

*Applying to Doctoral Program in Educational Psychology of
University of Memphis
(China)*

<i>Application</i>				
For EDPR	Notes	For Graduate School	Notes	When
Understand Intended Concentration	Go to EDPR department website: http://www.memphis.edu/cepr/edpr/	Understand Admission Requirements and Prepare Required Documents	Admissions Requirements for International Students link: http://www.memphis.edu/graduateadmissions/international/apply_intl.php	4-6 Months before deadline
a, Ask for Enrollment Number & Financial Aid if Applicable b, Understand Admission Requirement and Prepare Required Documents	Contact Professor & Admission Associate in EDPR department http://www.memphis.edu/cepr/edpr/faculty.php (Part V) Note: Make sure you know the application deadlines of both EDPR department and graduate school		READ EVERYTHING CAREFULLY!!! NOTE: In “ADDITIONAL ADMISSIONS REQUIREMENTS” of the link above, in “ Evaluation of Credentials ” part, choose one agency from NACES (http://www.naces.org/members.htm) to send all required official transcripts, diplomas, and certificate if you are still in a Master’s program. They must be in both English and Chinese. Different NACES agencies have different requirements, fees and processing time from 1 week to 2 months. Admissions Requirements emphasize “All test scores and credential evaluations must be on file in the Graduate Admissions, 101	4-6 Months before deadlines (ask EDPR for enrollment number & financial aid FIRST!)

			Wilder Tower”	
Mail All Required Documents	<p>Including your U Number in Application Form http://www.memphis.edu/admissions/international/apply_intl.php Mailing Address: Educational Psychology & Research Admissions Committee, Ball Hall, Room 100, The University of Memphis, Memphis, TN 38152, USA</p> <p>Note: All documents must be officially endorsed in both Chinese and English</p>	Electronic Admission Application	<p>Pay application fee (\$60) with credit card (VISA\MASTER) Then receive your U number</p>	4 months before deadlines
Check all required documents sent to right place	<p>Admissions Office: Melynda whitwell Email: mdlong@memphis.edu Phone: (901). 678.2841</p>	Check all required documents sent to right place	<p>Office of Graduate Admissions, Graduate Admissions University of Memphis 200 Wilder Tower Memphis, TN 38152/3520</p> <p>Phone: (901) 678-3685</p> <p>Email: graduateadmission@memphis.edu</p> <p>Note: All documents must be officially endorsed in both Chinese and English</p>	Contact admissions associates in both EDPR and graduate school after sending all documents (or if any questions of application)

<i>Application Finished</i>		
Steps	Notes	When
Prepare for a Possible Interview		
Check Application Status	Contact above 2 offices if no responses 6 weeks after application deadline	After application
Receive Admission Package including Admission Letter and I-20 Form	Admission Officer may ask you to send a deposit certificate of 7,000 US dollars before sending your I-20	
<i>Congratulations! Preparation for Traveling to Memphis</i>		
Preparing Passport		
Steps	Notes	When
Application	Visit a branch of the local police station with all the required documents such as the proof of your local residency and identity card, i.e. shenfen zheng	6 months before your travel
Pick up passport	The branch of local police station	According to local policy
Apply for Visa		
Steps	Notes	When
Pay Visa Fee	<p>1, Bring passport, 1024RMB(=\$160), admission letter, I-20 form, Identity Card to China Civic Bank</p> <p>2, Retain the two-part receipt of payment</p> <p>3, Buy phone card for visa interview</p> <p>For more detailed information, visit http://chinese.usembassy-china.org.cn/niv_howtoapply.html or other US Consulate website (it depends on which city you want to interview for Visa).</p>	After receive Admission Letter and I-20 Form and get passport immediately

<p>Make an Appointment</p>	<p>Choose appropriate office hours to call Embassy/Consulate to make an appointment of interview in one of these cities: Beijing, Shanghai, Guangzhou, Shenyang, Chengdu</p> <p>NOTE: interview date is better between about 2-3 months before the date “the student is expected to report to school”, the date is on I-20</p>	<p>After pay Visa fee</p>
<p>Take ID Photo for Visa application</p>	<p>Color, 51mm*51mm, both digital and paper version</p>	<p>After receive Admission Letter and I-20 Form and get passport immediately</p>
<p>Fill Out DS160 Form Online and Pay for Service Fee</p>	<p>1, Fill out DS 160 Form: http://chinese.usembassy-china.org.cn/niv_howtoapply.html</p> <p>2, Pay for service fee according to Admissions package received</p> <p>3, Print both of them after confirmation</p>	<p>After take ID photos</p>
<p>Interview</p>	<p>Go to Embassy early and bring all required official documents (6 sets of documents in all, it is necessary to prepare English official editions of all documents):</p> <p>Set 1:</p> <ol style="list-style-type: none"> 1. Passport, 2. Admission letter, 3. I-20 Form, 4. DS160 confirmation, 5. Service Fee, 6. One part of Visa Fee Receipt <p>Set 2:</p> <ol style="list-style-type: none"> 1. GRE score 2. TOFEL score 3. Transcripts (Undergraduate and graduate) <p>Set 3:</p> <ol style="list-style-type: none"> 1. Diploma 2. Degree Certificates 3. Program Certificates (if you have not 	<p>On the appointment day</p>

	<p>graduated yet)</p> <p>Set 4:</p> <ol style="list-style-type: none"> 1. Resume/CV 2. Supervisor's CV (if applicable) 3. Study Plan 4. Published papers and articles 5. Other related professional documents <p>Set 5:</p> <ol style="list-style-type: none"> 1. Parents' official work certificate [position, income 2. Business card (if applicable) 3. Parentage Certificate <p>Set 6:</p> <ol style="list-style-type: none"> 1. Certificates of Deposit, 2. Houses, Cars, Stocks, Funds, Other Certificates of Property 	
If approved, wait for several days and then receive the visa by Express Mail, congratulations!		
Physical Examination and Take Immunizations	Go to local Entry-Exit Quarantine Center of Provincial Capital City or Municipalities required by Admissions Package	After get Visa and 1-3 months before Flight
Airlines ticket		
Book the Ticket	Contact the local student organization (e.g. The Chinese Association of Students and Scholars at University, QQ group UM-CHINESE number: 86254280) to seek housing information and airport pickup	As early as possible after getting Visa
Prepare for Luggage	Check with your airlines for the information/restrictions on luggage for international travel	
Check-in at the Airport	Make sure to arrive at the airport 3 hours before your departure time	
Customs and I-94 Form	Complete two forms: US Customs Form and I-94 Form during the flight to the US.	