

**SPECIAL NOTICE**  
**NON-ENGLISH TRANSCRIPTS**

Individuals submitting transcript(s) (mark sheets) from an academic institution that is outside the U.S. should make their transcript requests **well in advance** of the application deadline. This is particularly important as, again, only official transcript(s), i.e., original or photocopied marked sheets with original university certification (certification must be original) *received in the University's sealed envelope and with the dean's, registrar's, or appropriate authority's signature or seal across the envelope*, can be reviewed for an admissions decision. (**NOTE:** U.S. notarized photocopies or transcripts received opened are not considered a substitute.) It is also important that the international transcript requests are made early as, in addition to submitting the official transcript(s) (mark sheets), international applicants must also adhere to the following:

1) International applicants must ensure that transcripts are submitted in English or are accompanied by a literal English translation on which the certification is original. 2) As with all required documents submitted in support of the application, the English translation is to be received UNOPENED with the signature or seal of the authorized translating agency (not yourself) across the envelope. 3) Copies of diplomas, certificates, mark sheets, etc., are not alternatives for *official* transcripts. If the transcript refers to a diploma or certificate and does not clearly state the degree earned, e.g., MBBS, MD, B.SC. or BA, etc., in addition to the *official* transcript and, when required, *official* English translation, the applicant should also include a photocopy of the diploma. The photocopied diploma must be in English or accompanied by a literal English translation. Both the photocopy of the diploma and, when required, the literal English translation are to have the translating agency's original certification and are to be received in a sealed envelope with the authorized certifying agency's signature or seal across the envelope.

As a minimum, applicants must have the equivalent of an U.S. 4-year bachelor's degree. Only applicants whose official documents clearly indicate the equivalent of the bachelor's degree will be considered for admission. If there is any concern about whether an applicant meets the U.S. 4-year bachelor's degree requirement, the applicant will be required to submit evidence that she/he has the equivalent of a bachelor's degree. Currently, Emory University does not offer this service. To assist you, we have listed below several agencies, recognized by Emory that may be contacted to evaluate your course work.

**Emory Approved Agencies for Evaluation of Foreign Educational Credentials**

World Education Services, Inc.  
P.O. Box 745  
Old Chelsea Station  
New York, NY 10113-0745  
Phone: (212) 966-6311 or 800-937-3895  
Fax: (212) 739-6100  
Web: [www.wes.org](http://www.wes.org)  
E-mail: [info@wes.org](mailto:info@wes.org)

Academic and Professional  
International Evaluations, Inc.  
P.O. Box 5787  
Los Angeles, CA 90721-5787  
Phone: (562) 594-6498  
Fax: (562) 594-8498  
Web: <http://www.apie.net>  
E-mail: <http://www.apie.net/contact.htm>

Educational Credential Evaluation, Inc.  
P.O. Box 514070  
Milwaukee, WI 53203-3470  
Phone: (414) 289-3400  
Fax: (414) 289-3411  
Web: [www.ece.org](http://www.ece.org)  
E-mail: [eval@ece.org](mailto:eval@ece.org)

Joseph Silny and Associates  
P.O. Box 248233  
Coral Gables, FL 33124  
Phone: (305) 273-1616  
Fax: (305) 273-1338 or (305) 273-1984  
Web: [www.jsilny.com](http://www.jsilny.com)  
E-mail: [info@jsilny.com](mailto:info@jsilny.com)

**IMPORTANT NOTE:** The above transcript requirements apply to ALL applicants whose academic training was not in the U.S. ***This includes individuals who are in the U.S. at the time the application is submitted.*** Applications are not reviewed for an admission decision until the application is complete with all required supporting documents, including official transcripts as outlined here and in the application instructions. Therefore, in order not to impede your admissions review procedure, please adhere to all transcript documentation requirements as outlined.

