

YOUNGSTOWN STATE UNIVERSITY



*Williamson
College of
Business
Administration*

Master of Business Administration

International Program Overview

One University Plaza
Youngstown, OH 44555

MBA Program Phone
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mba@ysu.edu
mba.ysu.edu

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Williamson College of Business Administration



The Department of Business Administration was established at Youngstown Institute of Technology in 1923. As the business program grew and Youngstown College became Youngstown State University, the School of Business was formed. To strengthen its ability to serve the education needs of regional businesses, the School of Business established the MBA Program in 1971. In 1981, the school was named the Warren P. Williamson, Jr. School of Business Administration in honor of the school's benefactor. When the Division of Academic Affairs was reorganized in 1993, all schools became colleges.

In 1992, the Williamson family made a very generous gift to form the Center for International Business. Now called the Williamson Center for International Business, the Center encourages the integration of international perspectives across the undergraduate and graduate curricula of the WCBA, assists faculty development, and provides outreach services to the business community.

In 2010, the \$34 million Williamson Hall opened as the new state-of-the-art home of the Williamson College of Business Administration. The 110,000-square-foot building encompasses a full city block and is the largest single capital expenditure in the university's 102-year-old history. The location also extends the YSU campus further southward, more closely connecting the university and the business college to the downtown district and providing conference and meeting space that serves as a resource for both the community and the university.

In addition to 15 classrooms, 8 study lounges and office space, the building features a 200-seat auditorium, a four-room conference center, three computer labs, a financial services lab, professional sales and business communication lab, and a 3D printing entrepreneurship lab.

AACSB Accreditation

AACSB International - The Association to Advance Collegiate Schools of Business accreditation represents the highest standard of achievement for business schools worldwide. Founded in 1916, the association accredits 755 member institutions internationally.

AACSB International accreditation assures quality and promotes excellence and continuous improvement in undergraduate and graduate education for programs in business administration. Accreditation is a process of voluntary, non-governmental peer review of educational institutions and programs. To achieve accreditation, business programs must satisfy the expectations of a wide range of quality standards relating to strategic management of resources, interactions of faculty and students in the educational process, and achievement of learning goals in degree programs. These standards are mission-linked.

Less than one-third of U.S. business schools and only 5% of business schools worldwide meet the rigorous standards of AACSB International accreditation.

For more information, visit the AACSB International Accreditation web site.

Who Earns Our MBA?

WHO PURSUES AN MBA?



CAREER CLIMBERS

Business professionals looking to advance their careers – either through promotion or a new job.



CAREER CHANGERS

Professionals with degrees in other disciplines who want to move into management roles within their field.



ENTREPRENEURS

Professionals who want to manage their existing business more successfully, or start a new one.



HUMANITARIANS

Professionals who want to use their business knowledge and skills to make a difference.



YOU

Anyone looking to utilize business knowledge to make better decisions within their profession, in any industry.


WILLIAMSON MBA STUDENT PROFILE

TOTAL PROGRAM SIZE


170


students currently enrolled

60%



40%





11.5

Average Years Work Experience


UNDERGRADUATE DEGREES REPRESENTED

Engineering

Management


Accounting

Finance Communications
 Tourism Chemistry Sociology
 Marketing Education Healthcare Math
 Biology Technology Political Science Human Resources Psychology Economics



547

Average GMAT Score



3.25

Average Undergraduate GPA

RETURN ON INVESTMENT

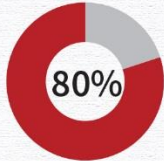
LIFETIME EARNINGS: NON-MBA vs MBA ¹



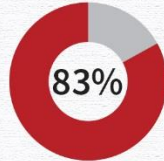
average time it takes MBA graduates to recoup their investment ²

THE VALUE OF AN MBA

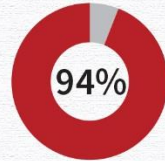
MBA alumni in the classes 2000-2012 nationally on the value of their degree:



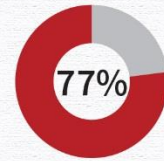
say their promotion came faster than, or when, they expected ³



say their MBA was essential for getting their current job ⁴



agree the degree was personally rewarding ⁴



felt the MBA program met or exceeded their expectations ³

Program Overview

The innovatively designed Williamson MBA program provides professionals the opportunity to succeed not only in the classroom, but more importantly in the performance of your current responsibilities, your workplace and achieving your career goals.

Highlights of the Williamson MBA Program

Designed for Working Professionals: Students – especially working professionals – want, and need, courses delivered in a timely and effective manner. Reflecting practices successful in executive education, courses are offered over 8 week (or shorter) periods in business-friendly concentrated (2 or 1 credit) formats that meet one evening a week.

Time to Completion: The Williamson MBA requires all students to complete 39 credit hours. Coupled with the 8 or fewer week class sessions this allows you to complete the program faster – which we know is important to you as a working professional.

Admission Criteria for Working Professionals: Admission criteria values the importance of work experience, for those with appropriate professional work experience, a standardized test (GMAT/GRE equivalent) may not be required for admission to the Williamson MBA (applicants may apply for a waiver). The TOEFL is required for international students.

Flexibility: Other than a few expectations, most courses do not require a prerequisite. This provides you more choices as to when you take your required courses based on your professional needs or schedule.

Professional Focus: The program, and its courses, is structured around helping you develop a core set of capabilities that allow you to succeed beyond the classroom, becoming a better leader, decision maker, manager, and strategic thinker.

“One” Williamson MBA: Regardless of prior educational background and experiences, everyone completes all courses – ensuring a consistent experience in the program.

Convenient: Courses are offered on campus and online.

Quality: The Williamson MBA exceeds AACSB International accreditation standards – the mark of excellence that less than 5% of all business schools worldwide have earned.

MBA Curriculum

The online MBA program consists of 39 semester hours of graduate coursework. The program is designed around the development of individuals to become better managers and executives through developing capabilities that allow them to be better decision makers, leaders, managers, and strategic thinkers.

