*University of Pittsburgh  
Office of International Services*



### Information for Completing the International Graduate Student Supplemental Form:

The Office of International Services (OIS) has prepared this form to facilitate the processes for registration and the issuance of visa documents (if required) to international graduate students.

There are two parts to the form.

**PART I:** The first part is demographic information that is required of all students classified as international (non-immigrant) students. The information in Part I of the form is required to be submitted with your acceptance of the offer of admission before your file can be made ready for the registration process.

**PART II:** The second part of the form is the Certification of Financial Resources. This part of the form must be completed and submitted together with supporting financial resource documents such as bank statement before your file can be processed for a visa document.

**Students who receive financial support from the University of Pittsburgh in the form of a Teaching Assistantship, Graduate Student Assistantship or other forms of financial support or scholarships do not need to complete and submit Part II if their award will cover the entire estimated tuition, fees, and living expenses.**

**NOTE:** OIS does not make decisions about financial aid. Any questions or concerns that you may have about financial aid must be addressed to your academic department or school.

In order to ensure the process goes smoothly and is completed within a timely manner, it is extremely important that you read the materials in this packet very carefully and follow the instructions. This will avoid delays in the processing of your file and the issuance of visa documents once your file is submitted to OIS.

If you have any questions or need additional information, please visit [www.ois.pitt.edu](http://www.ois.pitt.edu).

#### **The Process for Issuing Visa Documents for International Students**

1. Upon receiving an offer of admission, you will be requested to notify the school or department that you accept the offer of admission. You must also complete and submit the International Graduate Student Supplemental Form, which includes a Certification of Financial Responsibility.
2. The school or department then sends a copy of your admission letter and the completed International Graduate Student Form to the Office of International Services for processing.
3. Your financial support information will be reviewed in the Office of International Services.
4. If the financial support information submitted is acceptable, a visa document is then prepared and sent to you. The processing time for the issuance of a visa document is normally ten business days from the time a complete file is submitted to OIS.



**Immigration Information**

If you are **currently INSIDE the United States**, please complete and submit the following:

1. Current Visa Classification: \_\_\_\_\_ Current Sponsor/School: \_\_\_\_\_
2. Date of Initial Entry into United States (mm/dd/yyyy): \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_
3. I-94 Admission Number \_\_\_\_\_ I-94 Expiration Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (If D/S, check here: )
4. You must attach supporting documentation verifying current visa classification, (e.g., Form I-20, Form DS-2019, etc.)

If you are **currently OUTSIDE the United States**, please complete the following:

City/Country where you will apply for the required visa: \_\_\_\_\_

**Dependent Information**

For each dependent who will accompany you to the U.S., please provide the following information. Use additional sheet if necessary. Please note that a dependent is defined as your spouse and/or any unmarried children under 21 years of age.

1. Gender:  Male  Female Relationship: \_\_\_\_\_

Name: (IMPORTANT: Print the name EXACTLY as it appears in the passport.)

Family Name \_\_\_\_\_ Given Name \_\_\_\_\_ Middle Name \_\_\_\_\_

Date of Birth (mm/dd/yyyy) \_\_\_\_ / \_\_\_\_ / \_\_\_\_ City & Country of Birth: \_\_\_\_\_

Country of Citizenship: \_\_\_\_\_ Country of Residence: \_\_\_\_\_

2. Gender:  Male  Female Relationship: \_\_\_\_\_

Name: (IMPORTANT: Print the name EXACTLY as it appears in the passport.)

Family Name \_\_\_\_\_ Given Name \_\_\_\_\_ Middle Name \_\_\_\_\_

Date of Birth (mm/dd/yyyy) \_\_\_\_ / \_\_\_\_ / \_\_\_\_ City & Country of Birth: \_\_\_\_\_

Country of Citizenship: \_\_\_\_\_ Country of Residence: \_\_\_\_\_

3. Gender:  Male  Female Relationship: \_\_\_\_\_

Name: (IMPORTANT: Print the name EXACTLY as it appears in the passport.)

