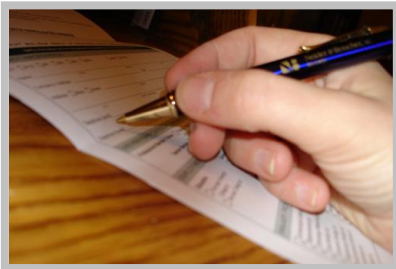


PLANNING YOUR MASTERS IN USA



.....Taking standardized tests (GRE, TOEFL)

University Selection.....



.....Fill the application forms

Mailing the documents.....



.....Score Reporting



Track status & Get your i20.....



.....Plan for VISA Interview





APPLICATION MATERIAL- CHECKLIST

SNO	NAME OF THE DOCUMENT	REMARKS
1	OFFICIAL TRANSCRIPTS/ MARKS STATEMENT OF DEGREE	Official copies of each semester wise marks sheets attested by Registrar / Controller of Exams given in sealed covers.# 2 sets each
2	10+2 MARKS STATEMENT	Photocopies with Sign & Seal (attested) by Principal in sealed envelopes or any Guested Officer # 2 Sets
3	10th MARKS STATEMENT	Photocopies with Sign & Seal (attested) by Principal in sealed envelopes or any Guested Officer # 2 Sets
4	RECOMMENDATION LETTERS	3 Sets, On college Letterheads, duly signed, dated in each copy and given in sealed covers
5	STATEMENT OF PURPOSE	2 page document stating your goals, academic profile, projects, skills and reason for selecting that particular University
6	RESUME	2 Page resume with your Projects & Area of Interest
7	FINANCIAL STATEMENT / BANK STATEMENT	Taken on a Bank Letterhead with Manager's signature & Seal bearing the date, type of account (checking/savings), A/c No., amount should be mentioned equivalent to US \$ i.e., Around US \$ 35,000 to 40,000 (one year tuition & living expenses)
8	AFFIDAVIT OF SUPPORT	Rs.10 Non-judicial stamp paper & duly signed by Sponsor, stating that she / he will be sponsoring the student and that they have enough financial resources to bear the total tuition fee & living expenses
9	TOEFL SCORE COPY	Photocopies of TOEFL official score report from ETS
10	GRE SCORE COPY	Photocopies of GRE official score report from ETS
11	COPY OF PASSPORT	First Page & last page
12	PHOTOGRAPHS	Passport Size Photo, 1 per University
13	ADDITIONAL CERTIFICATES	<ul style="list-style-type: none"> • Work Experience • Paper Presentations
14	PROVISIONAL CERTIFICATE/ COURSE COMPLETION CERTIFICATE	Students who have finished final year of bachelors need to submit Provisional Certificate for students who have completed Degree Course Completion letter from Principal for students in Final year stating year of completion.

9-14 are optional but recommended

HOW TO APPLY?

University & Program Selection



Factors for the university selection

- Admission Requirements
- Courses Offered
- Tuition Fee
- Ranking
- Assistantship possibility
- Acceptance Rate
- Climate
- Seniors/Family/Indian students

Application Process



Application to university can be submitted either online or through paper

- Application Form
- Application Fee
- Supplemental forms
- Departmental forms
- Application Material
- Mailing Documents
- Tracking the application status

Worldwide Edu Consultants

“Information hub for students”

Online Application:

- Identify correct application (International graduate application)
- Create an account in order to apply
- Few schools do not require an account creation
- Start filling your application form providing the basic information
- Basic contents are your personal profile, academic profile, financial background, your statement of purpose & Recommenders
- Select the mode of payment either by international credit card or by dollar draft
- Print supplementary forms like Affidavit of support, financial support form
- Mail the documentation to the graduate admissions (address provided on the website)



Identify the right application

Create an Account

Filling the online application

Payment either by card/dollar draft

Take your confirmation number if any

Print Supplementary forms

Identify the right application

Download & Print application form

Fill your form legibly

Download and print supplementary forms

Fill the forms and get them attested

Attach a dollar draft & mail them

Paper Application:

- Identify proper application form
- Download all the forms from the university website
(Including the graduate application and all the required supplemental forms)
- Fill the forms legibly using a pen
- Attach a dollar draft (Dollar draft must be taken in the name of the university)
- Mail the application along with all the supporting documents to the address provided in the university website



STATEMENT OF PURPOSE

What is a statement of purpose?