Curriculum*		
Catalog #	Course Name	Semester Hours
DECISION MAKING		
FIN 6902	Accounting and Finance for Decision Making	1
ECON 6921	Economic Analysis of Markets and Industries	2
ACCT 6922	Accounting for Managerial Decisions	2
FIN 6923	Corporate Financial Management	2
MGMT 6926	Decision Making Techniques	2
BUSINESS LEADERSHIP		
MGT 6930	Managing and Leading in Organizations	2
MBA 6931	Effective Business Communication	1
MBA 6932	Professionalism and Career Management	1
MBA 6933	Ethics and Social Responsibility	1
MANAGING		
MGT 6941	Managing Organizational Talent	2
MKTG 6943	Consumer and Product Management	2
MGT 6944	Managing Business Processes	2
MGT 6947	Managing Information and Technology	2
MGT 6948	Project Management	2
STRATEGIC THINKING		
MBA 6970	Global Business	2
MKTG 6975	Applied Strategic Marketing	2
MGT 6975	Strategic Management	2
MGT 6976	Strategic Consulting Project	2
MBA 6977	Integrative Business Analysis	1
ELECTIVES		
Graduate Level Elective		2
Graduate Level Elective		2
Graduate Level Elective		2

* Curriculum as of Spring 2016. The curriculum routinely undergoes thorough evaluation and assessment, which can result in occasional changes. Current course descriptions are outlined in Appendix A.

Evaluation and Scoring

All online courses are taught by faculty who have a combination of academic backgrounds, teaching experiences, and instructional expertise for the successful delivery of MBA coursework. Our full-time MBA faculty teach both on campus and online courses.

Work in each course is evaluated by the qualified faculty member teaching the course, based on the specific work and requirements of the course. In addition, all students complete a course (MBA 6977) in which their mastery of the program's learning objectives are assessed and critiqued by a panel of graduate faculty members.

The Online MBA Program

Youngstown State University (YSU) is pleased to offer an online Master of Business Administration (MBA) degree program in a convenient, fully online format to students across the U.S. and around the world. The online MBA degree program at YSU is AACSB-accredited, and courses are taught by full-time faculty who have the academic background, teaching experience and instructional expertise for the successful delivery of MBA online coursework.

The MBA online degree can position you to move up in your career, change careers and enhance the contributions you are making in your current position. By expanding your managerial skills and knowledge base you can also expand your opportunities for career enhancement, earning power and marketability.

The online MBA degree program offers the same high-quality, rigorous and rewarding coursework as the brick-and-mortar business masters program at YSU. The coursework is designed to help you enhance your leadership skills, increase your business expertise and develop your strategic thinking skills in an online format that is most convenient for your busy lifestyle. By pursuing the online MBA program, you will experience graduate education in a "virtual" classroom. Your classmates may come from all over the U.S. and the world, and you will participate in engaging online interaction, virtual teams and professional networking in an online environment.

International Student Requirements for Admission

Who is Qualified to Start the Program

Possessing an undergraduate degree, in almost any major, is sufficient to begin the pursuit of an MBA. An undergraduate degree in business is beneficial, but not required.

The reason for this is that the MBA is a professional degree designed to prepare individuals for positions in management. The program has an interdisciplinary emphasis, with courses focusing on the various domains of business. The objective of approach is to develop a qualified professional ready to take on the responsibilities of almost any management position. While the knowledge gained in an academic degree program is important, it's how you apply that learning that counts in the business world.

Minimum Requirements for Admission

- A bachelors degree from a college or university certified by a regional accrediting agency (e.g., North Central Association of Colleges and Schools) approved by the U.S. Department of Education and evaluated by the National Association of Credential Evaluation Services (NACES)
- Cumulative grade-point average in undergraduate work of at least 2.7 on a 4.0 scale. The average undergraduate GPA for students accepted in the MBA program is 3.4.
- A test of written/spoken English, which the University reserves the right to request, of any entering graduate student whose primary language is not English, such as the Test of English as a Foreign Language (TOEFL)
- MBA applicants having an undergraduate GPA below 2.7 must present a satisfactory score on the general test of the Graduate Record Exam (GRE), Graduate Management Admissions Test (GMAT) or graduate level or apply for a waiver.
- Resume or CV outlining professional and educational experience

YSU enrolls students in accordance with the policies of the United States Citizenship and Immigration Services (USCIS).

Steps to Apply

The international admission application process for students planning to attend the program either online or on campus, is outlined in this section. There are recommendations to have transcripts evaluated, explanations to take the Test of English as a Foreign Language (TOEFL) and parameters to qualify with or without the GRE or GMAT exam, and other steps to enroll.

1. Submit an online application

- A \$45 non-refundable application fee in U.S. dollars payable by credit card or electronic.
- All names provided must be full legal names only. The name used on the application must appear exactly the same on all materials, and it must be the same as it appears on your passport
- All applications are submitted online at www.ysu.edu, on the Center for International Studies and Programs.

Last day to Apply for Graduate Admission - International Applicants

- Fall semester - April 15
- Spring semester - September 15

2. Provide official transcripts and evaluation from a National Association of Credential Evaluation Services (NACES) approved agency. Documents required are:

- An official course-by-course evaluation from a NACES approved evaluation agency of each certified/attested non-U.S. transcript with Grade Point Average (GPA) equated to a 4.0 scale, all mark sheets and certified or attested copy of degree(s) awarded
- An official transcript (and an official English translation of the transcript if the transcript is not in English) sent from the approved evaluation agency
- For more information and how to find an approved evaluator refer to Appendix E.
- Have the evaluation, transcript, mark sheets and proof of degree sent from the approved evaluator to:

Youngstown State University
College of Graduate Studies
1 University Plaza
Youngstown, OH 44555

3. Arrange to have the following test score(s) sent to Youngstown State University:

Youngstown State University
College of Graduate Studies
1 University Plaza
Youngstown, OH 44555

- **TOEFL**
 - A minimum score of 550 on the paper-based test, 213 on the computer-based test, or 79-80 on the Internet-Based (IBT) Test of English as a Foreign Language by graduates of foreign universities who are nonnative English speakers. (Scores over two years old by the beginning of the term applicants wish to enter are not acceptable.)