Family Name \_\_\_\_\_ Given Name \_\_\_\_\_ Middle Name \_\_\_\_\_

Date of Birth (mm/dd/yyyy) \_\_\_\_ / \_\_\_\_ / \_\_\_\_ City & Country of Birth: \_\_\_\_\_

Country of Citizenship: \_\_\_\_\_ Country of Residence: \_\_\_\_\_

**"The statements and information provided on this application are true and accurate to the best of my knowledge."**

Signature \_\_\_\_\_

Date \_\_\_\_\_



## Part II: Certification of Financial Responsibility 2008-2009

**You MUST review the following instructions before completing and signing this form. Failure to read the instructions and complete the form correctly will result in delays in the processing of your application and issuance of your visa document.**

1. Review the cost estimates and the estimated length of the degree program to which you are applying.
2. Complete the certification indicating the amount of support that will be provided from each source for each year of the program. You MUST show *immediately available liquid assets* for the first year only. (NOTE: Liquid assets include money in a banking account, stocks, bonds, or other investments with cash value. Retirement accounts cannot be used as a source of financial support unless the sponsor can provide evidence that he/she is, in fact, retired and able to access those funds without penalty for early withdrawal. Real estate or other non-liquid asset such as automobiles, jewelry, or other personal property cannot be used as a source of financial support under any circumstances). For the following years beyond year one, you must document the availability of finances as well, but they do not have to be in immediately available liquid assets. Financing for the subsequent years can be demonstrated by providing letters or other documentation verifying ongoing *anticipated* earnings such as salary or investment income, or other assets that will demonstrate your ability to fund your program for the entire duration of the program.
3. All proof of financial support must be submitted in English.
4. All proof of financial support must be stated in U.S. dollars and clearly state the date that the documentation was written or printed.
5. All proof of financial support must be an original document.
6. Please be aware that evidence of financial support must also be shown to the U.S. Embassy or Consulate when applying for a visa. Therefore, you will need to have two sets of financial support documents—one to submit to the University of Pittsburgh and one for the U.S. Embassy or Consulate.
7. More than one sponsor may be used. More than one sponsor may copy this form for use.

### SCHOOL OF INFORMATION SCIENCES ESTIMATED LENGTH & COST OF STUDIES<sup>1</sup>

Master's Degree – One Year, 8 months / Doctoral Degree – Four Years

<b>Master's Degree</b>	<u>First Year</u>	<u>8 Months</u>		
Tuition/Fees (2 terms):	\$28,308.00	\$28,308.00		
Living Expenses:	\$13,960.00	\$9,307.00		
<b>Total:</b>	<b>\$42,268.00</b>	<b>\$37,615.00</b>		
<b>Doctoral Degree</b>	<u>First Year</u>	<u>Second Year</u>	<u>Third Year</u>	<u>Fourth Year</u>
Tuition/Fees:	\$28,308.00	\$28,308.00	\$28,308.00	\$1,650 [FTDS]
Living Expenses:	\$13,960.00	\$13,960.00	\$13,960.00	\$13,960.00
<b>Total:</b>	<b>\$42,268.00</b>	<b>\$42,268.00</b>	<b>\$42,268.00</b>	<b>\$15,610.00</b>

[FTDS] = Full-Time Dissertation Studies

**Dependents:** For each dependent, add an additional \$3,480.00 per year.

<sup>1</sup> The figures above are for Academic Year 2007-08, effective Fall Term 2007. The costs for Academic Year 2008-09, effective Fall Term 2008, are subject to change without notice. For immigration purposes, providing evidence of financial support to meet the costs outlined above is sufficient; however, please note that actual costs will likely increase for 2008-09.



# Certification of Financial Responsibility \_\_\_\_\_

Student's Name \_\_\_\_\_  
*Family Name* *Given Name* *Middle Name*

Department/School \_\_\_\_\_

Sponsor's Name \_\_\_\_\_  
*Family Name* *Given Name* *Middle Name*

Sponsor's Address (Number and Street): \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_

Country: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ / \_\_\_\_\_ E-Mail: \_\_\_\_\_

Relationship of Sponsor to Student: \_\_\_\_\_

## Certification of Financial Responsibility

I/we hereby certify that I/we will provide financial support for \_\_\_\_\_ to engage in a program of study at the University of Pittsburgh. I/we will provide funds from the following sources:

	Year One <sup>2</sup>	Year Two	Year Three	Year Four
1. Provided each year from annual salary/income. Total annual salary in \$US _____ You <b>MUST</b> attach documentation annual salary/income.	_____	_____	_____	_____
2. Provided from bank account with a total in \$US _____ You <b>MUST</b> attach an Official Bank Statement.	_____	_____	_____	_____
3. Provided from other sources. You <b>MUST</b> identify source(s) and attach documentation.	_____	_____	_____	_____
4. Total Available from All Sources:	_____	_____	_____	_____

\_\_\_\_\_  
Signature of Sponsor

\_\_\_\_\_  
Date Signed

<sup>2</sup> Support for the first year must be in immediately available liquid assets. Subsequent years can be demonstrated by providing letters or other documentation verifying ongoing *anticipated* earnings such as salary or investment income, or other assets that will demonstrate your ability to fund your program for the entire duration of the program.

