

Graduate (Master's Level) Admission Requirements for International Applicants

Part A) General Admissions Requirements for ALL Graduate Majors:

- **Online Application with a \$60 USD Application Fee:**
Submit a complete Online Application for Graduate Students at <http://apply.woodbury.edu> with a \$ 60 NON-REFUNDABLE Application Fee using a valid credit card.
- **Official Academic Records:**
1) Semester-by-semester transcripts/mark sheets/grades from every university or college attended **AND**
2) Proof of Bachelor's degree completion from an accredited U.S. or non-U.S. university or college.
Note: Applicants in the process of completing their undergraduate bachelor's degrees must submit at least 7 semesters (or 3.5 years) of academic coursework at the time of application to be considered for admission.
Note: An explanation of your university/college grading system must also be provided along with your academic transcripts and proof of Bachelor degree completion. Many universities issue transcripts with a clear explanation of their grading system on the back or on the last page of the transcript.
- **Course-By-Course Foreign Credential Evaluation Report from a NACES or AICE Approved Agency:**
Applicants with academic coursework done outside the U.S. are required to submit an official course-by-course Credential Evaluation Report from a NACES www.naces.org or an AICE www.aice-eval.org approved agency. The report must clearly indicate a U.S. equivalent for every course taken, grade obtained in each course, your final, cumulative Grade Point Average (GPA) and whether or not your foreign degree is equivalent to a U.S. Bachelor's degree. We recommend one of these NACES agencies: www.wes.org ; www.ierf.org ; www.ecf.org
- **Three Official Letters of Recommendation:**
These letters must come from an academic or professional source and must be on official company or recommender's letterhead. The letters must attest to your academic achievements or professional experience.
- **Statement of Purpose/ Personal Essay:**
Submit an essay describing your educational and/or professional background, what influenced your pursuit of a graduate degree, your professional goals and how Woodbury University will assist you in attaining these goals.
- **Professional Resume or Curriculum Vitae (CV):**
Submit a resume or CV Highlighting your professional work experience, if applicable, academic degrees or certificates earned, research or published work. Students with no professional work experience may still apply.
- **Official Proof of English Language Proficiency in ONE of the Following Ways:**
 - A minimum TOEFL score of 80 on the internet based test (iBT) (www.toefl.org) OR
 - A minimum IELTS score of 6.5 (www.ielts.org) OR
 - A minimum Pearson (PTE) score of 53 (www.pearsonpte.com) OR
 - ELS-EAP Certificate of Completion of Level 112 (www.els.com) OR
 - KAPLAN International Advanced Certificate (www.kaplan.com)**Woodbury's testing code is: 4955.** Tests must be taken within 2 years from the time of application to WU.
- **Official Proof of Financial Support (Required prior to I-20 Processing and Issuance)**
Self-sponsored or family sponsored students must submit 1) A completed Woodbury University Financial Statement for International Students (FSIS) form from every sponsor **AND 2)** A sponsor's ORIGINAL bank statement/affidavit-issued within 6 months-showing adequate funds to cover the 1st year of study and living expenses. The bank statement must be translated or written in English on official bank letterhead and must contain an account number and the amount of money available in U.S. dollars or its foreign currency equivalent. **Note:** Bank statements must be for a checking, savings, or time deposit account ONLY.
Government-sponsored or company-sponsored students must submit an "Official FINAL Financial Guarantee Letter" in English from their sponsoring agency addressed to Woodbury indicating which costs (tuition, health insurance, room, board, etc.) will be provided.
- **Clear Copy of Passport Name Page:** (married students must include copies of their spouses & children passports). Passports must be valid for at least 6 months. Students in the US must also submit copies of their I-20s & visas.

Part B) Additional Requirements by Program:

Program Name: **Master of Business Administration (MBA):**



- **GMAT/GRE Direct Admit Track:** For students with no work experience or less than 3 years of management and/or supervisory work experience. The minimum GMAT score is determined using the following formula: $GMAT = 1,000 - (GPA \times 200)$. Example: if you have a GPA of 3.0/4.0, you will have to submit a min. GMAT of 400. GRE scores are evaluated on an individual basis. A min. cumulative Grade Point Average (GPA) of 2.5/4.0 or C+ is required for this track.
- **NON-GMAT/GRE Professional Admit Track:** For working professionals with minimum 3-5 years of management and/or supervisory work experience. A minimum cumulative Grade Point Average GPA of 2.5 out of 4.0 or C+ is required for this track. Upon evaluation of your application and supporting documents, the GMAT or GRE test scores **may not** be required for this track.

“Conditional Admission” in the form of an acceptance letter **ONLY-not an I-20-** is available for academically qualified international applicants who meet the University’s Grade Point Average (GPA) requirement at the time of application **BUT** who do **NOT** meet the university’s minimum English language requirements and/or the minimum GMAT/GRE test scores requirements.

