

COLEMAN UNIVERSITY

REQUIRED APPLICATION DOCUMENTS

1. APPLICATION FORM and ENROLLMENT FORM
2. COPY OF PASSPORT
3. BANK STATEMENT

Submit either (a) a copy of your own current Bank Statement for \$16,000 US Dollars, or its equivalent, or, (b) a copy of your sponsor's bank statement showing at least \$16,000 US dollars, or its equivalent. (If the bank statement you are using is not in U.S. dollars, please do the conversion by going on the internet to www.currency-eexchange.co.uk/Currency-Converter.htm, then print the appropriate page and include it with your application material).
4. LETTER OF SUPPORT

If using a sponsor's bank statement, the sponsor also needs to provide a letter of support that states "I am the sponsor for (student's name) and I intend to provide him/her with support during the first year at Coleman in the amount of _____.
5. ENGLISH PROFICIENCY DOCUMENTATION

Sufficient evidence may be a TOEFL score of 500 or more (80 internet-based or 213 computer base), or, an IELTS score of 6.0, or, a score of 760 or more on the TOEIC test. If you have not taken any of the above tests you may provide evidence that you have studied at least one year in a university where English was the medium of instruction by sending an official letter from your undergraduate university confirming that.
6. PERSONAL RESUME
7. TWO LETTERS OF RECOMMENDATION

The recommendation letters must come from someone who can comment on your work skills, such as an employer, a co-worker, or a professor who has assessed your work ability. The letters should provide an assessment of your ability to successfully complete graduate studies and succeed in an employment situation.
8. TRANSCRIPTS OF UNIVERSITIES ATTENDED

Include a copy of your official or attested transcripts for every year that you studied at the university level. It is important that the transcripts show all subjects taken and all grades or marks earned for each subject. It also is very helpful if the grading system of the university is shown on each record. You will need to show you have the equivalent of a 2.50 GPA or greater. (If your original transcripts are in a language other than English, a copy of that transcript, along with the English translation, also needs to be submitted.)
9. BACHELOR DEGREE DOCUMENTATION

Copies of your certificate or diploma showing you have earned a Bachelor Degree. (If issued in another language, submit an English translation also).
10. EXPLANATION OF COST SHEET

Read and sign the explanation of cost sheet

WHERE TO SEND DOCUMENTS

Please send all documents to HTIR Program Office at 3740 University Street, Eugene, Oregon, 97405 USA. If you have questions about the required documents noted herein, please e-mail HTIR at admissions@htir.com

WHEN FEES ARE REQUIRED

1. WHEN YOU SEND IN THE ABOVE APPLICATION DOCUMENTS:

NO application or processing fees are required when you send in your application.

2. WHEN THE UNIVERSITY ACCEPTS YOU AND HAS PREPARED YOUR I-20 FORM:

\$3,000 must be deposited as a down payment with the university, or with HTIR or with its agent when the I-20 is ready—then the I-20 will be released to you. (If you do not obtain a visa, this deposit will be returned to you in its entirety, minus any wiring fees.)

3. UPON ARRIVAL AT THE UNIVERSITY:

\$1,937.50 shall be paid when you arrive and register.