- Arrange with the Educational Testing Service to have your official TOEFL score sent to our office (ETS Code 1975).
- The College of Graduate Studies will accept the academic version of the ***IELTS (International English Language Testing System)*** as an alternative to the TOEFL exam for international students. (A score of 6.5 on the IELTS test equates to a 550 on the paper-based TOEFL.)

- **GMAT**

Learn about the process of taking the Graduate Management Admission Test (GMAT) by visiting: www.mba.com

Pearson Vue
P.O. Box 581907
Minneapolis, MN 55458-1907
Telephone: 952-681-3680

- **GRE**

Learn about the process of taking the Graduate Records Examination (GRE) by visiting www.ets.org

You can register online, by phone or by mail. Telephone: 1-443-751-4820, Monday-Friday 8 a.m. - 7:45 p.m. Eastern Standard Time or visit

- **Applications for GMAT & GRE waivers are available.**

4. **Other required documents to be sent to the Center for International Studies and Programs:**

- Original bank statement showing the balance in U.S. dollars
- Evidence of your financial support and sponsorship during the expected period of study at Youngstown State University, including documents of verification. A sample form is provided in Appendixes F and G.
- Other documents that are required for your program of interest (Test scores, references, statement of intent, resume, etc.)
- These documents should be sent to:

Youngstown State University
Center for International Studies and Programs
1 University Plaza
Youngstown, OH 44555

Application Evaluation

Once the Center for International Studies and Programs have received a fully completed application, including all necessary documentation, your application packet will be viewed by the Graduate School and graduate faculty members in the College of Business Administration.

Tuition

Tuition rates for Graduate Programs (including the MBA) for the 2016 – 2017 academic year have not been finalized. This information will be furnished when it has been approved, which is expected by May 2016.

Scholarships and Graduate Assistantship

Scholarships and Graduate Assistantship information is available through the College of Graduate Studies with additional information from the Center for International Studies & Programs. Information on these can be found by visiting the following pages on the YSU website:

- College of Graduate Studies assistantships and fellowships webpage.
- Center for International Studies & Programs international admissions webpage.
- A sample form is provided in Appendix H.

Additional Requirements:

- **Professional References:** If you are applying for a graduate assistantship, three professional recommendations (i.e., from supervisors, instructors, or colleagues) are required. Print three copies of the form and forward them to the three people who will make the recommendations. Ask them to return the forms to you in sealed envelopes, so that you can submit them along with the other forms. A sample form is provided in Appendix I.
- **Affidavit of Sponsor providing Free Room & Board:** A sample form is provided in Appendix G.
- **These documents should be sent to:**

Youngstown State University
College of Graduate Studies
1 University Plaza
Youngstown, OH 44555

Contact Information

Contacts to answer questions about the MBA Program and Admissions:

For the MBA Program coordinator contact at mba@ysu.edu or +1 330 941 3069

For admissions information contact the College of Graduate Studies at gradcollege@ysu.edu or +1 330 941 3091

For international admissions information contact the Center for International Studies & Programs at cisp@ysu.edu or +1 330 941 2336

Appendix

Appendix A: MBA – Course Descriptions

ACCOUNTING 6922 Accounting for Managerial Decisions Capital budgeting. Product costing. Pricing. Relevant and timely accounting information associated with these is necessary to make informed decisions. To improve their managerial decision making capabilities, participants will learn to examine, prepare and interpret accounting reports from the perspective of the manager of an organization. Prerequisite: Graduate standing. (2 semester hours)

ECONOMICS 6921 Economic Analysis of Markets and Industries Participants will learn to analyze and understand the impact of economic factors (e.g., information, consumer behavior, supply and demand) have on shaping markets and industries. Using this knowledge, participants will be capable of assessing the different types of economic strategies (e.g., product differentiation, pricing, advertising and signaling) an organization can employ to gain market power to realize economic profits. Prerequisite: Graduate standing. (2 semester hours)

FINANCE 6902 Accounting and Finance for Decision Making Participants utilize foundational concepts of accounting and finance so they are able to use financial statements to determine the condition of a business. Further, participants will learn how to utilize key financial ratios, which capture key elements of a firm's performance, to be better positioned to make more informed decisions. Prerequisite: Graduate standing. (1 semester hours)

FINANCE 6923 Corporate Financial Management Participants will develop a working knowledge of corporate financial issues and apply analytical tools to make better corporate financial decisions. Participants will be capable of making decisions relating to capital budgeting, capital structure, dividend policy, acquisitions and buyouts in order to maximize firm, shareholder and investor value. Prerequisite: FIN 6902. (2 semester hours)

MANAGEMENT 6926 Decision Making Techniques Application of computer-based, mathematical modeling techniques to support managerial decision making, with emphasis on problem formation, sensitivity analysis, and other aspects of model interpretation. Prerequisite: Graduate standing. (2 semester hours)

MANAGEMENT 6930 Managing & Leading in Organizations Participants will learn principle techniques and develop capabilities to allow them to become better managers. Key to this ability of being a strong manager and leader is an understanding of the interrelationship of organizational functions embodied through organization design, enhancing employee productivity, communication, authority-power relationships, group behavior, and leading organizational change. Prerequisite: Graduate standing. (2 semester hours)

MANAGEMENT 6941 Managing Organizational Talent The study of individual and group motivation theories as applied to organizations with the intention of extracting optimum performance. Topics include strategic human resource management, recruitment, selection, employee testing, performance appraisal, and the design of appropriate reward systems. Prerequisite: Graduate standing. (2 semester hours)

MANAGEMENT 6944 Managing Business Processes Participants will learn techniques and develop capabilities that will facilitate the management of business processes through the examination of product design and selection, plant layout, aggregated planning, scheduling and quality control. Prerequisite: MGT 6926. (2 semester hours)

