International Graduate Admission

Applicants to the University are considered international if they are not U.S. Citizens, dual citizens, or permanent residents. In addition to the policies and procedures stated for the different categories of admission, the following information pertains to international applicants.

International Student Office (ISO)

The International Student Office provides immigration assistance to all international students, scholars, and employees at the University of West Florida and is available to assist students with problems ranging from immigration to cultural and personal matters. Students should feel free to ask questions and seek assistance from this office at any time. Among the services offered are:

- Advising on immigration rules, regulations, responsibilities, and deadlines processing immigration requests and forms such as travel documents, employment authorizations, dependent documents, and social security card applications/approvals
- Optional Practical Training (OPT) and Curricular Practical Training (CPT) Workshops
- Communication with the international student community of any changes in immigration rules and regulations
- Connecting students with appropriate university offices or federal and state agencies
- Serving as a liaison with other university units on behalf of international students

The Office of International Education and Programs is located in Building 71 and may be reached at 850-474-2479. Please see additional information for international students and available services here (http://uwf.edu/offices/international-affairs/programs-and-services/international-services).

Academic Records

International applicants must submit original documents or signed, officially certified photocopies of original documents, as well as certified translations of all documents that are not in English. International applicants must also have their foreign credentials evaluated by one of the four evaluation services listed below. The evaluation should contain a course-by-course description and a grade point average from each institution attended. Applicants have the responsibility to contact the evaluation agency directly and have the evaluation agency send the official evaluation report to UWF. The official evaluation report must be received by the application deadline for the semester the applicant plans to attend. The acceptable evaluation services are the following:

Educational Credential Evaluators (ECE)
P.O. Box 514070
Milwaukee, WI 53203-3470
Ph: (414) 289-3400
Fax: (414) 289-3411
www.ece.org (http://www.ece.org)
eval@ece.org

International Education Evaluators (IEE)
P.O. Box 545863
Surfside, FL 33154

Intensive English course work does not qualify.

Exemptions from proof of English proficiency

- UWF Intensive English Program (IEP) students who successfully complete the advanced level with an average of B+ (88) and score 78 or higher on the IEP exit test (MELICET) are eligible for admission to the University of West Florida if they meet all other requirements of the University.
- International students with a bachelor's degree from a U.S. institution or who have successfully completed a full year of full-time academic course work at a regionally accredited institution in the U.S. preceding the semester for which admission is sought. Intensive English course work does not qualify.

American students expecting to receive appointments as teaching assistants also are required by Florida law to pass a test of spoken English and must obtain and report a minimum TOEFL iBT Listening sub score of 23 to the Graduate School.

International non-degree seeking applicants, including applicants attending UWF under an international exchange agreement, must meet the English proficiency requirement.

English Proficiency Test

If the international applicant's native language is not English or the applicant is from a country in which the primary language is not English, he or she must take one of the following tests before consideration of admission. English proficiency test scores are considered official only when they are sent directly to the Graduate School from the testing agency. Not all exams are available outside the U.S. and most are offered on a fixed schedule. Contact the testing agencies directly for scheduling information.

- Test of English as a Foreign Language (TOEFL)
- International English Language Test System (IELTS)
- Michigan English Language Assessment Battery (MELAB)

Minimum scores required by the University are listed below. However, individual departments may require higher scores.

Paper-based TOEFL (pBT): 550
Listening/Comprehension Sub Score: 53

Internet-based TOEFL (iBT): 79/80
Listening Sub Score: 19

IELTS: 6.5
Listening/Comprehension Sub Score: 7

MELAB: 78

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Certification of Finances

Certification of finances must be completed and returned to the International Student Office before the student visa, “Certificate of Eligibility” (Form I-20), is issued. The University is required by U.S. Citizenship and Immigration authorities to check the financial resources of each student prior to issuing Form I-20. Therefore, it is important for the applicant to know the costs of attending the University and have the necessary funds for the entire period of enrollment. Funds for one year of study and living expenses must be documented and approved by the University before an I-20 is issued.

