

# OTTERBEIN UNIVERSITY

## International Student Application

- ✓ Experience the warmth of a small town near a big city.
- ✓ Be engaged in the local community.
- ✓ Conduct research, volunteer, and intern.



# Otterbein in Brief

## HISTORY & DIVERSITY

Otterbein was founded in 1847 and was among the first universities in the United States to be founded as coeducational and to admit women to the same programs of study as male students. Otterbein was also one of the first three universities in the United States to be open to students of color.

## BEST OF BOTH WORLDS

Otterbein University is a comprehensive, private institution and offers both bachelors and masters degrees. Otterbein has a history of community service and engagement and is located in the town of Westerville, a suburb of the state capital of Columbus. In Westerville, it is possible for students to experience the warmth of a small American town located just minutes from the arts and commerce of the 17th largest city in the United States. Storefronts in "Uptown" Westerville are mainly the original architecture and home to many locally owned stores and boutiques. Westerville was ranked 15th in the Top 100 list of "America's Best Places to Live" by *Money* magazine.

## EASY ACCESS

Westerville is served by the Port Columbus International Airport, which is approximately 15 minutes from Otterbein and serviced by most major airlines. Westerville is also on the route of Greyhound Bus Lines.

## FOUR SEASONS CLIMATE

Central Ohio experiences all four seasons and temperatures range from 30 C in July to -10 C in January. You will need warm clothing, including heavy coats for winter and lighter outfits for spring and summer.

## REASONABLE TUITION RATES

With today's increasing educational expenses, students should look for the institution that offers a first-rate education at a reasonable cost. The current costs of attending Otterbein are available online.

## TOP-NOTCH FACULTY

Otterbein faculty, 95% of whom have Ph.Ds, are recruited from graduates of the top schools in the world and from the ranks of professionals with extensive experience in health and business. The student-faculty ratio is 12 to 1 and personal attention from your professors is the rule, not the exception.

## 56 MAJORS

Otterbein offers 56 undergraduate majors,

37 undergraduate minors, and four master's degree programs.

## ACCREDITATION

Otterbein is accredited by The Higher Learning Commission and is a member of North Central Association.

## ENGAGED STUDENTS

Since 2000, students from nearly 60 different countries have studied at Otterbein. Enrollment currently totals more than 3,000 undergraduate and graduate students. Otterbein students are actively engaged in research, service, leadership, work, internships and intercultural activities. Otterbein students are expected to be active participants in their learning.

## STUDENT INVOLVEMENT

Otterbein believes in student involvement. Otterbein offers a variety of student organizations, including the International Student Association comprised of U.S. and international students who participate in social and cultural events and travel to points of interest in Ohio and across the country. At Otterbein, faculty, staff and students work together to govern the university in the University Senate. Otterbein sponsors an active host family program, a festive International Dinner, and opportunities to speak to school children, service and religious organizations about different customs and values.

## FINANCIAL ASSISTANCE

The International Cultural Service Program provides scholarships ranging from \$800 to \$16,000. Awards are based on academic history, talent, and geographic diversity. Recipients are expected to become cultural ambassadors in the campus and local communities in exchange for the scholarship. <http://otterbein.abroadoffice.net/icsp.html>

## HOUSING

Most students live in Otterbein's residence halls, which offer them a chance to create relationships with people from diverse backgrounds and to actively participate in campus life. International students are almost always housed with American students. All residence hall rooms accommodate one to four people and have internet and phone hook-ups as well as free basic television cable. Every hall has a lounge, computer lab, and on-site laundry facilities.

## CALENDAR

Otterbein operates on the semester system (two 15-week sessions) in fall, 2011. Otterbein offers a one-month term in January that can be used for specialized study, off-campus faculty-led programs and internships.

## EMPLOYMENT

Students on F-1 or J-1 visas may apply for permission to work for up to 20 hours a week on campus. It is preferred that students complete one semester at Otterbein before working. Off campus work is restricted by immigration regulations and these opportunities are best discussed with an immigration advisor.

## HEALTH INSURANCE

Otterbein offers medical insurance to international students through HTH Worldwide. Students enrolled at Otterbein will automatically receive this insurance plan and it will be charged to each student's account.

## ENGLISH AS A SECOND LANGUAGE

Otterbein provides coursework in ESL from intermediate to advanced levels for students who need preparatory work before entering their academic program. ESL students should apply as non-degree students.

## STUDENT HEALTH

Immunizations or proof of immunity is required before registering for classes. Evidence of a tuberculin skin test within 12 months of enrollment and immunizations for diphtheria-tetanus, rubella, measles, polio and mumps are required. All students pay a student health fee for basic health services, including nursing and physician care at the Student Health Center.

## SPECIALIZED SERVICES

The Center for International Education and Global Engagement (CIEGE) provides assistance and information about immigration, visas, and practical, social, and cultural concerns. All international students new to Otterbein are required to attend the CIEGE sponsored orientation program.

