

Department of Urban and Regional Planning
School of Architecture & Planning
116 Hayes Hall
3435 Main Street
Buffalo, NY 14214-3087

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<http://www.ap.buffalo.edu/planning>

Graduate Application - International

APPLICATION INSTRUCTIONS: Read and follow all instructions carefully. Failure to follow instructions may delay the consideration of your application.

- 1) **Complete items A through D on page 2 and items 1 through 19 beginning on page 3 of this form. Print or type.**
- 2) Include the following items with this application:
 - a) **Official Transcripts** - Official transcripts must be submitted with this application. Have all colleges and universities that you have attended send official transcripts to you in a sealed envelope. Enclose them with this application. Transcripts are official only if enclosed in sealed envelopes as issued by the institution.
 - b) **Application Fee** - Include a check or money order for \$70 if using a paper application or \$50 if applying electronically using GrAdMIT made payable in U.S. funds to "University at Buffalo". Be sure to indicate your full name on the check. Under no circumstances will this fee be waived. The fee may, however, be deferred until initial enrollment for students from countries whose laws absolutely forbid the possession or exchange of foreign currency. Individual requests for deferral must be submitted in writing with your application. Persons reapplying for admission within one year of the original application are exempt from repayment of the fee.
 - c) **Test of English as Foreign Language (TOEFL) Score Report** - A TOEFL score report must be submitted directly to the University at Buffalo by the testing agency administering the exam. The TOEFL code for our University is 2925.
 - d) **Three Recommendations** - Complete the upper portion of the Recommendation Form before requesting a recommendation. Recommendations should be returned, sealed in the envelopes provided, directly to the applicant. Include the three sealed envelopes with the other materials.
 - e) **Resume** - Include a resume that outlines your employment and educational background and experiences.
 - f) **Graduate Record Exam (GRE) Score Report** - The GRE is a desirable but not a mandatory part of the graduate application process. Applicants who feel their undergraduate grades are not an adequate measure of their ability are encouraged to take the test. The GRE is administered by the Educational Testing Service (ETS). A free information bulletin and registration forms are available by writing to Educational Testing Service, Box 6000, Princeton, New Jersey 08541. For further information please consult the GRE website at: <http://www.gre.org/>. The GRE code for our university is 2925.
- 3) **International Applicants** - Students who currently hold or who will require a non-immigrant visa should refer below and to page 2 of this application form. Read the special instructions and information carefully, and complete the items marked A through D on page 2.
- 4) **Deadline** - Completed applications for the Master of Urban Planning program, including the application form and all academic credentials, must be received prior to May 1 for Fall and November 1 for Spring admission. There is no summer admission.

SPECIAL INSTRUCTIONS AND INFORMATION FOR INTERNATIONAL APPLICANTS

Eligibility for Graduate Admissions: Applicants must have completed an academic program equivalent to a U.S. Bachelor's degree prior to enrolling in University at Buffalo graduate programs.

Students may apply during their final year of such a degree program but must furnish proof of graduation before the end of their first semester of enrollment at the University at Buffalo. The following are not by themselves considered to be satisfactory for admission to the Graduate School:

Taiwan - Diplomas from junior colleges or non-degree granting institutions;

British education systems - O.N.D.s or H.N.D.s

Bangladesh, Burma, India, Nepal, Pakistan, and Sri Lanka - Two and three year Bachelor's degrees (only the B.E., B. Sc. Eng., and all Master's degrees are considered equivalent to U.S. undergraduate degree);

Nigeria - Nigerian Certificates of Education

Admission Requirements

(1) **English Language Proficiency** - All applicants who are not native speakers of English, including those who are transferring from or who have completed degree programs at other U.S. colleges or universities must prove their English language proficiency by taking the Test of English as a Foreign Language (TOEFL) and having their score reported directly to this University. The minimum scores acceptable for university admission are 550 on the paper-based version; a 213 on the computer-based version and a 79 on the iBT internet-based version. Only scores from tests taken within two years prior to the time of admission are acceptable. However, students who score 550 or better prior to enrolling in another U.S. college or university may present that earlier TOEFL score to satisfy the language proficiency requirement. Further information about the TOEFL may be obtained from the U.S. Embassy or U.S. Information Service in your country or by writing the Educational Testing Service, PO Box 6000, Princeton, New Jersey 08540, U.S.A. or by consulting the TOEFL website at: <http://www.toefl.org/>.