**FINANCIAL CERTIFICATE INSTRUCTIONS FOR INTERNATIONAL STUDENTS**

**IMPORTANT:** These instructions are considered complete and sufficient for successful verification. Therefore, please review and ensure that you strictly adhere to the information given here. For individuals who will require a student visa, verification of funding for the TOTAL amount stated on the attached FINANCIAL CERTIFICATE is required prior to Emory University initiating visa paperwork. This verification must include a completed Financial Certificate and required supporting documentation. ALL INFORMATION SUBMITTED MUST BE ORIGINAL AND IN ENGLISH, INCLUDING BANK STATEMENTS, ETC. Pay careful attention to those categories requiring signatures, bank statements, letter of award and/or official certification. WITHOUT THIS INFORMATION, THE FORM IS INVALID. YOU WILL BE REQUESTED TO COMPLETE THE FORM AGAIN IF INFORMATION IS OMITTED and/or is not in the correct format.

Step A: Complete the front side of the Financial Certificate with the following information:

- ♦ Name, address, city and country of birth
- ♦ Answer Categories A, B, and C
- ♦ Be sure to note the additional verification requirement for students whose family will accompany them.

Step B: Applicants indicate their verification of funding on the reverse side of the Financial Certificate. Applicants may provide verification through one, or a combination of, the following categories:

**NOTICE:** For any combination of Items 1-5, you must enter the dollar amount you have available in the column under 1st year. The 1<sup>st</sup>-Year Entry (or entries, if you are utilizing more than one source of support) must equal the TOTAL amount indicated on the front side of the Financial Certificate. However, if a family member or members plan to accompany you, the Financial Certificate states how much is required to verify funding for each family member. You must ADD the amount required for each family member to the TOTAL amount stated on the front side of the Financial Certificate and enter the revised TOTAL in the 1<sup>st</sup> Year column.

Again, to successfully complete the verification procedure, the 1<sup>st</sup>-year column MUST equal at least the amount on the front of the Financial Certificate, plus any dependents that may accompany you. **However, it is important to indicate that this form does not represent your total cost to complete the degree you select. It represents an amount to certify that you have sufficient funds to cover your tuition and expenses while enrolled at Emory.**

**Item No. 1: Personal and/or Family Savings**

To verify funding utilizing personal/family savings, the following information must be provided on the Financial Certificate under SOURCES OF SUPPORT: AMOUNT (U.S. DOLLARS).

- ♦ U.S. Dollar Amount (no less than amount on front of Financial Certificate)
- ♦ Bank's Name and Address
- ♦ Bank Official's "original" Signature and Seal
- ♦ Student's "original" signature
- ♦ Bank Official's Name and title (printed or typed)
- ♦ Date

**ADDITIONALLY, THE FOLLOWING MUST BE PROVIDED:**

"Original" bank statement(s):

- ♦ If the verification is fully or partially provided by personal/family savings, separate, **current** "original" bank statements of personal/family savings account(s) must be attached. If an account that is in only one spouse's name is being utilized, the spouse that is not the applicant must sign as a sponsor on the Financial Certificate and provide a bank statement. The "original" bank statement(s) must state the U.S. dollar equivalency.

**Important Note:** If you have more than one personal and/or family savings account, please photocopy the Financial Certificate and submit it to the second bank with a request that the bank provide the information required on the Financial Certificate and the original bank statement. Information submitted is *invalid* without appropriate signature(s) and/or "original" bank statement(s). Applicants who submit invalid information will be required to re-submit information that is original with original signatures. (A separate completed Financial Certificate with signature(s) and bank statement(s) is required if you are submitting a combination of Categories 1 and 2.)

**Item No. 2: Parents and/or Sponsors**

To verify funding utilizing parents and/or individuals who have agreed to become the applicant's sponsor, the following must be provided on the Financial Certificate under SOURCES OF SUPPORT: AMOUNTS (U.S. DOLLARS).

- ♦ U.S. Dollar Amount (no less than amount on front of Financial Certificate)
- ♦ Student's original signature
- ♦ Name of each family member or person who will act as a sponsor
- ♦ Date
- ♦ Family member(s) and/or sponsor(s) signature(s)
- ♦ Relationship of Sponsor(s) to Applicant (uncle, aunt, cousin, friend, etc.)