MANAGEMENT 6947 Managing Information & Technology Information and technology are indispensable tools for creating business efficiencies, serving customers, and generating business opportunities. With these outcomes in focus, participants will develop capabilities that allow them to better manage the design, implementation, and utilization of information systems to create organizational value. Prerequisite: Graduate standing. (2 semester hours)

MANAGEMENT 6948 Project Management Participants will develop core-capabilities of a project manager, including the ability to plan, schedule, control, allocate resources, and assess performance of organizational projects. By focusing on work breakdown structures, scheduling PERT/CPM, controlling and managing costs, project termination, and risk management, participants will obtain a working-knowledge of fulfilling the role of project manager. Prerequisite: Graduate standing. (2 semester hours)

MANAGEMENT 6975 Strategic Management With an emphasis on problems of executive management, decision making, and administrative action, participants will develop strategic thinking capabilities through an examination of the design, implementation, and evaluation of business strategy and policy. Prerequisite: FIN 6923, MGT 6930, MGT 6944, MKTG 6944. Must be taken concurrently with MGT 6976. (2 semester hours)

MANAGEMENT 6976 Strategic Consulting Project An applied learning experience in which participants utilize knowledge and capabilities gained throughout the MBA program to engage in collaborative consultation with a business. The focus is on the development of strategic recommendations that will assist the client organization in addressing existing and emerging challenges. Prerequisite: Must be taken concurrently with MGT 6975. (2 semester hours)

MARKETING 6943 Consumer & Product Management An applied examination of marketing as a business process by which products are matched with markets and through which transfers of ownership are affected. Prerequisite: Graduate standing. (2 semester hours)

MARKETING 6975 Applied Marketing Strategy Through applied learning experiences, students develop abilities to analyze markets, plan, design, and implement effective marketing strategies in the areas of

product, promotion, pricing, and distribution. Emphasis is on the integration of the marketing function with other business activities. Prerequisite: MKTG 6943. (2 semester hours)

MBA 6931 Effective Business Communication Effective communication is a critical component for success in the workplace. Participants will learn to design effective messages, both written and oral, for a variety of business audiences and environments. Additionally, participants will be able to manage other issues relevant to business communication, such as reputation management, employee communication and crisis management. Prerequisite: Graduate standing. (1 semester hours)

MBA 6932 Professionalism & Career Management Participants will learn how to effectively present themselves in the workplace and position themselves for new opportunities -- either through advancement or with a new organization. Participants will be able to analyze career choices through a focus on assessments and experiences, engage in more effective job search to find a career that reflects their values, skills and interests. Prerequisite: Graduate standing. (1 semester hours)

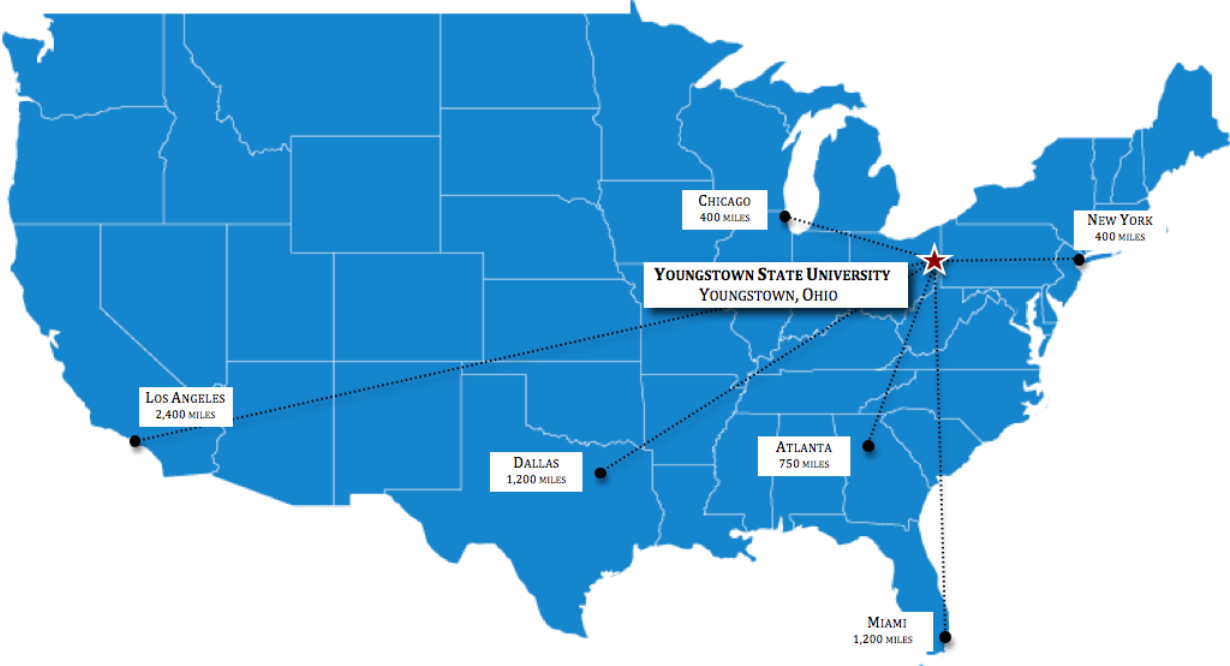
MBA 6933 Business Ethics & Social Responsibility Today, businesses must operate in increasingly complex environments, requiring their leaders to make decisions with considerations other than just "the bottom line." Participants will be able to better understand their personal and social responsibilities as business managers. In addition, participants will be equipped to not only recognize ethical issues, but to react to them by applying ethical decision-making models. Prerequisite: Graduate standing. (1 semester hours)

MBA 6970 Global Business Economic, cultural, political and legal differences across countries create unique challenges in today's global business landscape. To become more effective managers in this global arena, participants will examine how these issues impact the management of finance, marketing, operations and human resources. Prerequisite: Graduate standing. (2 semester hours)