Statement of purpose (SOP) is a concise essay about one's career goals, identified means to achieve them and accomplishments so far towards those goals.

- The admissions committee gets to know who you are through your statement of purpose (ESSAY).

What does the admissions committee expect from your Personal Statement?



- Why do you want to pursue the course you are applying for?
- How relevant is the course to your long term career plans/goals?
- What are the motivations that are driving your life at this point of time?
- What are your past accomplishments-academic, extra curricular and other contributions?

Getting ready to write

Think about yourself and start making a rough draft of your personal statement.

- Write down all the past accomplishment- academic, extra curricular and other contributions, sports, awards, what all the achievements you have made till date.
- What do you want to do in life? What is the career you want to choose for yourself and why?
- How will taking up this course of study help you achieve career long term goals that you have described above?
- Why did you select the university you are applying? Mention your Major and Specialization/Area of interest (Specify why?)



Personal Statement

Start with long term goals, Speak about

- Academics (10th & 12th in brief, under graduation in detail)
- Projects, papers & other accomplishments
- Extracurricular activities/hobbies/interests
- Why this university?

Personal Statement should be simple, flawless, enthusiastic, confident, and friendly in tone

BUILD YOUR RESUME

Resume

- Discloses your accomplishments & qualifications to the admission committee, also helps to express yourself to the committee quickly & efficiently
- Generally produced in 1 page, 2 page for the description of work experience

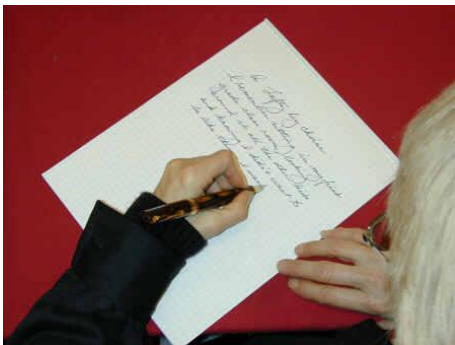
What should be included/Format?

- Your Objective/Goal
- Qualifications
- Skills
- Research & project Activities
- Part-time/full time work experience if any
- Extra curricular interests
- Community & Civil Activities
- References



Presentation

- Keep it concise
- Avoid large paragraphs
- Use action verbs like “developed”, “managed”, “designed”, while emphasizing your accomplishments



- Avoid passive constructions like “was responsible for managing” etc.
- Do not use declarative statements like “I developed”, “I assisted in...”, etc
- Make in simple, clear, impressive tone.
- Present in a professional way
- Avoid over spacing/large spacing. Let the resume look Compag

Be Honest and try not to mention the skills you do not have or falsify the projects

FINANCIAL DOCUMENTS - AFFIDAVIT OF SUPPORT

AFFIDAVIT

I, _____, F/O _____, a resident of Address of the deponent, do hereby declare and affirm that I have ample financial Sources and that I am self sufficient to meet the expenses towards the education, living etc., of my daughter/son till the completion of her degree in USA.

I, hereby, declare that the details stated above are true to the best of my knowledge.

