

TO: Department Heads, Graduate Program Directors and Contact Staff

FROM: Carol Shanklin, Dean of the Graduate School
Jim Guikema, Associate Dean of the Graduate School

DATE: August 4, 2011

SUBJECT: **2012 Application Deadlines for International Graduate Applications**

As many of you are aware, many of the individuals that we issue I-20's to are experiencing long delays in obtaining interviews for their visa. Others are finding flights to the U.S. more limited. **Thus, it is imperative that you do not wait until the deadline dates to send your completed international applications to the Graduate School.**

Please do not delay the processing of your international applications if you want the applicants to receive K-State's I-20 first. Due to the many additional series of steps in iSIS, the admission process takes longer. It may take approximately four to eight weeks (from the date that the Graduate School receives it from the department programs) during peaks times, before the staff member can review an application. Applications are reviewed on a first-come, first-served basis. It also will take an additional four to eight weeks for air mail to reach the student overseas (due to mail service delays in their own home country). We are currently exploring other options for mailing I-20's with a faster mail service than airmail (information will be announced at a later date).

APPLICANT DEADLINE DATES TO SUBMIT 2012 APPLICATION MATERIALS TO THE GRADUATE PROGRAMS

The following are latest dates by which the **applicant should submit the international application to the graduate program.** These application deadline dates also are listed on the Graduate School web site.

Student applying for Spring 2012 – student should submit application materials to the graduate program no later than August 1, 2011.

Student applying for Summer 2012 – student should submit application materials to the graduate program no later than December 1, 2011.

Student applying for Intensive English Program for Graduate Teaching Assistants (ITA) 2012 – student should submit application materials to the graduate program no later than December 1, 2011.

Student applying for Fall 2012 – student should submit application materials to the graduate program no later than February 1, 2012.

GRADUATE PROGRAM DEADLINE DATES TO SUBMIT 2012 APPLICATION MATERIALS TO THE GRADUATE SCHOOL

The following are dates by which the graduate program should send the applications for students they wish to **recommend for admission to the Graduate School.**

TO BE CONSIDERED FOR SPRING 2012

Graduate programs should send the completed application materials for international students (**those living outside the USA – this deadline date also includes those applying for distance education programs and applicants who are currently attending an institution in the USA and plan to travel outside of the USA right after graduation**) they wish to recommend for Spring 2012 admission to the Graduate School **no later than September 1, 2011.**

Graduate programs should send the completed application materials for international students (**those living in the USA and who do not plan to travel outside of the USA right after graduation**) they wish to recommend for Spring 2012 admission to the Graduate School **no later than October 1, 2011.**

Students admitted for Spring 2012 should arrive on campus no later than January 6, 2012. The International Student Orientation will be held on January 10-11, 2012 and the Graduate School Orientation will be held on January 11, 2012. Classes begin on January 17, 2012.

TO BE CONSIDERED FOR SUMMER 2012

Graduate programs should send the completed application materials for international students (**those living outside the USA – this deadline date also includes those applying for distance education programs and applicants who are currently attending an institution in the USA and plan to travel outside of the USA right after graduation**) they wish to recommend for Summer 2012 admission to the Graduate School **no later than January 15, 2012.**

Graduate programs should send the completed application materials for international students (**those living in the USA and who do not plan to travel outside of the USA right after graduation**) they wish to recommend for Summer 2012 admission to the Graduate School **no later than February 1, 2012.**

Students admitted for Summer 2012 should arrive on campus no later than May 31, 2012. Classes begin on June 4, 2012. The International Student Orientation will be held on August 13-14, 2012. The Graduate School Orientation Session will be held on August 15, 2012.

TO BE CONSIDERED FOR THE INTENSIVE ENGLISH PROGRAM FOR GRADUATE TEACHING ASSISTANTS (ITA) 2012

Graduate programs should send the completed application materials for international students (**those living inside and outside the USA, those applying for distance education and current K-State students continuing for another degree at K-State**) they wish to recommend for ITA 2012 admission to the Graduate School **no later than February 1, 2012.**

If you intend to have the student attend the ITA session, please submit their application materials to the Graduate School by the deadline date for the ITA 2012 session. Students who are admitted for the Fall 2012 semester and have a Fall 2012 date on their I-20 cannot enroll in the ITA Session. Immigration requires that the student enroll in the intended semester listed on the I-20 (not for a previous semester or later semester).

(The ITA arrival date has not yet been determined by the English Language Program. An update will be sent to departments as soon as the information becomes available.)

TO BE CONSIDERED FOR FALL 2012

Graduate programs should send the completed application materials for international students (**those living outside of the USA**) they wish to recommend for Fall 2012 admission to the Graduate School **no later than March 1, 2012.** (This includes applicants who are currently attending an institution in the USA and plan to travel outside of the USA right after graduation. The student needs ample time to transfer SEVIS information to K-State and still be issued an I-20 for travel outside of the USA.)

Graduate programs should send the completed application materials for international students (**those living in the USA**) they wish to recommend for Fall 2012 admission to the Graduate School **no later than June 1, 2012.**

Students admitted for Fall 2012 should arrive on campus no later than August 10, 2012. The International Student Orientation will be held on August 13-14, 2012, and the Graduate School Orientation Session will be held on August 15, 2012.

Graduate programs should send **only completed** application materials. **If an application is incomplete** (i.e. missing payment of application fee, TOEFL, original financial documentation, transcripts), **it will delay the admission process (it will be considered an incomplete application).** Please be aware that it may take **4-8 weeks** for mail to reach overseas via airmail (especially in countries where their mail system is very slow). **Students also need approximately 30-60 additional days** to pay their SEVIS fee and additional time to make an appointment at the U.S. Consulate Office for their visa interview. Any further delays will slow down the process for the applicant

Immigration requires that admitted students arrive on time to the intended university. If the student travels after the date listed on the I-20 issued, immigration officials may deny the student's admission into the United States at the port of entry.

The Graduate School does not recommend late arrival. We would recommend that the student defer their admission to the next semester.

Upon their arrival to K-State, new international students are required to check in with the International Student Center, take their tuberculosis test at Lafene Health Center, attend both the Graduate School and International Student Center orientation sessions (they may also have to take the English Proficiency Test or SPEAK test). The student should enroll prior to the first day of classes. If a student enrolls after the enrollment deadline date, they will be charged a \$50 special handling fee for late enrollment.

Students who will be employed by the university will be required to apply for a social security number (if they do not already have one) and will need to enroll before they can be put on payroll. Your departmental human resource personnel can assist you in this matter. International students previously residing in the U.S. within the last seven years will be required to

complete a personal background check before their appointment papers can be sent to the Division of Human Resources.