## CONTACT INFORMATION

Center for International Education and Global Engagement  
Otterbein University  
1 South Grove Street  
Westerville, OH 4308-2006

# How to Apply

*This table shows what documents you must submit to complete your application process. In the left column, find what type of student you are. Then read horizontally across the page to find what documents you are required to send. An explanation of the documents is listed below the table.*

	Application	Application Fee	Secondary Transcripts	University Transcripts	Course Information	Sponsor's Guarantee	Bank Statement	English Testing	Visa Information	GRE	Transfer Form
Freshman applying from abroad	✓	✓	✓			✓	✓	✓	✓		
Freshman applying from U.S.	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓
Transfer student	✓	✓		✓	✓	✓	✓	✓	✓		✓
Readmission after leaving U.S.	✓	✓				✓	✓		✓		
Readmission after transfer	✓	✓		✓	✓	✓	✓		✓		✓
Nondegree, Otterbein semester, ESL	✓	✓	✓	✓		✓	✓	✓	✓		
Exchange Student	✓	✓		✓				✓	✓		
Graduate student applying from abroad	✓	✓		✓	✓	✓	✓	✓	✓	✓	
Graduate student applying from U.S.	✓	✓		✓	✓	✓	✓		✓	✓	✓

Email: [mlobb@otterbein.edu](mailto:mlobb@otterbein.edu)

Phone: 614-823-1482

Fax: 614.823.1325

<http://otterbein.abroadoffice.net/international>

## INTERNATIONAL APPLICATION

Nonresidents of the U.S. must complete and sign the application.

## APPLICATION PROCESSING FEE

Students must submit a nonrefundable \$30.00 fee. This can be a credit card payment, a U.S. money order or international money order for U.S. dollars from a U.S. bank. Make the check or money order payable to "Otterbein University." **DO NOT SEND CASH.**

## SECONDARY SCHOOL TRANSCRIPTS

Send original or certified true copies of the originals. An official translation in English must accompany all transcripts. Transcripts are documents that list the courses you took, grading scale, and the marks/grades you obtained after completing these courses. **DO NOT SEND PHOTOCOPIES.**

## UNIVERSITY TRANSCRIPTS

Send original or certified true copies of the originals. An official translation in English must accompany all transcripts. Transcripts are documents that list the courses you took, grading scale, and the marks/grades you

obtained after completing these courses. **DO NOT SEND PHOTOCOPIES.**

## COURSE INFORMATION

An English description of the course content, textbooks used, and any other information is necessary to compare your courses with Otterbein University courses. This enables your Otterbein academic advisor to judge what courses you need (and do not need) to take at Otterbein. This information is required of all students requesting transfer credits from a college or university outside the U.S.

## SPONSOR'S GUARANTEE

You and your sponsor must complete this form (detach from application form). If you are paying tuition from your own personal funds, only complete the "Source of Support" section.

## BANK STATEMENT

Sponsors must ask their bank to certify in a letter or bank statement that sufficient funds for educational expenses are available to meet the expenses for one academic year. Un-sponsored students must send a bank statement from their own bank. **DO NOT SEND PHOTOCOPIES.**

## ENGLISH LANGUAGE RESULTS

Official report sent from Educational Testing Service, Princeton, NJ 08540. Otterbein's

code is 1597. You may send a copy of your TOEFL report temporarily, but you must have the official report sent before you will be allowed to register for classes at Otterbein. Otterbein does have an English language program available to assist students with special needs in language learning. Otterbein requires a TOEFL score of 193 computer, 523 paper or 69 Internet. Students who were born and educated in an English speaking country and some exchange students will be exempted from the TOEFL requirement. When requesting an official score report, please use Otterbein's four-digit institution code, which is 1597.

## VISA INFORMATION

A photocopy of your visa, I-94 and I-20 or DS-2019 if you are currently in the US.

## GRE/GMAT RESULTS

Official report sent from Educational Testing Service Princeton, NJ 08540. Otterbein's code is 1597. GMAT of 500 for MBA or GRE of 450v/530q for MAT is required.

## TRANSFER FORM

Students requesting to transfer from another US college or university must complete this form. You can download the form from the Center for International Education & Global Engagement's website.

# Requirements for Admission to Otterbein University

1. Read the entire brochure before attempting to complete the application.
2. Determine what type of student you are by reading the types below:

A **freshman applying from abroad** who completed secondary/high school abroad, but has not attended a university abroad or in the US.

A **freshman applying from the U.S.** who has completed secondary/high school in the U.S. but has not attended a university abroad or in the U.S.

A **transfer student** who has completed secondary/high school and more than one year of university level work in the US or abroad.

A **readmission student** who previously attended Otterbein, but left Otterbein and the U.S. and has not attended another university and now wishes to return.

A **readmission student** who previously attended Otterbein, but left Otterbein to transfer to another university and now wishes to attend Otterbein again.

A **nondegree student** who does not wish to earn a degree at Otterbein, but wishes to attend courses for a grade and credit. Students who will be participating in the "Otterbein Semester" or coming to study English as a second language are included in this category.

An **exchange student** who will attend Otterbein for one or two semesters and will transfer Otterbein course work to another university abroad.

A **graduate student who applying from abroad** and has completed an undergraduate Bachelor's degree from an accredited foreign university.

A **graduate student applying from the U.S.** who has completed an undergraduate Bachelor's degree from an accredited U.S. university.

3. Obtain the required documents for your admission file. They are listed on the application form.
4. Complete the international application form.
5. Mail the required documents by airmail. Surface mail can take up to three months. Recommended deadlines are 6 weeks before the selected term begins. Be sure to include the application fee.
6. Otterbein will evaluate your application as soon as possible. Once admitted you will receive the necessary documents to obtain a visa, a housing application, and arrival information. If you would like to be met at the airport, please send arrival information to The Center for International Education and Global Engagement. Once you arrive, you can visit your department to be assigned an academic advisor and to arrange an appointment to plan your course schedule.
7. Arrive at Otterbein University (on or before the date assigned) and first go to the Center for International Education and Global Engagement (Telephone: 614-823-3263). We are located in the Carriage House, the building behind 172 W. Main Street, Westerville, Ohio 43081. You will receive further instructions from that office. After a warm welcome, you will begin your memorable and exciting educational journey at Otterbein University.