Applicants who have not yet achieved a 550 on the paper-based version, a 213 on the computer-based version or a 79-80 iBT version (internet version) score on the TOEFL should consider the possibility of attending the English Language Institute. The English Language Institute offers courses during the Summer (6 and 12-week sessions), Fall and Spring semesters. For more information about the English Language Institute, access <http://wings.buffalo.edu/eli> on the World Wide Web. Send E-mail inquires to elibuffalo@acsu.buffalo.edu or write to the English Language Institute, University at Buffalo, 320 Baldy Hall, Buffalo, NY 14260-1000.

IMPORTANT: No Certificate of Eligibility will be issued until a satisfactory TOEFL score has been submitted.

2) Financial Documentation - All international applicants must document their ability to meet all educational and personal expenses for the entire period of intended study before this University can issue an I-20 or IAP-66. It is essential that you read the *International Applicant Financial Form Fall 2006* carefully and complete and return that form along with supporting documentation as outlined in the instructions. You can download the form from this website: <http://wings.buffalo.edu/intled/admissions/forms.html>
No Certificate of Eligibility will be issued without satisfactory financial documentation. Financial documentation is required for visa issuance only. The information provided will in no way affect your application for departmental financial awards. **Students who are requesting departmental financial assistance are strongly urged to submit as much financial documentation as possible.** If departmental assistance does not cover all mandated financial requirements, students who fail to submit additional documentation will experience further delays in the issuance of Certificate of Eligibility.

Financial Assistance: Graduate, Teaching or Research Assistantships are rarely awarded to newly admitted graduate students. All applicants wishing to apply for an assistantship should send a letter describing their interest to the department chair.

Visa Information: Applicants recommended for admission by a graduate department are considered eligible for a visa certificate only after they have satisfied the language and financial requirements listed above. All international graduate students are

issued a Certificate of Eligibility (I-20) for a Student Visa (F1). The issuance of an IAP-66 for the acquisition of Exchange Visitor status (J1) is restricted to the following applicants: (1) those funded by the U.S. Government or by an international organization; (2) those receiving full or partial financial support from the University at Buffalo; (3) participants in formal University at Buffalo exchange programs; (4) those currently in the U.S. on a J1 Visa and transferring to the University at Buffalo to continue their original program; (5) those from countries which require all departing students to possess Exchange Visitors Visas (J1). Indicate the type of visa necessary on the application form.

Part-time and Non-degree Study: All international students are required to enroll as full-time degree program students. International students may be admitted as non-degree students only if they are funded by an institution or international agency for the specific purpose of non-degree study. If approved, such study may not exceed one calendar year in duration.

Part time (less than 12 credit hours per semester) enrollment of international students is permitted only in the following cases: (1) Canadian nationals who intend to commute to the University at Buffalo for their course work; (2) persons holding non-immigrant visas other than F1 or J1; (3) spouses or dependents of persons holding F1 of J1 visas.

All non-degree and part-time students must meet all admissions requirements applicable to full-time matriculating international students, including financial documentation. Courses taken by non-degree students do not automatically apply toward a graduate degree if the student eventually matriculates in a degree program.

Final Admissions and Pre-arrival Information:

- Do not proceed to the University until you have received your Certificate of Eligibility and formal admission letter from the University Office of Admissions.
- Do not enter the U.S. on a Visitor's Visa (B2) unless it is stamped "prospective student," as it is extremely difficult to change your visa status while in the U.S.
- Do not enter the U.S. on an I-20/AP-66 issued by another U.S. university and intend to enroll at the University at Buffalo.
- If accepted, you will receive additional information regarding pre-arrival information and housing availability.

A. **Language Proficiency:** Native Language: _____

Date you have taken or will take the TOEFL: $\frac{\quad}{\quad} / \frac{\quad}{\quad} / \frac{\quad}{\quad}$
 (Month/Day/Year)

B. If you are currently living in the U.S., complete (a) through (c) below:

a. Date of Entry $\frac{\quad}{\quad} / \frac{\quad}{\quad} / \frac{\quad}{\quad}$
 (Month/Day/Year)

b. Point of Entry: _____
 (City)

c. Current Visa Status (Circle one) F1 F2 J1 J2 Other (Specify type)

C. **Canadian Citizens and Landed Immigrants only:** (Check one)

Will you: _____ commute from Canada or _____ establish temporary residence in the U.S?