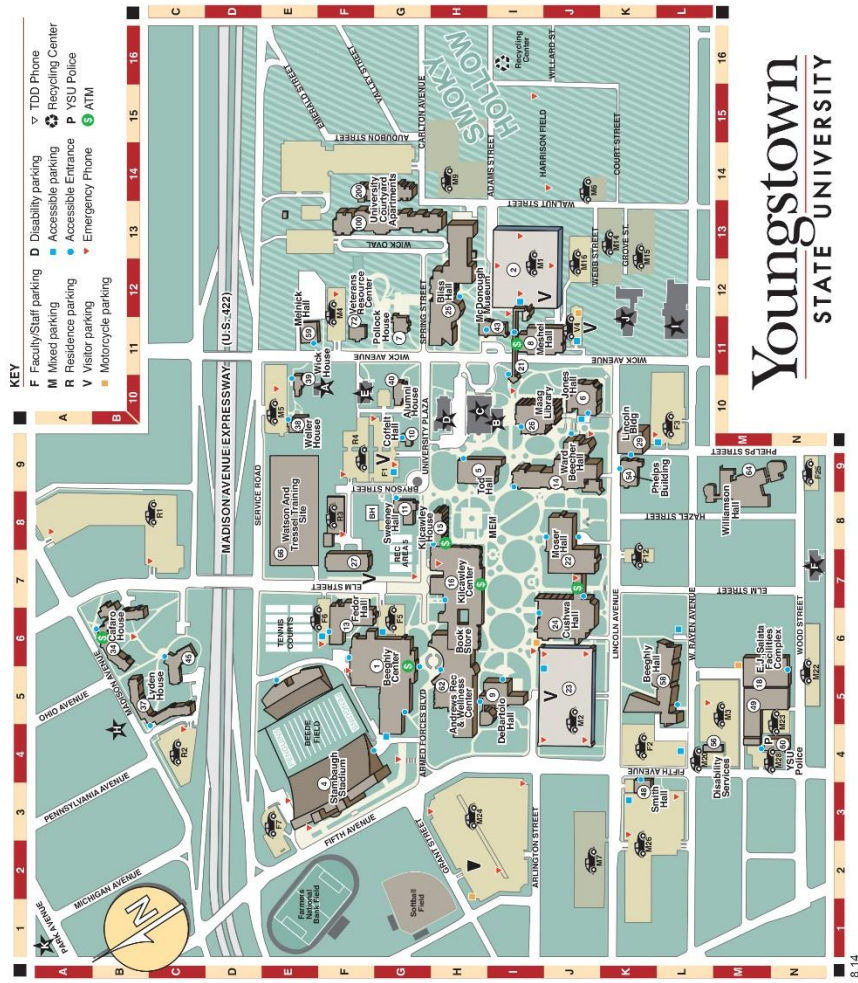
MBA 6977 Integrative Business Analysis To develop an integrative view of organizations, students will utilize and incorporate key concepts learned throughout the courses of the MBA program to analyze, synthesize and present recommendations on a current business case. Prerequisite: MGT 6975 (or concurrent). (1 semester hours)

Appendix B: United States Location

Major U.S. Cities Distances from Youngstown



Appendix C: Campus Map



Youngstown
STATE UNIVERSITY

- # Name_Grid Location
- University Buildings**
- MEM 9/11 Memorial 8H
 - 40 Alumni House 10G
 - 62 Andrews Student Recreation and Wellness Center 5H
 - 1 Beegly Hall 5L
 - 58 Beegly Hall 5L
 - 25 Bliss Hall 12H
 - 34 Buechner Hall 8F
 - 38 Cafano House 6B
 - 27 Central Utility Building 7F
 - 45 Christman Dining Commons 5C
 - 60 Clingan-Waddell (YSU Police) 4N
 - 10 Coifelt Hall 9G
 - 24 Cushman Hall 6J
 - 9 DeBarolo Hall 5I
 - 56 Disability Services 4L
 - 18 E.J. Saleta Facilities Complex 5M
 - 13 Fector Hall 6F
 - 6 Jones Hall 10J
 - 16 Klicavley Center 7H
 - 15 Klicavley House 8H
 - 29 Lincoln Building 10K
 - 37 Lyden House 3B
 - 2 AK-1 Parking Deck 12I
 - 2 AK-2 Parking Deck 5I
 - 26 Mag Library 10I
 - 45 McDonough Museum of Art 11I
 - 59 Meser Hall 11E
 - 8 Meser Hall 11I
 - 99 Meser Hall 7J
 - 21 Pedestrian Bridge 11I
 - 54 Phelps Building 9K
 - 7 Pollock House 11G
 - 48 Smith Hall 3K
 - 4 Stambaugh Stadium 3F
 - 11 Sweeney Hall 8G
 - 5 Tod Hall 9H
 - 100 University Courtyard Apartments 13F
 - 200 University Courtyard Apartments 14F
 - 72 Veterans Resource Center 11F
 - 14 Ward Beecher Hall 9J
 - 66 Watson And Tressel Training Site-WATTS 8E
 - 38 Weller House 10E
 - 49 Westinghouse Building 5M
 - 39 Wick House 10E
 - 64 Williamson Hall 9M
- Area Arts & Cultural Venues & Churches**
- A Arms Family Museum of Local History 10F
 - B Beecher Center for Technology in the Arts 10I
 - C Butler Institute of American Art 10H
 - D Butler Institute - North Annex 10H
 - E Holy Trinity Romanian Orthodox Church
 - F Museum of Industry and Labor 7N
 - H Newman Center 4B
 - I Public Library 11I
 - J St. John's Episcopal Church 11K
 - K Wick Park 1A

