

## Application Instructions

### **Applicant Information:**

#### **Type of Application**

You are considered a *Domestic Graduate* if you currently reside in the US and you have never entered a graduate program. You can use this application even if you are an international student.

You are considered a *Domestic Transfer* if you currently reside in the US and you have previously entered a graduate program at another university. You can use this application even if you are an international student. If you plan on transferring courses from another university you must fill out a Course Transfer Form.

You are considered an *International Graduate* if you are not a US citizen and you currently reside in another country.

You are considered an *International Transfer* if you are not a US citizen, you currently reside in another country, and you have previously entered a graduate program at another university. If you plan on transferring courses from another university you must fill out a Course Transfer Form.

#### **Permanent Address**

This is your permanent address. If you are an international student, this should be in your country of citizenship.

#### **Current/US Address**

This is the address where you are currently residing. Enter this only if it is different than your permanent address.

#### **Visa Status**

If you have a visa put your visa type such as H1, H4, J1, etc. If you do not have a visa please write 'none'.

#### **Emergency Contact**

The emergency contact is someone we can contact in case of an emergency. This person should reside near the University. Please indicate their address and phone number.

#### **Relation**

The relationship of the emergency contact to you, i.e. mother, brother, friend.

### **Previous Education:**

#### **Previous Universities**

Please list all postsecondary schools you have attended. If you are currently attending another university, list "present" as the end date. Do not include high schools.

If you wish to transfer courses from any University, you must fill out a Course Transfer Form and submit it with your application.

#### **English Proficiency**

You are considered *English proficient* if: a) You have earned a degree from an English speaking university, b) You have earned a TOEFL score of at least 550 on the paper based test, 213 on the computer based test, or 79 on the internet based test, c) You have taken the GRE, GMAT or ETL. Please list which of these requirements you meet as your 'Qualification'.

You are considered *not English proficient* if: If you have not completed any of the above factors to determine English proficiency please check “*I need to determine my English proficiency.*” Once you arrive at Herguan University you will take the English Placement Examination (EPE) which tests your knowledge of listening, grammar, reading, conversation and writing.

### **Program of Study**

#### **Area of Study**

If you are pursuing a Master’s degree please select MBA (Master’s in Business Administration), MSCS (Master’s in Computer Science) or MSEE (Master’s in Electrical Engineering). If you wish to take classes without pursuing a degree please select Business, CS (Computer Science), or EE (Electrical Engineering). Students not pursuing a degree may take up to 12 units and must sign a non-matriculation agreement. Please note that only US citizens may take classes without pursuing a degree.

#### **Signature**

Please remember to sign and date your form. Your application will not be accepted without a signature.

### **Additional Application Procedures**

#### **Additional Documents**

You must submit the following additional documents. Without them your application will not be considered.

- Official transcripts for every previous university or college attended
- Either a bank letter or and Affidavit of Support Form I-134 from your financial sponsor which indicates a minimum amount of \$15,000 or equivalent for degree program applicants.
- Submit a TOEFL score report from a test taken within the last two years or another eligible form of demonstrated English proficiency, such as a transcript from an English-speaking university. If you do not have a form indicating English proficiency, please indicate on the application that you would like to test your proficiency upon reaching the university.
- Photocopies of your passport, visa and I-94.

*Please consult the Document Checklist for New Students for any additional documents that may be required.*

#### **Submitting Your Application**

You may fax applications to: 408-749-1111

You may email scanned applications to: [info@herguanuniversity.org](mailto:info@herguanuniversity.org)

You may apply online at: <http://herguanuniversity.org/i-applyonline.html>

You may mail paper applications to:

Admissions Department  
Herguan University  
595 Lawrence Expy  
Sunnyvale, CA 94085

#### **Application Fee**

Upon submitting your application you must pay a one-time non-refundable fee of \$50. This can be paid by check mailed to the above address or over the phone by credit card at 408-481-9988.