# *University of Pittsburgh*

## **International Graduate Student Information**

### *Office of International Services*

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#### **GENERAL INFORMATION FOR INTERNATIONAL STUDENTS**

Please carefully review all of the information from your academic department and below before you complete and submit your application for admission. You may find additional information at the Web site of the University of Pittsburgh ([www.pitt.edu](http://www.pitt.edu)), the School of Information Sciences ([www.sis.pitt.edu](http://www.sis.pitt.edu)), or the Office of International Services ([www.ois.pitt.edu](http://www.ois.pitt.edu)). Please carefully review all of the Web sites as you will find useful information and answers to your questions there. However, if you have questions that are not answered by the information on the Web sites, you may contact the academic department or OIS directly.

#### **Application Procedures and Requirements**

The application procedures and requirements are explained at the academic department's Web site ([www.sis.pitt.edu](http://www.sis.pitt.edu)). Please carefully review all of the information before starting the on-line application process.

#### **Additional Application Information for International Students**

##### **Academic Records, Transcripts, and Diplomas**

You must submit original or certified (notarized) copies of all original language academic records (mark sheets, transcripts) from all postsecondary institutions that you attended. Where the official original documents are issued in a language other than English, certified English translations must also be submitted. Certified copies of the original certificates or diplomas awarded at the completion of studies must also be submitted.

**NOTE:** The University of Pittsburgh does not accept or recognize evaluations done by other institutions or private credential evaluation services.

##### **Verification of English Language Proficiency**

All applicants who are citizens of a country where English is not the official language of that country must submit the results of one of the following tests:

- a. **International English Language Testing System (IELTS):** Official results must be sent directly to the Office of International Services. For information contact the University of Cambridge, Local Examinations Syndicate, 1 Hills Road, Cambridge CB1 2EU, U.K. ([www.ielts.org](http://www.ielts.org)). The minimum IELTS score is 6.5. Some graduate programs may require a higher score.
- b. **Test of English as a Foreign Language (TOEFL):** The institutional code number for the University of Pittsburgh is 2927. Results must be sent directly to the University of Pittsburgh by the Educational Testing Service. For information contact the Educational Testing Service, P.O. Box 6151, Princeton, NJ 08541-6151, U.S.A. ([www.TOEFL.org](http://www.TOEFL.org)). The minimum TOEFL score is 80 IBT (213 on the computer-based test, 550 on the computer-based test). Some graduate programs may require a higher score.

**NOTE:** TOEFL is changing its test at the end of September 2005. The computer-based test and the paper-based test will not be offered in the United States after September 2005. Only the new test will be offered. TOEFL results are valid for two years. Therefore, results of the test taken before the start of the new test in September 2005 will be valid for two years from the date of when the test was taken.

- c. **Exemption Based on Citizenship:** Only applicants who are citizens of a country where the official language is English are exempt from the IELTS or TOEFL requirement.
- d. **Exemption Based on Degree(s):** Applicants who have completed or are about to complete a bachelor's degree or graduate degree from a regionally accredited institution in the United States may be exempt from the English language proficiency requirement.

### **Graduate Bulletin for the University of Pittsburgh**

We cannot mail copies of the University of Pittsburgh graduate bulletin (catalogue). However, the complete bulletin of information may be found at: [www.umc.pitt.edu/bulletins/graduate/index.html](http://www.umc.pitt.edu/bulletins/graduate/index.html).

### **Office of International Services**

The Office of International Services (OIS) provides a variety of services for international students. The Admissions section of OIS facilitates the admission process of graduate and first professional applicants by reviewing and evaluating academic credentials for education completed outside the United States. The Advising section facilitates and assists with matters regarding U.S. immigration laws/regulations and your period of authorized stay in the United States. The Programming section facilitates social and cultural programs designed to help international students adjust to life in the U.S. and at Pitt.

All new students must attend the International Student Orientation program as well as the orientation in their academic programs. Detailed information about orientation will be sent at the time of admission.