Date:

Place:

Verification:

(DEPONENT)

Sworn and signed before me on

this day, date, month, Year

Note: Few universities have their format & Specifications, Please make sure to check on their website

भारतीय गैर न्यायिक
दस
रुपये
रु.10
भारत
INDIA
TEN
RUPEES
Rs.10
INDIA NON JUDICIAL

ఆంధ్ర ప్రదేశ్ ANDHRA PRADESH
15AA 36U831
STAMP VENDOR
LICENCE No. 13/92
RENEWAL No. 9/2005
HIGH COURT HYD

AFFIDAVIT

I, N. Purushotham Reddy, F/O Ms. N. Vamshi, resident of
H.No.13-6-434/c/119, Maruthi Nagar, Langer Houz, Hyderabad, Andhra
Pradesh, India, Pin: 500067, do hereby declare and affirm that I have ample
financial resources and that I am self sufficient to meet the expenses towards
the education, living etc., of my daughter till the completion of her degree in
U.S.A.

I, hereby, declare that the details stated above are true to the
best of my knowledge.

Date: 22.08.2007
Place: Hyderabad.

DEPONENT

Verification:
Sworn and signed before me on this
The Wednesday 22nd Day of August, 2007

ATTESTED
G.L. Narasimham
ADVOCATE & NOTARY
APPOINTED BY COURT OF A.P.
PUT NO. 9, CHANDRABABU CODE,
B. NAGAR & DISTRICT

my commission expires
on 24th Feb 2010

FINANCIAL DOCUMENTS – BANK STATEMENT

To Whomsoever It May Concern

This is to certify that Mr. XXXXX S/o Mr. XXXXXX is a reliable customer of our bank. He is maintaining a savings/checking account with our bank bearing No.-----The present credit in his account as on today is Rs. xx,xx,xxx (Rupees xxxxxxxx in words) which is approximately equivalent to US \$ xx,xxx (US Dollar xxxxxx in words) @ Rs.40.00 per US Dollar. He is regular customer holding the account since, Month & Year.

This certificate is issued on the request of the customer for his Son's/Daughter's higher studies at USA

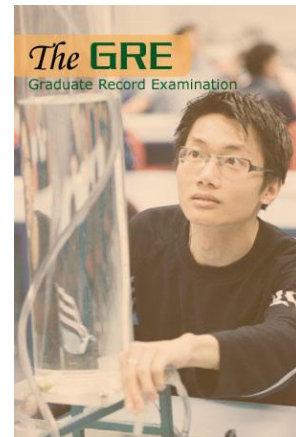
 स्टेट बैंक ऑफ हैदराबाद STATE BANK OF HYDERABAD सेवा पथ पर आगामी - In the forefront of Service	H.O. 1626 प्रधान कार्यालय : गुन्फाउन्ड्री, हैदराबाद - 500 001. Head Office : Gunfoundry, Hyderabad - 500 001. E-mail : sbhmis@hd1.vsnl.net.in
SBH/2007/T21 State Bank of Hyderabad S.R.Nagar, Hyderabad	24/08/2007
TO WHOMSOEVER IT MAY CONCERN	
<p>This is to certify that Mr. Parameshwar Gulil S/o Late Mr.Chenbasaiah is a reliable customer of our bank. He is maintaining an account with our bank bearing No. 52123856654.The present credit in his account as on today is Rs. 18,24,333 (Rupees Eighteen Lakhs Twenty Four Thousand Three Hundred and Thirty Three Only) which is approximately equivalent to US \$ 43,436 (US Dollar Forty Three Thousand Three Hundred and Thirty Six) @ Rs.42.00 per US Dollar. He is regular customer holding the account since, January 1999.</p>	
<p>This certificate is issued on the request of the customer for his son's higher studies at USA.</p>	
	

GRE Score Reporting

GRE score can be reported either by Mail or Fax or by Phone

GRE score reporting by mail or fax:

- Download and complete the additional score reporting form
- Mail it with the fee (US \$15 per score recipient)
- **Mail** to the following physical address:
ETS-ASR/GRE , Box 371463, Pittsburg, PA 15250-7463
- **Fax** : 1-609-290-8975
- Timing: 4:30 Pm to 6:00 Am IST (Indian Standard Time)
6:00 Am to 5:00 Pm EST (Eastern Time, US Time)