- This means that if you have no GMAT, GRE, TOEFL, IELTS, iTEP or PTE test scores or if you have a low TOEFL score (below 80 IBT) or a low IELTS score (below 6.5) or a low PTE score (below 53), you can still apply to the graduate degree program of your choice at WU. If the Graduate Admissions Committee determines that your application meets all the requirements for admission except for the English language requirement and/or the GMAT or GRE requirement, you will be granted "Conditional Acceptance" also known as "Conditional Admission".
- Conditional Admission provides you with the assurance that once you meet the university's English language, GMAT/GRE and financial requirements, you will be granted "**Full Admissions**" and you will receive a WU I-20 and be allowed to enroll and begin your academic classes at WU.
- If you choose to study English as a Second Language (ESL) in the U.S. instead of taking the standardized TOEFL, IELTS, iTEP or Pearson standardized tests in your home country, you must directly contact an approved ESL center and apply for an ESL I-20 through that language center. Once obtained, the ESL I-20 will enable you to apply for an F-1 student visa at the US embassy/consulate in your home country to enter the U.S. and study ESL full-time. Once you successfully complete your **intensive** ESL studies and receive a **Certificate of Advanced Academic ESL Completion**, you would be able to transfer to Woodbury University and begin your full-time academic classwork. Woodbury has several agreements with different ESL accredited language centers in Southern California. We accept the following 2 programs among others:
 - The ELS-EAP Certificate of Completion of Level 112. To apply, go to www.els.com
 - KAPLAN International Advanced Certificate. To apply, go www.kaplan.com

Note: All ESL language programs **MUST** be accredited by the Commission on English Language Program (CEA) or by the American Council of Continuing Education & Training (ACCET) in order to be recognized by Woodbury.

Program Name(s): ***Master of Architecture-3Year, Master of Architecture-2 Year, Master of Science in Architecture-1 Year, Master of Interior Architecture-3 Year, Master of Interior Architecture-2Year.***

○ **Interview**

Whether in person or by phone, an interview with the School of Architecture (SOA) is required. **Once all application materials are submitted**, please contact SOA to schedule this appointment: ++1.818.252.5121.

○ **GRE Test Scores**

Applicants with an undergraduate GPA less than 3.0 out of 4.0 or less than "B" are required to submit GRE test results; a minimum score of **273** is required. For more information on the GRE, go to www.ets.org/gre

○ **Portfolio**

Applicants are required to submit a portfolio of creative work conveying the scope of their design sensibilities. The work can be both educational and professional. Portfolios should be no larger than 9x12 inches and no smaller than 5x7 inches. Although bound and printed submissions are preferred, CDs, DVDs, or flash drives, will be accepted. We will not accept work submitted on slides. If you would like your portfolio returned, please include a self-addressed envelope, with sufficient postage affixed. Unclaimed portfolios will be discarded.

Program Name: ***Master of Arts in Media for Social Justice***

○ **Interview**

An interview, in person or by phone, is required. **Once all application materials are submitted**, please contact the School of Media, Culture and Design to schedule your appointment: ++1.818.252.5123.

○ **GRE Test Scores**

Applicants with an undergraduate GPA less than 2.5 out of 4.0 or less than C+ are required to submit GRE test results with a minimum score of **273**. For more information on the GRE, go to www.ets.org/gre

○ **Portfolio**

Applicants are required to submit a portfolio of creative work conveying the scope of their design sensibilities. The work can be both educational and professional. Portfolios should be no larger than 9x12 inches and no smaller than 5x7 inches. Although bound and printed submissions are preferred, CDs, DVDs, or flash drives, will be accepted. We will not accept work submitted on slides. If you would like your portfolio returned, please include a self-addressed envelope, with sufficient postage affixed. *Students without an art/design background have the option of submitting a portfolio of creative work or an academic writing sample (at least 5-6 pages).*

Program Name: **Master of Arts in Leadership**

- **Interview**
An interview, in person or by phone, is required. **Once all application materials are submitted**, applicants will be contacted by the Center for Leadership in order to schedule their interview.
- **GRE Test Scores**
Applicants with a U.S undergraduate GPA less than 2.5 out of 4.0 or less than C+ are required to submit GRE test results; a minimum score of **273** is required. For more information on the GRE, go to www.ets.org/gre
- **Leadership Essay**
Applicants with an undergraduate GPA less than 3.0 out of 4.0 or less than "B" are required to submit a 3-5 page Leadership Essay on the applicant's leadership philosophy and self-assessment of leadership capacity.

Part C) Application Deadlines:

- All Graduate programs **Fall** Application Deadline is **July 1**, the **Spring** Deadline is **Nov. 1**,
- Exception: the School of Architecture graduate programs **Fall** Application Deadline is **April 15, 2015**. The School of Architecture does NOT have a **Spring** intake.

Part D) Sending Your Application Supporting Documents:

- You will have the option to upload all required supporting application documents upon the submission of your online application.
- If you are unable to upload the above required documents, you must mail them to the following address. We recommend you use a special courier service such as FEDEX, DHL, or UPS when mailing your documents:

**Woodbury University
Office of Graduate Admissions
7500 N. Glenoaks Blvd., Burbank, CA 91504
USA**

Part E) Application Processing Time:

- International Applications Processing Time is typically **3-4 weeks** from the time your application and supporting materials are received at the Graduate Admissions Office and your file becomes complete. International transcripts and foreign academic credentials take longer time to process.
- Processing time may be extended if certain required documents are missing. **Therefore, we strongly recommend that you send us all of the above required documents when applying online or mail them in one package/envelope to avoid any unnecessary delays.**

Contact Information

Woodbury University
Office of Graduate Admissions
7500 N. Glenoaks Blvd.
Burbank, CA 91504, USA

Tel: ++1-818-252-5230, E-mail: gradadmissions@woodbury.edu, Website: woodbury.edu

Woodbury University is located in Los Angeles, Southern California, USA