

Graduate Admissions Process

Please follow this list to accomplish admission requirements:

- Complete the appropriate [International Application for Admission](#) form.
- Send Transcripts/official or certified academic records. (Only originals or certified copies of originals will be accepted.) All supporting documents, in the native language, must be accompanied with an original, certified English translation. This office does not offer a translation service; contact the Education USA office in your area to assist you with this requirement.
- Applicants applying from abroad whose native language is not English must submit official TOEFL, IELTS, or other UIS approved English language proficiency test scores.
- Submit applicable personal and academic statements
- Submit all applicable test scores.
 - CLEP, GRE, GMAT and TOEFL: institutional code for UIS is 1787
- Please submit the non-refundable application fee for International Students: Please include a non-refundable \$75 graduate application fee payable to the University of Illinois Springfield.
 - o Important: Do not submit fees in cash or via wire.
- Deadlines: International students applying from abroad should submit complete files by:
 - June 1 for fall terms;
 - November 1 for spring terms; and
 - April 1 for summer sessions.
- International Students must also submit an Affidavit of Financial Support form.
- Official Bank Letter/Statement showing sufficient funds for first year of study.
- Required Health Records: You are required to submit a completed Pre-Enrollment Health Record form which includes vaccination history. All medical records must be accompanied by a certified English translation.

Submitting Information:

Complete and sign the application form and the affidavit of financial support. Mail the original/certified forms along with the application fee, and proof of graduation from high school, college, or university. Make arrangements for your official TOEFL to be mailed from ETS to the following address:

Office of Admissions
University of Illinois Springfield
One University Plaza, MS UHB 1080
Springfield, Illinois 62703-5407

Upon receipt of all of the above, the UIS admissions staff will review your application and notify you accordingly.

