

EVIDENCE OF EDUCATIONAL EXPERIENCE

REQUIRED DOCUMENTATION AND INSTRUCTIONS

In order for Texas Wesleyan University to evaluate your educational background fairly and accurately, we need specific information about your schooling and examination/test results.

1. Your application for admission can only be considered if the Summary of Educational Experience Form (reverse) is complete and all supporting documents are supplied according to the instructions below.
2. All educational experience must be evidenced by official documents submitted **directly from the appropriate issuing institution(s) to Texas Wesleyan University**.
 - Documents must include dates of attendance and list courses taken, with credits, points or hours per course and grades awarded, and must specify any educational degrees, certificates and/or titles awarded
 - These documents must bear the original seal or stamp **and** the signature of an official from the issuing institution
 - In very rare instances, **except** as noted in item three, below, Texas Wesleyan University may accept a photocopy of original documentation submitted by the applicant provided that the photocopied document is certified with an original seal or stamp and an original signature of either of the following:
 - ♦ The issuing institution and a designated official of that institution **or**
 - ♦ A U.S. consular or U.S. educational official outside the United States
 - Documents should be accompanied by official translations in English unless written in English.
3. It is required that **original score reports** for exams such as TOEFL, IELTS, SAT, ACT, GMAT, GRE, MAT, GCSE, GCE, WAEC, and/or other exam council results (as applicable to your situation) **be sent DIRECTLY from the test/exam authority to Texas Wesleyan University**.
4. Please add explanation(s) to the Summary of Educational Experience form if your education has been different from that required for admission to the major institutions of higher learning in your country .
5. Texas Wesleyan University reserves the right to verify all submitted documents with the issuing institution.
6. You may be asked to provide further proof of your educational history if such proof is deemed necessary by Texas Wesleyan University.
7. Please contact us if you have **any** questions about the certification and documentation requirements.

SAMPLE REQUEST FOR OFFICIAL TRANSCRIPTS

You may wish to copy the letter below to request necessary official documents from institutions which you have attended or through which you were tested. Fill in the name and address of the institution/agency that will be receiving this form, your name, your address, and pertinent dates, identification numbers, and other information, and submit with applicable fees to the issuing institution(s) in a timely manner.

Attention: *[Print institution's name/address here]*

To Whom It May Concern:

I, *[Print your name]*, of *[Print your address]*, attended and/or tested through your institution from/on *[Applicable dates]*. I am in the process of applying for admission to Texas Wesleyan University. One of the requirements for admission consideration is official documentation reflecting my educational results sent directly from the issuing or testing institution to Texas Wesleyan University. Therefore, please send the officially stamped or sealed and signed document known as *[Name of test, examination, diploma or transcripts]* as soon as possible reflecting my results to:

Office of International Programs
Texas Wesleyan University
1201 Wesleyan St.
Fort Worth, TX 76105-1536, USA

Your signature

Date

SUMMARY OF EDUCATIONAL EXPERIENCE

Your Name _____ Month/Date/Year of Birth _____

Country of Citizenship _____ Country of Residence _____

Please complete the columns below. Undergraduate applicants must show all high school/secondary school (last four years) and all college/university-level work. Graduate applicants must show all college/university-level work. You may supply additional comments or information on a separate sheet of paper.

Column 1: Name and location of the school you attended

Column 2: Dates of attendance: fill in the calendar years you attended and/or received academic or trade training

Column 3: Type of school attended, using the terminology of the school or country, e.g., secondary, preparatory, gymnasium, teachers college, university, trade school, etc. (do not try to translate or interpret any terms into American terminology or equivalents)

Column 4: Language of instruction used in the majority of your classes at the school

Column 5: Name of any examinations you passed or certificates you were awarded at the end of your studies there, using the terminology of your school or country, e.g. GCSE, GCE (indicate number of "O" and "A" levels), Bachillerato, Abitur, Baccalaureate, Licenciatura, Diploma etc. Please include the date of award. If no degree or diploma was awarded to you for your education/training at that school, write "none."

Name and location of school	Dates of attendance (calendar years)	Type of school (use the terminology of the school/country)	Language of instruction	Examinations passed, diplomas or certificates awarded (use the terminology of the school/country)
	—			
	—			
	—			
	—			

Please indicate:

I took (or will take) the official TOEFL/IELTS (please circle appropriate one as applicable) on _____ date Score: _____

I requested (or will request) scores to be sent directly from ETS/IELTS to Texas Wesleyan University on _____ date

My other proof of English language proficiency is (please describe): _____

If required for your program, please indicate:

Undergraduate applicants:

I took (or will take) the official SAT/ACT (please circle appropriate one as applicable) on _____ date Score: _____

I requested (or will request) scores to be sent directly from ETS/ACT to Texas Wesleyan University on _____ date

(Note: SAT or ACT is not required of international students for regular admission but is usually required of students planning to participate in NAIA sports. For more information, please contact the sport coach.)

Graduate applicants:

I took (or will take) the appropriate graduate exam _____ as required for my program on _____ date Score: _____
(e.g., GRE, GMAT, LSAT, etc.)

I requested (or will request) the scores to be sent directly to Texas Wesleyan University on: _____ date

I have enclosed the following documents which are required for my graduate program application, as applicable (please list): _____

I certify that all the information I have provided is true and complete and reflects my entire educational background as is necessary for my level of entry. I also certify that I will provide official documents in support of my educational history to Texas Wesleyan University.

Signature of applicant _____ Date _____