Missing Information Guide
FOR INTERNATIONAL APPLICANTS

This guide is to assist you in completing your application for admission to the University of Minnesota Twin Cities. It contains information about how to submit items that we have requested from you. If we are missing part(s) of your application, it will be noted on Application Tracker at http://admissions.tc.umn.edu/tracker.

We are not able to make a decision on your application until we receive any missing item(s). Please be sure to submit your missing item(s) by the appropriate deadline (http://admissions.tc.umn.edu/admissioninfo/int_deadlines.html). If you have already submitted the requested information, thank you! Please note that items submitted electronically (such as an electronic transcript or test score) generally appear within five days, and items submitted in the mail generally appear within 10 days. If you have any questions, please contact us as soon as possible. Mailing address, email address, forms, and contact information are listed at the end of this form.

IF YOU ARE MISSING...

Application fee
If “application fee” is noted on Application Tracker as missing, then we have not received your $55.00 non-refundable application fee. Please see the Application Fee Form (http://admissions.tc.umn.edu/PDFs/application_fee_form.pdf) for payment information. If you applied online, you may also pay online with a credit card.

High school/secondary school transcript
Freshman applicants: If “high school/secondary school transcript” is noted on Application Tracker as missing, then we have not yet received your secondary school transcript. Check z.umn.edu/documents for instructions on how to submit your secondary school documents.

Transfer applicants: If “high school/secondary school transcript” is noted on Application Tracker as missing, we have not yet received your official high school transcript in the original language and/or a certified, true English translation. (Official documents are those that are original or attested copies of original academic documents that are mailed in a sealed, stamped envelope directly from your secondary school. Official documents must have been issued within the last year.) Have your secondary school send us your final secondary school transcript that includes your grades through the end of your last year in school (equivalent to the 12th year of high school in the U.S.) and your date of graduation. If you were also issued a graduation certificate or learning exam results, we must also receive an official copy of this document in the original language and a certified true English translation.

Your application may be referred to for an admission decision without your final high school documents. However, if you enroll at the University of Minnesota, you will be required to submit official high school documents before you enroll.

College transcripts
If “college transcripts” is noted on Application Tracker as missing, we have not received official college transcripts, in the original language and/or certified true English translations, from all colleges or universities you attended. Official transcripts are required even if no credit was earned. Arrange to have your official college transcripts and translations submitted to the Office of Admissions. (Official documents are those that are original or attested copies of original academic documents that are mailed in a sealed, stamped envelope directly from the college or university. Official documents must have been issued within the last year.)

Courses in progress
If you are applying for fall semester and are currently attending school, your transcript must include grades for the requested fall term and a list of your spring courses in progress. (We realize that fall grades may not yet be available. Please send them as soon as they are available.)

If you are applying for spring semester and are currently attending school, your transcript must include grades for the requested spring term and a list of your fall courses in progress.

If your courses in progress do not appear on your transcript, they may be submitted on a separate sheet. Be sure to provide your full name and date of birth.

Criminal background question
If “background questionnaire” is noted on Application Tracker as missing, please submit your answer to the following required application question: Have you ever been convicted of a criminal offense (felony, misdemeanor, or juvenile offense) other than a minor traffic violation, or is any such charge now pending against you? If yes, submit a description of the incident(s), including the date(s) and location(s). Be sure to provide your full name and date of birth.
Expulsion/suspension/probation question
If “expulsion/suspension/probation question” is noted on Application Tracker as missing, please submit your answer to the following required application question: Have you ever been expelled from, suspended from, or placed on probation at any high school or college for reasons of academic dishonesty or because of an offense that harmed or had the potential to harm others, or are you ineligible to return to any high school or college you have attended? If yes, attach a description of the incident(s), including the date(s) and location(s). Be sure to provide your full name and date of birth.

Do you plan to switch to an F-1 visa?
Please contact the Office of Admissions to make this request. Please be sure to provide your full name and date of birth.

Educational interests
If “educational interests” is noted on Application Tracker as missing, please submit your answer to the following required application question: In English, describe your educational interests and goals and what your plans are for when you return to your home country. Please include an explanation of why you would like to study the major you have selected. Be sure to provide your full name and date of birth with your answer.

English proficiency test scores
If “English proficiency test scores” is noted on Application Tracker as missing, we do not have an English proficiency test score from you. Have the results from one of these tests sent to us directly by the testing agency. The University of Minnesota accepts the results of the Test of English as a Foreign Language (TOEFL), the International English Language Testing System (IELTS), or the Michigan English Language Assessment Battery (MELAB).

TOEFL
http://www.ets.org/toefl/
Inside the U.S. and Canada: 1-800-486-6335
Outside the U.S. and Canada: 1-609-771-7100;
U of M test code, 6874

IELTS
http://www.ielts.org/
Phone: 323-255-2771 (in the U.S.A)
ielts@ieltsintl.org

MELAB
http://www.cambridgemichigan.org/
1-866-696-3522

For information on our English proficiency requirements, please visit http://admissions.tc.umn.edu/admissioninfo/intl_english.html

Submit all missing information to:
By Mail:
Office of Admissions
University of Minnesota
240 Williamson Hall
231 Pillsbury Dr. S. E.
Minneapolis, MN 55455-0213
USA

Phone: 612-625-2008 or 1-800-752-1000
Fax: 612-626-1693
Web site: http://admissions.tc.umn.edu/answers
Forms online: http://admissions.tc.umn.edu/PDFs

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