**ADDITIONALLY, THE FOLLOWING MUST BE PROVIDED:**

"Original" bank statement(s)

- ♦ A **current** "original" bank statement for EACH family member or sponsor's bank account. The bank statement(s) must state the U.S. dollar equivalency.

**Important Note:** If you have more than one parent and/or sponsor, please photocopy the Financial Certificate and submit it to the second parent and/or sponsor. Please ensure that the second parent and/or sponsor secure the required bank officer's information on the Financial Certificate and also provide the original bank statement. Information submitted is *invalid* without appropriate signature(s) and/or original bank statement(s). Applicants who submit invalid information will be required to re-submit information that is original with original signatures. (A separate completed Financial Certificate with signature(s) and bank statement(s) is required if you are submitting a combination of Categories 1 and 2.)

# ***Rollins School of Public Health*** ♦ Office of Admission ♦ 1518 Clifton Rd. NE ♦ Atlanta, GA 30322

## **Item No. 3: Government or Agency Sponsored**

To verify Government agency funding, please provide a properly completed Financial Certificate and include:

- ♦ Name of Agency
- ♦ The Amount in U.S. Dollars that will be available must be stated in the column under 1st Year.
- ♦ Student's signature
- ♦ Date

Additionally, the following must be provided:

- ♦ "Original" Letter of Award (attached to the Financial Certificate)
  - The Letter of Award must be original and include an original signature of the appropriate Government or Agency official.
  - The Letter of Award should refer, by name, to the student receiving the award.
  - The Letter of Award must either state that the agency will be responsible for all tuition and living expenses while enrolled at Emory University - plus books and insurance - OR give a specific amount in U.S. dollars that is available through the agency. Full funding requires that the amount stated as available total at least the amount stated as required on the front of the Financial Certificate (plus dependent required amount, if appropriate). Again, the documents must all be original and in English, and U.S. dollar equivalency must be stated.
  - If the agency funded student plans to bring dependents, the Letter of Award should also state if the agency will provide dependent funding.

Note1: This Letter of Award will be utilized to initiate third-party billing.

Note2: If the sponsoring agency plans to issue the visa paper work, we ask that the agency please ensure that it provides Emory with an original Letter of Award indicating that it will be responsible for issuing the visa and indicating the extent of the funding and billing information.

## **Item No. 4: University Award**

To verify funding provided by a University Award, the following must be provided on the Financial Certificate:

- ♦ Name of University granting the award
- ♦ Type of award
- ♦ Student's Signature
- ♦ Date

Additionally, the following must be provided:

- ♦ "Original" letter of Award from the University
  - The Letter of Award should include a signature of the appropriate University official.
  - The Letter of Award should refer, by name, to the student receiving the award.
  - The Letter of Award must either state that the University will be responsible for tuition & living expenses while enrolled at Emory University - plus books and insurance OR give specific amount available through the University. Minimally this requires that the amount available should total at least the amount stated as required on the front of the Financial Certificate (plus dependent required amount, if appropriate). Again, the documents must all be original and in English, and U.S. dollar equivalency must be stated.

## **Item No.5: Other**

To verify funding in this category, you must provide the following information on the Financial Certificate:

- ♦ Specifically the source that is different from those categories described above.
- ♦ Student's signature
- ♦ Date

Additionally, the following must be attached to the Financial Certificate:

- ♦ Signed affidavit from the authorized person to certify accuracy.

♦♦♦ If your funding agency plans to initiate your visa paperwork, Emory must be made aware of the arrangements. Therefore, please ensure that Emory receives official documentation (original letter of award and Financial Certificate). A notation should be made by the agency to Emory that the agency plans to initiate visa paperwork. ♦♦♦

**REMEMBER:** It is your responsibility to secure the total funding required to travel to the US and complete your studies. Therefore, applicants should not apply anticipating financial assistance from the Rollins School of Public Health. If you are accepted and will require a student visa, to ensure that you arrive at Emory in time to register for the semester of your choice, it is important that your verification of funding be determined prior to applying to Emory. Incomplete or partial verification should not be submitted. The verification process takes time. When possible, you may use our Fax #: (404) 727-3996. However, ORIGINAL documentation must follow any faxed information BEFORE VISA PAPERWORK, (I-20 or IAP-66) is issue