Appendix D: Website Resources

AACSB International Accreditation	www.aacsb.edu
GRE - Graduate Record Exam	www.ets.org/gre
GMAT - Graduate Management Admissions Test	www.mba.com
TOEFL - Test of English as a Foreign Language	www.ets.org/toefl
YSU Website	http://www.yzu.edu
Center for International Studies and Programs	http://cms.yzu.edu/college-graduate-studies/international-admissions
Graduate Assistantships and Fellowships	http://cms.yzu.edu/college-graduate-studies/assistantships-fellowships
Graduate Bulletin	http://cms.yzu.edu/college-graduate-studies/graduate-bulletin
Graduate Programs	http://cms.yzu.edu/college-graduate-studies/graduate-program
MBA Program	http://mba.yzu.edu
Tuition Estimator	http://cfweb.cc.yzu.edu/finaid/tuition/est_tuition.cfm

Appendix E: Evaluation of Non-U.S. Transcripts Resources

Non-U.S. Transcript/Academic Credential Requirements for all College of Graduate Studies Applicants

Any applicant (including U.S. citizens) who attended a non-U.S. educational institution for 24 semester hours or less must provide a sealed certified/attested official transcript to the College of Graduate Studies.*

Any applicant (including U.S. citizens) who attended non-U.S. educational institutions for more than 24 semester hours or who earned a Bachelor's degree (or its equivalent) or Master's degree (or its equivalent) from a non-U.S. institution or where English was not the language of instruction is required to provide to the College of Graduate Studies (at the applicant's expense) :

- an official course-by-course evaluation from a NACES approved evaluation agency of each certified/attested non-U.S. transcript with Grade Point Average (GPA) equated to a 4.0 scale and a certified or attested copy of degree(s)
- an official transcript (and an official English translation of the transcript if the transcript is not in English) and all mark sheets sent from the approved evaluation agency

International students attending a non-U.S. institution who apply for admission to the College of Graduate Studies prior to the completion of all bachelor's degree coursework and the awarding of the bachelor's degree will also need to request an evaluation of the final transcript as soon as all grades are posted. Proof of degree is required for admission to the College of Graduate Studies.

The official transcript evaluation with a copy of the certified/attested transcript (and all mark sheets) must be sent directly from a National Association of Credential Evaluation Services (NACES) approved agency to the College of Graduate Studies either electronically or to the address below.

Youngstown State University
College of Graduate Studies
1 University Plaza
Youngstown, OH 44555

Preferred evaluation agencies are:

- Educational Credentials Evaluators (ECE) (www.ece.org)
- Josef Silny & Associates, Inc. (www.jsilny.org)
- World Education Services (WES) (www.wes.org)

YSU will accept an evaluation from another NACES approved evaluation agency if that agency requires a certified/attested official transcript from the institution attended for the evaluation. For a list of NACES members, please visit www.naces.org.

Youngstown State University has no affiliation with the preferred evaluation agencies. However, these agencies are known to provide fast and accurate services to applicants.

*If a study abroad student provides an official transcript from a regionally accredited U.S. school of record that documents the study abroad courses, no additional transcript is required.

Appendix F: Sample Financial Statement Form

YSU GRADUATE INTERNATIONAL STUDENT FINANCIAL STATEMENT FORM

This form is *not* an application for financial assistance. The U.S. Department of State and the U.S. Department of Homeland Security require an international student to show that funds are available for the first year of study and that adequate funding will also be available for subsequent years.

The official letter from a banking institution showing the amount of first year funds available must accompany this form. Employer letters of income or tax receipts may verify subsequent income.

Estimated Graduate Study Expenses 2015/2016 (For 9 Semester hours each semester)

Expense Type	2 Semesters (Fall & Spring)
Tuition & Fees	\$ 13,100
Books & Supplies	\$ 1,700
Health Insurance (estimated cost per year)	\$ 1,375
Living Expenses*	\$ 10,500
Total Annual Costs	\$ 26,675
Additional Expenses for each dependent	Spouse - \$7,500 Child - \$5,000 Add to total cost as applies

Write Amount of Funding Available for Study Sponsor must fill in amounts below

Organizational Support:		
YSU (Graduate Award)	\$	
Employer	\$	
Employer	\$	
Personal Funds:		
Student	\$	
Family	\$	
Sponsor/Other	\$	
Total First Year	\$	

Family/Sponsor Certification

This is to certify that I have agreed to provide the amount of funds stated above to the student for the purpose of full-time study at Youngstown State University. This commitment will continue for the duration of the student's course of study.

Evidence of my resources, in the form of an official bank letter, accompanies this statement, along with an employer letter or copy of tax return. I also understand that it is not the responsibility of Youngstown State University to provide financial assistance to the student.

Name of Sponsor _____ Relationship to Student _____
 Address, Phone, and E-mail of Sponsor _____
 Signature of Sponsor _____ Date _____

*Dependents Planning to Accompany Student (Information as listed on passport, if applicable)

Complete Name Family, First, Middle (Family Name in Capital letters)	Date of Birth (Month/Day/Year)	City, Country of Birth	Country of Citizenship, Permanent Residence	Relationship to Applicant

I certify that the above information provided is a correct statement of my arrangements for financing my studies and I understand that I am responsible for any debts incurred while attending Youngstown State University.

Name of Student _____ Student's Signature _____ Date _____

Return this form to: Youngstown State University
 Center For International Studies
 Jones Hall Room 1042
 Youngstown, Ohio 44555-3901
 USA

GRADUATE INTERNATIONAL STUDENT FINANCIAL FORM

Instructions: If you need to hold non-immigrant F or J student status while enrolled at Youngstown State University, you must certify that you have sufficient funds to completely cover your expenses. (If you are a refugee, permanent resident, or citizen of the U.S., you do not need to complete this form). A certificate to obtain a visa cannot be issued until this *Graduate International Student Financial Statement* form has been completed, signed, and returned with the appropriate supporting documentation to the Center for International Studies. On the form, indicate how you will meet the appropriate total expenses figure each for the anticipated duration of your program. Graduate students must certify \$26,675 for each year of study. You are required to pay health insurance for 12 months, even if you do not plan to enroll for summer term. If you plan to bring family, you must also verify additional funds for each dependent (both living expenses and insurance costs). Funds for optional summer term tuition and travel to and from the U.S. are not required. Please note that summer attendance would increase the total annual costs by approximately \$9,300 (includes tuition and fees for 9 semester hours). If more than one sponsor will contribute funds, you must **copy this form and have each sponsor fill it out and sign it. All international students are enrolled in YSU's student health insurance plan**; waiver is granted only to scholarship holders whose scholarship granting agency provides insurance.

