

International Graduate Admission

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UWF is home to international students from a wide range of countries and nationalities. 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 graduate admission, the information included in this section pertains to international applicants.

*UWF/REG 3.042

International Student and Scholar Services

International Student and Scholar Services (ISSS) provides advice, counsel, and support services to international students and scholars concerning federal immigration regulations and University policies. They are also committed to furthering personal and academic development of the campus community through the advancement of multicultural competency educational programs, sponsoring intercultural experiences, and promoting the development of global leaders through international partnerships.

ISSS is the central point of contact for the U.S. Department of Homeland Security and manages the Student and Exchange Visitor Information System (SEVIS) for all international students and scholars in F-1 and J-1 status. International students and scholars must meet federal guidelines that govern their stay in the United States. The office provides critical support services to students, faculty, and staff members who enter the U.S. and/or desire to travel out of the country.

Applicants should feel free to ask questions and seek assistance from this office at any time.

International Student and Scholar Services | Building 71 | (850) 474-2479 | international@uwf.edu

Academic Records

International applicants may only submit original documents or officially signed & certified photocopies of original documents. All documents that are not in English must have a certified translation. When credential evaluations verify that they were provided with official documents directly from the institution, additional official transcripts will not be required by UWF. Documents sent by or acquired from an international institution will not be accepted.

The official evaluation report must contain a "course-by-course" description and a grade point average (GPA) from every institution previously attended. Applicants are required to submit to the Graduate School one credential evaluation report from each college and university attended for fifteen (15) credit hours or more. Applicants must contact one of the approved evaluation agencies listed below to start this process. Applicants are responsible for all service and shipping fees. The evaluation agency must mail or email the official evaluation report directly to UWF. We will not accept evaluation reports sent from applicants. The official evaluation report must arrive at UWF before the application deadline for the semester the applicant plans to attend.

International applicants must have their foreign credentials evaluated by:

One of the agencies that are members of **NACES** (National Association of Credential Evaluation Services)

or

Ucredo

105 W. Plant St, Ste 1
Winter Garden, FL 34787
Phone: (407) 965-2733
email: info@ucredo.com
Skype: ucredo

Refer to the Graduate School website for more information.

DISCLAIMER

The UWF Graduate School reserves the right to reject an evaluation if we have any reason to believe it is not legitimate or accurate.

English Proficiency Test

If the international applicant's native language is not English, the applicant is from a country in which the primary language is not English, or the applicant does not hold a bachelor's degree from a post-secondary institution accredited by an agency recognized by the United States Department of Education, s/he 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)
- TOEFL Essentials
- International English Language Test System (IELTS)
- Common European Framework for Reference for Languages (CEFR)
- Duolingo English Test (DET)
- Pearson Test of English (PTE)
- Cambridge English Language Assessment (CELA)
- Oxford Online Placement Test (Oxford)

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

Minimum Scores

The following minimum scores are required by the University. Individual departments may require higher scores.

- **TOEFL:** 7.5
- **TOEFL Essentials:** 7.5
- **IELTS:** 6.0
- **CEFR:** B2
- **DET:** 95
- **PTE:** 50
- **CELA:** 170
- **Oxford:** B2

All English proficiency test scores are valid for 2 years after the test date.

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 an accredited institution in the U.S. preceding the semester for which admission is sought. Intensive English course work does not qualify.

Deadlines for Applications and Supporting Documents

The deadlines for applications and supporting documents for graduate applicants can be found on the Graduate School website under [Application Deadlines](#).

It is in an applicant's best interest to apply 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 admission to UWF is approved, an official letter of admission will be emailed to the applicant 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 International Student and Scholar Services (see [F-1 Student Visa](#) (p. 2)).

Applicants who come to the campus without first receiving an official notice of acceptance do so at their own risk. The applicant's presence on the campus will not influence the decision of an application for admission.

Form I-20

Admitted students who will attend UWF on an F-1 student visa will need a Form I-20, which International Programs issues. All instructions for obtaining an I-20 are available through [International Student and Scholar Services](#).

Getting an F-1 Student Visa

Once admitted, international students are issued a Form I-20 by International Programs. The Form I-20 is used to apply for an F-1 student visa. All instructions for this process are available through [International Student and Scholar Services](#).

Immunizations

All incoming students, with the exception of fully online students, are required to provide proof of their immunization status. Students can access the Medical History Form and upload their shot records in the [MyUWF, Immunization Status app](#).

Insurance

The State of Florida requires all international students to have health and accident insurance. Students can purchase the UWF insurance plan or submit an approved waiver. For more information on getting insurance, see [Maintaining Required Insurance as an F-1 or J-1 Student](#). It is important to review a policy before purchasing because many foreign insurance companies and travel insurance plans do not meet State of Florida regulations.

[*UWF AC-28.02-07/14](#)

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 arrange to have their currency exchanged for U.S. dollars or obtain a credit card which is authorized to be used in the United States. International wire transfer service to UWF is also available.

Employment

The U.S. Department of Homeland Security establishes guidelines and restrictions for international student employment. International student employment information is available through [UWF International Services](#).

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 International Student and Scholar Services. For a list of participating exchange partner institutions and application procedures, please see [Applying as an Exchange Student](#).

Study Abroad

International Student and Scholar Services provides access to international educational experiences for students and faculty at UWF. Study abroad programs are academically challenging, professionally relevant, and personally engaging. They are designed to enhance the development of multicultural competencies both domestically and abroad. See the [Study Abroad page](#) for more information.