# FINANCIAL CERTIFICATE

Public Health - MPH

This form must be completed and returned to:  
THE ROLLINS SCHOOL OF PUBLIC HEALTH  
OF EMORY UNIVERSITY  
ADMISSIONS OFFICE  
1518 CLIFTON ROAD, NE  
ATLANTA, GA 30322

As an International Student applicant, you are required to certify that you have sufficient funds to cover your expenses while attending Emory University. PLEASE NOTE: THIS FORM MUST BE COMPLETED BY EVERY INTERNATIONAL STUDENT SEEKING ADMISSION. THIS INCLUDES APPLICANTS WHO ARE AWARDED TEACHING ASSISTANTSHIPS RESEARCH ASSISTANTSHIPS AND OTHER UNIVERSITY AWARDS. THE ADMISSIONS PROCESS IS NOT COMPLETE UNTIL THIS FORM HAS BEEN COMPLETED AND THE "ORIGINAL" RETURNED TO THE ADMISSIONS OFFICE. VISA DOCUMENTS ARE ISSUED ONLY WHEN ALL ADMISSION PROCEDURES HAVE BEEN SATISFIED. PLEASE REFER TO THE ENCLOSED INSTRUCTIONS BEFORE COMPLETING THIS FORM.

**A current ESTIMATE of expenses for one school year (2005-06):**

Tuition and Fees	\$ 21,814.00
Room (average rent in university housing)	8,832.00
Board (food)	4,631.00
Accident/Sickness Insurance	1,600.00
Other living*	2,241.00
Textbooks and supplies	1,850.00
Initial Costs **	<u>1,150.00</u>
<b>TOTAL</b>	<b><u>\$42,118.00</u></b>

- \* Does not include travel from home country, nor fees for on campus parking  
\*\* Costs incurred in paying utility and housing deposits and setting up housekeeping.

**A married student planning to bring his or her family will need about an additional \$8,400 per year (\$700 per month) for the spouse and \$4,200 (\$350 per month) for each child.**

In computing your expenses, you should bear in mind that students holding Student (F) or Exchange Visitor (J) visas will not be authorized to work except under extraordinary circumstances. Therefore, the applicant should not look to employment, either part-time during the academic year or full-time during the summer, as a significant means of support while at Emory University. Under no circumstances are students permitted to work full-time during the academic year. Spouses of F-1 student visa holders are not permitted to work under any circumstances. Please note that your spouse may apply for work permission only if you hold a J-1 Exchange Visitor visa, and then only for his or her and the children's support. The spouse of a J-1 Exchange Visitor is permitted to work only with approval from the U.S. Immigration Service; such approval is not given routinely.

Your Name: \_\_\_\_\_  
Last Name First Name Middle Name  
Your Address: \_\_\_\_\_  
Your City and Country of Birth: \_\_\_\_\_

- A. Check appropriate box:  I plan to come alone.  I plan to have my dependents come later.  
 I plan to bring the following dependents with me:  
For each dependent, list: names, relationship, date & place of birth, nationality, date of issue & expiration date of passport.

- B. I am applying for admission to Emory for the:  Fall  Spring  1st Summer Session  2nd Summer Session of 200\_  
Check appropriate box(es):  
 I do not expect to be at Emory for more than one year.  
 I expect my program of study to require \_\_\_\_ years.  
 I expect to remain in Atlanta, during summer periods.  
 I expect to attend Summer School Session.