Documentation: It is essential that you have sufficient funds to support yourself during your entire academic program. U.S. law strictly limits financial aid and work opportunities for international students. Although International students may work in certain circumstances, do not plan on seeking work to pay for your University costs. Provide bank statements, sponsorship award letters, letters of employment or income tax copies as required. Parent's or other sponsor's bank statement(s) must show enough on deposit to pay for the first year. Sponsors, other than students, may certify future years support by any of the above means. Self-sponsored applicant's bank statements must show sufficient funds to pay for their entire education. All documents must be in English and preferably in U.S. dollars. English translation of foreign language originals will be accepted if signed and sealed by an appropriate government or bank official. Originals and official documents must be provided. You are advised to keep additional original documentation for your own use. Bank statements and award letters should be no more than one year old at the time of review. If you are currently in the U.S., please attach a copy of documentation proving your current immigration status (Visa, I-20, DS-2019, letter from USCIS, etc.).

ESTIMATING EXPENSES FOR 2015-2016: Please note that tuition, fees, insurance and all other expenses listed on this form are currently 2015-2016 estimations and are **subject to change**. For future academic years, plan annual increases for all costs of five to ten percent; you and/or your sponsor(s) will have to pay for any increases in tuition and expenses.

Estimated Graduate Study Expenses: These are minimum estimates of living expenses and include housing, utilities, food, clothing, and local transportation, laundry and miscellaneous expenses. Your expenses will vary depending upon the type of housing you choose and your personal lifestyle. The actual cost that a student incurs during the nine-month school year can vary significantly, particularly in housing, meals, and personal experiences. The "living expenses" figure is adjusted periodically by YSU to reflect students' actual experience in Youngstown, Ohio. Even though you may spend more or less, depending on your lifestyle, this estimate figure is required by USCIS to calculate your total cost. Transportation to and from U.S. is not included in this estimate.

Health Insurance: Due to the high costs of health care and the importance of good health for study, enrollment in YSU's health insurance plan is mandatory for all international students and recommended for their dependents living in the U.S. Insurance waivers are granted ON REQUEST, IF your government or scholarship provides insurance. Because insurance coverage starts with the academic term, you should purchase a temporary policy for the dates of your travel and arrival.

Costs of Your Accompanying Family: To plan for a spouse or child while you study, add \$7,500 for your spouse and \$5,000 for each child. We strongly recommend that you purchase health insurance for family members who accompany you. To compute the amount you will need to certify if you will be accompanied by family, add the appropriate amount for both living expenses and insurance for each dependent who will come with you to the appropriate "total expenses" figure. The amounts shown are the minimums students need to meet the most basic expenses while attending YSU and living in Youngstown. We recommend that students bring additional funds, if possible, to ensure that they will be able to meet living expenses without difficulty. Additional funds are helpful in meeting living expenses comfortably and in covering educational expenses such as research costs, academic-related equipment and supplies, and field trips. Only if you are planning to have member(s) of your family accompanying you to YSU should you add the approximate living expense figure(s) under *Dependent Expenses*.

Appendix G: Sample Affidavit of Sponsor for Room & Board



Graduate study Affidavits of financial support for international students

Use this form if you are requesting F-1 or J-1 status. The financial documents you submit allow Youngstown State University to verify the availability of adequate funding for tuition, fees and living expenses for the duration of your studies, a requirement of the U.S. government. **We cannot issue a notice of admission until all required documentation has been submitted.**

Instructions:

- A. Please complete this form *after* you have applied for admission. Within two weeks of applying with all required materials provided by you, you will receive an email acknowledging receipt of your application.
- B. Read this form to identify the type of sponsorship you have (personal, agency or both) and which affidavit(s) and documents are required.
- C. The affidavit(s) you submit must promise to fund your entire length of study at Youngstown State (at least two years; see costs on this page). **The financial documents you submit (bank statements, financial awards) need only show funding for one year of study.**

Student information and declaration

Name in full as it appears on your passport: _____

Family name/surname: _____

First/given: _____ Middle Name: _____

YSU ID (see A. above): _____ Date of birth (month/day/year): _____

Country of Citizenship: _____ Country of Residence: _____

City of Country of Birth: _____

Do you presently hold an F-1 or J-1 student status? Yes No

If yes, which institution issued the Form I-20 or DS-2019? _____

If yes, which institution issues the Form I-20 or DS-2019? _____

Estimated annual expenses for single student living alone (without family) in the United States

The amounts below represent estimated fees in effect autumn 2015 through spring 2016 for most programs; costs are subject to change without notice.

Costs listed are for an academic year (two semesters/nine months).

Average tuition and fees ¹	\$13,190
Room and board ²	\$ 10,220
Books and supplies	\$ 1,400
Health insurance ³	\$ 1,678
Total estimated expenses for one year of study	\$26,488

Student declaration

I hereby promise that the information provided on this form is correct and complete. I understand that I am ultimately responsible for all expenses associated with my stay in the United States.

Student's Signature : _____ Date (month/day/year): _____

Personal sponsors (family, friend or self)

If full or partial funding is coming from a personal source:

1. Ask each sponsor to complete the "Affidavit of Support from Personal Sources" (on page 2) and to provide an official bank statement(s) verifying that funding is available for your first year of study.

Bank statements must show:

- Sponsor's name—the translated name must be on the original document (not handwritten in) and must match the name on the "Affidavit of Support from Personal Sources"
- Date—documents must be dated no more than 12 months prior to the date classes begin for the desired term of enrollment (see class start dates at http://web.ysu.edu/gen/ysu/Academic_Calendars_m3159.html)
- Amount of available funds (see C. above) and the type of currency

Bank statement(s) must be in English; translations must be signed and sealed by a bank official.