D. I intend to study: _____ Full-Time _____ Part-Time (See above information for restrictions on part-time study)

MAIL THIS APPLICATION, THE APPLICATION FEE, RECOMMENDATION FORMS, PORTFOLIO, TRANSCRIPTS AND DEGREE CERTIFICATES (in sealed envelopes from the university attended), **ORIGINAL FINANCIAL STATEMENTS, THE "INTERNATIONAL APPLIANT FINANCIAL FORM" AND A PHOTOCOPY OF YOUR PASSPORT BIOGRAPHICAL PAGE TO:**

Department of Urban and Regional Planning School of Architecture and Planning
 University at Buffalo
 116 Hayes Hall
 3435 Main Street
 Buffalo NY 14214-3087
 U.S.A.



School of Architecture and Planning
University at Buffalo *The State University of New York*

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Graduate Application - International

1. Name: _____
 (Family Last Name) (First Name) (Middle Name)

Enter birth name or any other name used at a previous school: _____

2. If you currently possess a valid U.S. Social Security Number, enter that number in the boxes below. If you have no number, leave the boxes blank.

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(U.S. Social Security Number)

3. Year you desire to begin studies (No Summer admission): Fall _____ Spring _____
 (Year) (Year)

4. Degree Program: (Check one)
 Master in Urban Planning
 Dual Degree Program: Master in Architecture/Master in Urban Planning
 Dual Degree Program: Master in Urban Planning/JD in Law

5. Mailing Address:

 (Number and Street)

 (Town or City)

 (State and Zip Code, if currently in the U.S.)

 (Country)

 (Telephone)

6. Permanent Address

 (Number and Street)

 (Town or City)

 (State and Zip Code, if currently in the U.S.)

 (Country)

 (Telephone)

Enter the date until which you may be reached at the above mailing address. After this date: _____
 we will forward all mail to your permanent address unless otherwise instructed by you. (Month/Day/Year)

7. Have you previously applied to the University at Buffalo? Yes No

8. Birth Date: ____ / ____ / ____
 (Month/Day/Year)

9. Birth Place: _____
 (City and Country)

10. E-mail address: _____

11. Citizenship: (enter your country of citizenship) _____
 (Citizenship)

12. Gender: Male Female

13. Marital Status (response is optional): Unmarried Married Number of Children _____

Will your spouse and children accompany you to the U.S.? Yes No

14. Disability (response is optional): If you are permanently disabled or if you expect a temporary disability to extend your proposed period of study, please describe this disability briefly below:

15. Educational History: Enter the names of all post-secondary institutions attended (beginning with the most recent). Enter the institution name, its location, your dates of attendance, major field of study, and the exact name of the degree received in both the language in which the degree was issued and English. Enter the Cumulative Grade Point Average only for U.S. colleges and universities attended. (See information regarding the submission of transcripts.)

Name of Institution	Location (City, Country)	Dates of Attendance		Major Field	Degree Received	GPA U.S. Only
		From	To			

16. Employment History: List below all positions held, dates of employment, employers, locations (city and country), and the nature of your duties. Include your present position.

Position	Employer	Location	From	To	Nature of Duties

17. Resume, portfolio, or other evidence of accomplishment:

_____ I am submitting a resume and evidence of personal work as described on the information sheet for M.Arch/MUP and MUP/JD in Law Dual Degree applicants.

18. Statement: In 500 words or less, typed on a separate sheet of paper, describe the origins of your decision to pursue a career in planning. Please be specific about courses, instruction, books or personal experiences.

19. I understand that withholding information requested on this application or giving false information may make me ineligible for admission or subject to dismissal. I certify that the above information is correct.

Applicant's Signature: _____ Date: _____

In accordance with federal and state laws, no person in whatever relationship to the University at Buffalo shall be subject to discrimination on the basis of age, religion or creed, color, disability, national origin, race, ethnicity, sex, or martial or veteran status. Additionally, New York State Governor's Executive Order 28 and the University Board of Trustees Policy prohibit discrimination on the basis of sexual orientation.