The “Confidential Financial Statement (http://uwf.edu/media/university-of-west-florida/offices/university-college/international-programs/international-student-office/forms/Confidential-Financial-Statement.pdf)” form must be completed, signed by the student, and verified by the student’s or sponsor’s bank or financial institution with a statement of deposit. Before completing the “Confidential Financial Statement,” the applicant should review the estimate of institutional costs and living expenses under Tuition and Fees (http://catalog.uwf.edu/graduate/tuitionandfees). The total amount of funds available to the student must be listed for each year of planned attendance and must equal or exceed the total estimate of institutional costs and living expenses. This form must be accurate and documented to avoid unnecessary delay in processing. The “Confidential Financial Statement” and supporting documents from the student’s or sponsor’s bank or financial institution should be submitted to the International Student Office by email at international@uwf.edu.

Health Form/Health Insurance

Applicants must submit a “Mandatory Immunization Health History Form (http://uwf.edu/offices/student-health-services/immunizations/uwf-online-immunization-form)” completed by the applicant. Refer to the Immunization Requirements (http://uwf.edu/offices/student-health-services/immunizations/uwf-immunization-policy) for more information.

International students are required to show certified proof of adequate medical insurance coverage for illness or accidental injury for an entire academic year before they will be permitted to register or to continue enrollment. An adequate medical insurance policy (http://uwf.edu/offices/international-affairs/programs-and-services/international-services/current-students/getting-health-insurance) must meet a number of requirements, including that the insurance proceeds are payable in U.S. currency. Insurance may be obtained at the University before registration.

Deadlines for Applications and Supporting Documents

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<tr>
<th>Semester</th>
<th>Deadline</th>
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<tr>
<td>Fall</td>
<td>June 1</td>
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<tr>
<td>Spring</td>
<td>October 1</td>
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<td>Summer</td>
<td>March 1</td>
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Because some departments have earlier deadlines, applicants should contact specific academic departments for departmental deadlines. It is in the applicant’s best interest to submit the application and documents early. Files completed after the published deadlines may not be processed in time for the applicant to be considered for enrollment in the desired semester.

Notice of Admission

If a student’s application for admission to UWF is approved, an official letter of admission will be sent by the Graduate School. Admission is for a specific semester only. If the student is unable to enroll for the semester indicated on the letter of admission, the Graduate School should be informed immediately. Under no circumstances should an applicant make departure plans for Pensacola until official approval has been given by the Graduate School and the student has received the Form I-20 from the International Student Office (see section on passports and visas). Students who come to the campus without first receiving an official notice of acceptance do so at their own risk. The student’s presence on the campus will not influence the decision on an application for admission.

International Exchange

International students interested in participating in the UWF exchange program must be nominated by their home institution. Once confirmation of a student’s eligibility has been received by the home institution, the acceptance process can begin through the International Student Office. For a list of participating exchange partner institutions and application procedures, please see the International Services Office’s “Applying as an Exchange Student (http://uwf.edu/offices/international-affairs/programs-and-services/international-services/exchange-students/how-to-apply)” webpage.

Passports and Visas

Students meeting all admission requirements of the University will be mailed a “Certificate of Eligibility” by the International Student Office. Students possessing a valid Form I-20 will be considered for a F-1) by presenting it and the following documents to the nearest U.S. Embassy or Consulate:

• A valid passport,
• Evidence of adequate financial support,
• Evidence of proficiency in the English language, and
• Any other additional documentation required by the U.S. Embassy or Consulate.

The student visa is stamped on a page in the passport.

Transfer of Funds

Prospective students should familiarize themselves with the current regulations of their own governments, as many restrict the purchase of U.S. dollars. Students should arrive with ample funds in U.S. dollars or in a credit card which is authorized to be used in the U.S. International wire transfer service to UWF is also available.

Employment