2. For **each personal sponsor**, submit the affidavit, the bank statement(s), and a copy of this form with "Student information and declaration" completed.

Tuition and fees may vary by major, college and area of study. The university reserves the right to assess fees for special services and programs applicable to students. In 2016–2017 and beyond, students should plan for a 5 to 10 percent annual increase for all costs.

- 1 Includes all International Graduate Student Fees for 9 credit hours. If you exceed 9 credit hours, the cost increases.
- 2 Cost of the most popular room and meal plan combination; your cost will depend on the plans you select.
- 3 Health insurance is required for international students/family.

Additional estimated annual expenses for family member(s) accompanying the student to the U.S.

Living expenses (nine months)	
For spouse only	\$7,500
For each child	\$4,000

Continued on other side

Personalsponsors, continued

Affidavit of Support from Personal Sources

Please check ONE:

I will provide FULL FINANCIAL SUPPORT for the student’s educational and living expenses for the entire length of study at Youngstown State.

I will provide PARTIAL FINANCIAL SUPPORT for the student’s education and living expenses for the entire length of study at Youngstown State
in the amount of USD\$ _____ per year.

I am self-sponsored; I will provide FULL FINANCIAL SUPPORT for my educational and living expenses for the entire length of study at Youngstown State.

Check if appropriate:

I will provide full financial support for a spouse and/or children accompanying the student to the United States (see expenses on front page).

Sponsor’s family name/surname: _____ First/given name: _____ Middle name: _____

Relationship to student: _____

Sponsor’s signature: _____ Date (month/day/year): _____

Agency sponsors (government, organization or institution/school)

If funding is coming from an agency:

Ask each agency sponsor to provide either the form below OR a letter including the details of the award showing support of your studies.

Affidavit of Support from a Funding Agency

We, _____ (name of sponsor), hereby certify that we will provide full financial support associated with tuition, fees, books, health insurance and living expenses for _____ (student’s name) and, if applicable, health insurance and living expenses for spouse and children for the entire length of study at Youngstown State University.

Study is approved for _____ (degree) in _____ (field of study) at Youngstown State University. Funding is effective for the entire length of study starting _____ (Term: e.g., _____ 2016)

Official title: _____

Office or division: _____

Address where tuition/fees will be billed, if applicable:

Official seal/stamp
of funding
institution
REQUIRED

Signature Date (month/date/year)

IJ/KC 2/9/16

Appendix H: Sample Graduate Assistantship Application

**Youngstown State University
College of Graduate Studies
Application for a Graduate Assistantship or Graduate Assistant/Internship**

Name _____ Y Number _____

Address _____
Street City/State/Zip

Telephone _____ Program _____
(e.g., Mathematics, Applied Music)

Term/Year for which you are applying: Fall only Spring only Fall & Spring both **20**

Directions: Prepare the four statements called for below. Normally each statement should be no longer than one page, typewritten and double-spaced. Attach this form to your statements and submit the packet to the Graduate Studies Office.

1. Describe your academic background. Include institutions attended and dates. Indicate major and minor(s) in college study, any honors attained or special activities engaged in, and degrees, titles or certificates earned.
2. Describe your employment experience in chronological order, including name and location of employer, kinds of positions held, and responsibilities involved.
3. Describe as specifically as you can any academic background and/or employment experience that would qualify you for either a research or teaching assistantship position. If you have an interest in a specialized field within your major department (e.g., electromagnetic fields in Electrical Engineering, Latin American history in History, etc.) please describe.
4. Describe your purpose in working for a master's degree, including your occupational plans and goals.

Signature _____  Date _____

Do not write below this line

Date of application for admission to YSU Graduate College _____ Term _____

Applicant admitted to the Graduate College on _____ Status _____

Undergraduate cumulative GPA _____ Test Scores _____

YSU Graduate Work _____ TSE Score _____

The Department may not recommend a student for a Graduate Assistantship unless the academic credentials have been reviewed and the student has been recommended for admission to the Graduate College.

Departmental Recommendation: Approved (Complete and submit appointment form)
 Disapproved (Return application to the College of Graduate Studies)

Appendix I: Sample Professional Recommendation Form

Youngstown State University College of Graduate Studies

RECOMMENDATION

To the Applicant: Three professional recommendations (i.e., from supervisors, instructors, colleagues) are required of applicants for either a Graduate Assistantship or for admission to certain graduate programs. Fill in the top section and then forward this form to the individual who will make the recommendation. You are not required to sign the Applicant's Waiver statement.

Name: _____ Student ID Number: _____

Program: _____ Applying for: Admission Assistantship

Applicant's Waiver of Right of Access to Confidential Statement: I hereby freely and voluntarily waive my right of access to any information contained on this recommendation form and agree that the statement shall remain confidential.

Signature: _____ Date: _____

To the Person Recommending the Applicant: Both the applicant and the YSU College of Graduate Studies will appreciate your completing this form and returning it as soon as possible. Please use the reverse side if additional space is needed. Because of federal legislation allowing students to have access to educational records, we cannot guarantee the confidentiality of your statement unless the applicant has signed the waiver printed above.

1. How long, and in what capacity, have you known the applicant?

2. How would you rank the applicant compared with others of the same academic level in the following characteristics?

	Top 10%	Next 20%	Middle 40%	Next 20%	Bottom 10%	Don't Know
General Intelligence						
Knowledge of Field						
Maturity and Emotional Stability						
Industry and Work Habits						
Ability of Self-Expression						
Imagination and Creativity						
Initiative and Enthusiasm						

3. What is your evaluation of the applicant's overall ability and motivation to succeed?

4. If the student has indicated that he/she is applying for a graduate assistantship, please give your opinion about how effective he/she would be if assigned teaching and/or research duties.

Signature

Name Printed

Title or Position

Field or Organization

Date

Return completed form to: Dean, College of Graduate Studies
Youngstown State University
Youngstown, OH 44555-3091