

How to Apply

TABLE 2

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.	✓	✓		✓	✓	✓	✓		✓	✓	✓

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.

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.