SOURCES OF SUPPORT: Amounts (INDICATE IN U.S. DOLLARS)		1st Year	2nd Year	3rd Year	4th Year
1.	<b>PERSONAL AND/OR FAMILY SAVINGS</b> Name of Bank: _____ Note: A Bank official's signature on the certification below & a current "original" bank statement <b>MUST be attached</b> . These are required if student is supported in part or in whole by personal funds.				
2.	<b>PARENTS AND/OR SPONSORS:</b> _____ Print name of each person: _____ Note: Signature of each person/sponsor required below. Supply bank certification as above and <b>attach current "original" bank statement to this form</b> .				
3.	<b>YOUR GOVERNMENT</b> Print name of Agency: _____ Note: Enclose with the form a signed letter of award.				
4.	<b>UNIVERSITY AWARD FROM:</b> _____ Print type and amount of award: _____				
5.	<b>OTHER</b> Please specify: _____ Note: Enclose a signed "original" affidavit from authorized person to certify accuracy.				

**TOTALS:** FOR MINIMUM ADEQUATE CERTIFICATION OF FUNDING, THE FIRST YEAR MUST EQUAL THE TOTAL COST ESTIMATES INDICATED ON OPPOSITE OF THIS FORM, UNLESS ACCOMPANIED BY DEPENDENT(S). DEPENDENT AMOUNTS MUST BE ADDED TO THIS AMOUNT AND STATED IN 1ST-YEAR COLUMN. ALL DOCUMENTATION MUST BE SUBMITTED IN ENGLISH.

Total amount of money you expect to have at arrival at Emory (Tuition, Fees, University Room Rent due at registration.): U.S.\$ \_\_\_\_\_

**OFFICIAL CERTIFICATION OF SOURCES OF FUNDS AND AMOUNTS**

This is to certify that I have read the information given by the applicant on this form, that it is true and accurate, and that the funds are available.

Bank Officer's Signature and Seal \_\_\_\_\_

Bank Official's Name (Printed) \_\_\_\_\_

Title \_\_\_\_\_

Name of Bank \_\_\_\_\_

Address of Bank \_\_\_\_\_

This is to certify that I have read the information given by the applicant on this form, that it is true and accurate, and that the funds are available.

Sponsor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Sponsor's Name (Printed) \_\_\_\_\_

Relationship of Sponsor to Applicant \_\_\_\_\_

Address \_\_\_\_\_

THIS CERTIFIES THAT THE TOTAL AMOUNT OF MONEY THAT I HAVE AVAILABLE FOR MY FIRST ACADEMIC YEAR OF STUDY AT EMORY UNIVERSITY (INCLUDING FUNDS FOR SPOUSE AND CHILDREN IF APPLICABLE) IS U.S. \$ \_\_\_\_\_, AND THAT THE TOTAL AMOUNT AVAILABLE FOR EACH SUBSEQUENT YEAR OF STUDY IS U.S. \$ \_\_\_\_\_. FURTHER, I CERTIFY THAT THE ABOVE INFORMATION PROVIDED IS CORRECT AND COMPLETE AND THAT I WILL NOT REQUIRE ADDITIONAL ASSISTANCE FROM EMORY UNIVERSITY.

STUDENT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

# Rollins School of Public Health Emory University

Office of Admission ♦ 1518 Clifton Road NE ♦ Atlanta, Georgia 30322

## Required Citizenship / Visa Information Sheet For International Students ONLY

Please complete the following information (type or print legibly):

**Last name (family):** \_\_\_\_\_ **First name:** \_\_\_\_\_

**Current Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Email address** (primary mode of contact for Emory University) \_\_\_\_\_

Please answer all of the following questions:

**Citizenship** – Of what country are you a citizen?: \_\_\_\_\_

Are you a permanent resident of the United States?  Yes  No

If so, what is your alien registration number? \_\_\_\_\_

**Visa Status** – Do you currently hold a valid U.S. Visa?  Yes  No

If YES, what is the Visa type? \_\_\_\_\_ Classification: \_\_\_\_\_  
Expiration date? \_\_\_\_\_

If NO, do you wish Emory University to process your visa paperwork?  
 Yes  No

If NO, what agency/organization will process your visa? \_\_\_\_\_

Please complete this information and return to:      Office of Admission  
Rollins School of Public Health  
1518 Clifton Road, NE  
Atlanta, Georgia 30322