



TOEFL/IELTS Waiver Policy

International Applicants

In addition to meeting specific requirements for each degree program, international students must meet the following requirements:

English Proficiency Tests – International students must have earned the following score on the Test of English as a Foreign Language (TOEFL): Paper Based – 550; Computer Based (CBT) – 213; Internet Based (IBT) – 80; or a score of 6.0 on the International English Language Testing System (IELTS) test.

The TOEFL or IELTS is not required for applicants who:

- Have graduated from a college or university in the United States accredited in a manner accepted by Kennesaw State University.
- Are from one of the following countries: Australia, Bahamas, Barbados, Belize, Canada, Dominica, Ghana, Guyana, Ireland, Jamaica, Liberia, New Zealand, Sierre Leone, South Africa, Tobago, Trinidad, United Kingdom, United States or Zimbabwe

Under certain circumstances, international applicants to the Graduate College may request a waiver for the TOEFL or IELTS when applying for admission. The Graduate College will consider, on a case-by-case basis, waiver requests from applicants who fall into **at least one** of the following categories:

- The applicant has completed, with a minimum grade point average of 3.0, at least two years full-time study at a recognized secondary school, college or university whose primary language of instruction is English
- The applicant has completed the highest level of intensive English study and is recommended for academic study by an English Language Institute recognized by Kennesaw State University
- The applicant has five years residency in the US, working in an establishment where all activities are conducted in English

A TOEFL waiver is not automatic for any applicant. To request a TOEFL waiver, the applicant must submit an Request for TOEFL/IELTS waiver to the Office of Graduate Admissions. This form is available at: www.kennesaw.edu/graduate/admissions/forms.html. You must have a Graduate Application for Admission on file to request a waiver.

Applicants to graduate programs may also be required to provide additional evidence of English proficiency in support of a waiver, including, but not limited to:

- f* an official TOESP (Test of English as a Spoken Language) score of at least 520
- f* a telephone or in-person interview with an Admissions committee member
- f* a writing sample certified to be the applicant's own work

Request for Waiver of TOEFL/IELTS

Name _____ KSU ID# _____

Address _____

E-mail _____

Telephone _____

Please indicate for which Graduate Program you are applying _____

GMAT/GRE Score (if required for admission to your graduate program)

Overall _____ Quantitative _____

Verbal _____ Analytical Writing _____

I am requesting a waiver of the TOEFL/IETLS requirement for the following reason(s): (Please check all categories that apply and provide supporting documentation.)

_____ I have completed, with a minimum grade point average of 3.0, at least two years full-time study at a recognized secondary school, college or university whose primary language of instruction is English

Please provide official transcripts and documentation of instruction in English.

_____ I have completed the highest level of intensive English study and am recommended for academic study by an English Language Institute recognized by the Kennesaw State University.

Please provide transcripts from English Language Institute.

_____ I have five years residency in the US and have been employed in an establishment(s) where all activities are conducted in English.


Please provide letter from the Human Resources Department, or authorized official, in each establishment certifying that all activities are conducted in English and specifying dates of employment.

Please provide any other information in support of your request.

Please note, you must have a Graduate Application for Admission already on file to submit a waiver request.

Requested By: Applicant ___ Department ___

Department rationale: _____

<u>Graduate Admissions Decision</u>		
Approve		Initial & Date
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