### **Process for Issuing Visa Documents for International Students**

1. Upon receiving an offer of admission, you will be requested to notify the school or department that you accept the offer of admission. You will also be asked to complete and submit the International Graduate Student Supplemental Form, which includes a Certification of Financial Responsibility (**NOTE:** Student receiving financial support from the University of Pittsburgh do not need to complete the Certification of Financial Responsibility part of the form).
2. The school or department then sends a copy of your admission letter and the completed International Graduate Student Form to the Office of International Services for processing.
3. Your financial support information will be reviewed in the Office of International Services.
4. If the financial support information submitted is acceptable, a visa document is then prepared and sent to you. The processing time for the issuance of a visa document is normally ten business days from the time a complete file is submitted to OIS.

### **Financial Support Documentation**

Any one of the following may be used as documentation of support:

- 1) A signed and dated University of Pittsburgh Certification of Financial Responsibility completed by you and/or a personal/family source(s) of financial support and supporting documentation, such as a bank statement.
- 2) An official letter of financial support from a sponsoring agency, such as a government ministry, providing financial support for your studies at the University of Pittsburgh. A sponsor letter must state the amount of money in U.S. dollars that will be provided per year or that full tuition support is provided and that an additional amount will be provided for your living expenses.
- 3) An award letter from a department or program at the University of Pittsburgh.

### **Cost Estimates for the School of Information Sciences at the University of Pittsburgh**

The figures below are for Academic Year 2007-08, effective Fall Term 2007. The costs for Academic Year 2008-09, effective Fall Term 2008, are subject to change without notice. For immigration purposes, providing evidence of financial support to meet the costs outlined below is sufficient; however, please note that actual costs will likely increase for 2008-09.

<b>Master's Degree</b>	<u>First Year</u>	<u>8 Months</u>		
Tuition/Fees (2 terms):	\$28,308.00	\$28,308.00		
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<b>Doctoral Degree</b>	<u>First Year</u>	<u>Second Year</u>	<u>Third Year</u>	<u>Fourth Year</u>
Tuition/Fees:	\$28,308.00	\$28,308.00	\$28,308.00	\$1,650 [FTDS]
Living Expenses:	\$13,960.00	\$13,960.00	\$13,960.00	\$13,960.00
<b>Total:</b>	<b>\$42,268.00</b>	<b>\$42,268.00</b>	<b>\$42,268.00</b>	<b>\$15,610.00</b>

[FTDS] = Full-Time Dissertation Studies

**Dependents:** For each dependent, add an additional \$3,480.00 per year.

**Living Expenses:** It is difficult to predict the living expenses associated with your stay at the University of Pittsburgh, as expenses vary according to individual tastes, habits, and the actual cost of living. However, a cost estimate provided on the Certification of Financial Responsibility should help you anticipate your expenses. You should note that the estimated tuition listed, added to the estimated cost of living expenses, is the minimum amount of financial support required each year to enable the Office of International Services to issue a visa document.

**Housing**

There is no on-campus housing for graduate students at the University of Pittsburgh. The University of Pittsburgh maintains information on available off-campus housing through the Housing Resource Center ([www.pitt.edu/~property/hrc.html](http://www.pitt.edu/~property/hrc.html)). However, the office does not find housing for students. While you may be anxious about finding a place to live off campus, experience has shown that students find housing without much difficulty. Students planning to live off campus should arrive at least two weeks before the start of the term to allow enough time to look at a variety of apartments or other housing to have living arrangements settled before the start of the term.

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**NOTE:** The University reserves the right, even after arrival and enrollment of a student, to make individual curricular adjustments whenever particular deficiencies or needs are found. Students may be required to take such courses without credit and at their own expense. This could apply to additional course work in English as a second language if it is determined that there is a deficiency in English language proficiency.

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The University of Pittsburgh, as an educational institution and as an employer, values equality of opportunity, human dignity, and racial/ethnic and cultural diversity. Accordingly, the University prohibits and will not engage in discrimination or harassment on the basis of race, color, religion, national origin, ancestry, sex, age, marital status, familial status, sexual orientation, disability, or status as a disabled veteran or a veteran of the Vietnam era. Further, the University will continue to take affirmative steps to support and advance these values consistent with the University's mission. This policy applies to admissions, employment, and access to and treatment in University programs and activities. This is a commitment made by the University and is in accordance with federal, state, and/or local laws and regulations. For information on University equal opportunity and affirmative action programs and complaint/grievance procedures, please contact: William A. Savage, Assistant to the Chancellor and Director of Affirmative Action (and Title IX and 504, ADA Coordinator), Office of Affirmative Action, 901 William Pitt Union, University of Pittsburgh, Pittsburgh, PA 15260, 412-648-7860.