GRE score reporting by phone:

- Requirements:
- Registration number or confirmation number
- Test date
- Date of birth
- Institution Code(s) and department Code(s)
- Payment by credit card (US \$6 service fee per call and a US \$15 fee per score recipient for up to eight recipients.)
- **Call** : 1-609-771-7290

TOEFL Score Reporting:



Online (Credit /debit card or e-check required)

Go to **www.toefl.org**. Log into your toefl ibt profile and order for the new score recipients

Requirements: Registration number. The fee is US\$17 for each report ordered.

By mail or Fax

Download & Print the form. Fill in the details and mail it.

The fee is US\$17 for each report ordered.

Mail to the following physical address: *PO Box no 6153, Princeton, NJ USA 08541*

Fax: 1-610-290-8972.

DONE WITH YOUR APPLICATION!!! WHAT NEXT??

Once you are done with the application the next step would be to check the status of your application.

- Wait for 8 to 10 days allowing the admissions department, process the application. Don't wait for University to Correspond to you, please send status emails from your side
- There are two ways in which you can verify the status of the application. Most of the universities provide the online application status check, request for Online Status Check Link with Login or Application ID
- For some universities which don't provide the facility to check the status online, you will have to give an email to the admissions department or call the International graduate admissions office asking for the current status of the application.
- Never go for lengthy emails write them in short and in a friendly tone.

Ideal Application Status

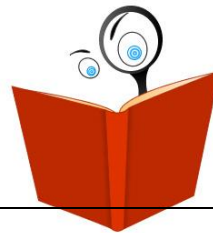
Week	Progress from sending application packet
1	University Acknowledges for receiving Application packet
2	Initial Processing & Notify Students for any missing documents. Email Students with Online Status Link and Id (few Universities do not have online status check)
3	Receive GRE & TOEFL Scores from ETS and do initial Evaluation
4	Application file Forward is forwarded from admissions office to concerned Department (only when Student meets all score requirements)
5-7	Departmental Review : Mainly look at Academic Scores, SOP & Resume
8	Decision Made and notified to students

Missing Document or Supplemental Form

- FAX the form to admissions department *or*
- Scan the copy and email it to University *or*
- Mail (post) the missing documents

Way to approach for an assistantship:

- Email all the professors in the department asking them to give you a chance for working under them.
- Don't directly ask them to give an assistantship. Tell them about your research interests and also send a well drafted resume of yours which depicts your achievements and research interests.



GLOSSARY

Cover Letter	A letter of introduction associated with other submission materials. It is a good practice to include this introduction with your resume and application materials.
Admissions Counselor	You can talk to your admissions counselor in the university admissions department throughout the application process about applying, visiting, credentials, etc.
Tuition fee (OUT-OF State)	It is the tuition fee that is applicable for the international students (i.e. non residents of US)
Assistantships	Grant funded/awarded by the professor or department to assist in research & teaching activities
Scholarships	A merit-based, university-funded award whereby a student receives a financial stipend on the basis of their academic profile.
Prerequisite	A requirement that must be met before you can enroll in a particular course.
Thesis	Thesis is a requirement in most of the universities for the students offered with TA/RA
Rolling admission	The acceptance of a new student into any quarter of an academic year.
GPA	Grade point average –the sum total of the points awarded for letter grades earned divided by total number of courses attempted. Typically GPA can be calculated as your score divided by your toppers score, multiplied by a factor 4.
Deferred Admission	The practice of allowing students to postpone enrollment, usually up to one year, after acceptance by the program.
Credit/Credit hour	The numerical value assigned to a certain amount of academic work in a course. Masters students enroll for 9 credit hours/semester 1 course => 3 credit hours, 1 semester => 3 courses
Full time Student	One who is enrolled in an institution taking a full load of courses and hours is specified by the institution. All the international students need to enroll as full time students

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