

IMPORTANT INFORMATION FOR APPLICANTS FROM THE PEOPLE'S REPUBLIC OF CHINA

Thank you for your interest in the University of Arkansas. In order to facilitate the most efficient processing of your application materials, please refer to the detailed guidelines below. **Please note that applications submitted without the required information and/or documents cannot be processed.**

1. **OFFICIAL TRANSCRIPTS AND DIPLOMA DEGREE STATEMENTS FROM ALL COLLEGES OR UNIVERSITIES ATTENDED.** To be considered official, the records must bear the red stamp or embossed seal of the institution. The transcripts must include the following information:
 - ✓ The name of the institution.
 - ✓ The name of the student in English.
 - ✓ A list of **ALL** courses taken, including political history and physical education courses.
 - ✓ The years of attendance. Each course should be listed under the year it was taken.
 - ✓ The grade or mark received in each course.
 - ✓ The grading scale(s) of the institution. (This may be submitted on a separate sheet if necessary.) For example: Excellent = 90-100 or Excellent = 5, etc.

2. The official transcript should be in Chinese, and an exact English translation must be attached which has been verified as accurate by your university. Verification may be proven by the placement of the red stamp or embossed seal of the institution on the translation.
 - ✓ The Chinese transcript should be word-by-word. That is, all courses appearing on the Chinese record should appear on the English translation, and they should be listed in English in exactly the same order as they are listed on the Chinese record.
 - ✓ Grades of Excellent, Very Good, Good, Pass and Fail should be translated literally, not interpreted. They should not be converted into numbers or letter grades.
 - ✓ Grades of 1-5 and percentage grades (1-100) should not be changed or converted. They should be listed on the English translation exactly as they appear on the Chinese record.

3. Your scores on the National College Entrance Exam are helpful, but not required.

4. **An application fee of \$50.00 is required for the processing of applications. THERE IS NO FEE WAIVER AVAILABLE.** If there is a problem with exchange of currency, you may wish to contact a friend or relative in the U.S. who will pay this fee for you.

5. **Undergraduate transfer students:** Please provide copies of course descriptions/syllabi (in English only) for an evaluation of possible transfer credit and/or advanced standing.

NOTE: Applicants possessing a 3-year undergraduate diploma will not be considered for graduate study at the University of Arkansas. They may be considered as undergraduate transfer students, if the minimum requirements for admission are met. For further information, please refer to the **International Student Information Brochure**.