



INSTRUCTIONS FOR INTERNATIONAL APPLICANTS FOR ADMISSION TO AN UNDERGRADUATE OR GRADUATE DEGREE PROGRAM AT RUSSELL SAGE ONLINE

Thank you for your interest in degree program at Sage. Please read the following instructions very carefully and arrange to submit all necessary credentials.

Before your application can be considered you must submit:

Application Form. An application for admission should be submitted directly to Sage. Our application process is complete online at www.sage.edu/apply. There is no fee to apply.

Academic Credentials. Official documentation (transcripts and/or leaving certificate) from the secondary schools and all universities or colleges the student attended should be sent directly from the institution (s) to the Office of Admission. If the original documentation cannot be obtained, copies certified by a Notary Public or an appropriate school or government official must be submitted. All applicants must submit proof of graduation from their secondary school. Certified translations must be provided for documents supplied in a language other than English. Please note that all transcripts submitted become the property of Sage and will not be returned to the applicant. Course Descriptions (in English) must be provided in addition to any university or college transcripts.

Please note: In some cases, certified course-by-course evaluations of foreign credentials might be requested of applicants. You may use any of the following Evaluation Services:

- World Education Services (WES): www.wes.org
- Education Credentials Evaluators: www.ece.org
- AACRAO: <http://www.aacrao.org/international/foreignEdCred.cfm>
- International Educators Research Foundation, Inc: <http://www.ierf.org/>

Letters of Recommendation. Two letters of recommendation are required from a counselor and/or teacher at the secondary school level. Transfer applicants should submit a recommendation from a professor at the university they most recently attended.

Proof of English Proficiency. Applicants whose native language is not English are required to submit proof of English proficiency. The following tests are acceptable:

- Results of the Test of English as a Foreign Language (TOEFL) minimum score of 550 (paper), computerized score of 213 or internet based score of 79;
- Results from the IELTS (International English Language Testing System) with a minimum score of a 6.5;
- Results from iTEP (International Test of English Proficiency) with a minimum score of 5;
- Applicants can also submit SAT I results in lieu of the above tests with a minimum composite score of 980 (minimum 500 verbal), a transcript from the English Language School (ELS) documenting fluency at level 112 or above or a transcript from the Embassy CES Language Curriculum indicating the student has passed Level 6 .

Applicants who have previously attended a high school, college or university in the United States for more than two years and have earned passing grades in English courses may be exempt from an English proficiency exam.

Proof of Financial Support. Applications must complete the Sage International Financial Statement to verify that the applicant has access to sufficient financial resources to attend the College. This form, along with supporting bank documents, acceptance and enrollment deposit must be submitted before Sage can issue the I-20 form necessary to secure a student visa. Financial assistance is not available to international students.

Tuition and Fees vary. Please view the costs for the Russell Sage online at <http://www.sage.edu/costaid/tuition/sage-online> for accurate information.

Instructions for completing The Sage Colleges International Student Financial Statement

All international students must document their ability to pay for all tuition and living expenses while attending Sage. All sources you submit must be:

1. Indicated in US dollars
2. Current (not more than six months old)
3. Addressed to the Sage Colleges and no other college or university
4. Written in English or accompanied by a certified English Translation.

Please note: All funding documents provided must equal the cost of tuition, fees, living expenses, books, supplies, and health insurance for your program.

Students who are matriculating at Russell Sage Online and will not be residing in the US will not be required to obtain a visa.

Please contact the Office of Graduate and Adult Admission at 001.518.292-8615 or admission@sage.edu with any questions.