

ADMISSION APPLICATION FOR INTERNATIONAL STUDENTS



**ONE WATERFRONT PLACE, SECOND FLOOR
PO BOX 6009
MORGANTOWN, WV 26506-6009**

APPLICATION PROCEDURES FOR INTERNATIONAL STUDENTS

International students applying for admission to West Virginia University must submit the following:

1. **Completed International Admission Application:** Please read instructions carefully and complete all appropriate sections of the application. Applications must be signed and dated. Applications can also be downloaded or submitted online at admissions.wvu.edu.
2. **Application Service Fee:** A check or money order for \$60.00 in U.S. dollars drawn on a U.S. bank and made payable to West Virginia University. This fee cannot be deferred or waived. (Note: Payment for online applications is made by credit card.)
3. **Results of the Test of English as a Foreign Language (TOEFL) or International English Language Testing Service (IELTS):** TOEFL results must be sent directly from the TOEFL/TSE Services. IELTS results must be sent directly from the University of Cambridge Local Examinations Syndicate. (Please see section on English Language Proficiency).
4. **Original or certified copies** of all official academic records/transcripts in **original language of issue** (please see section on Required Academic Credentials/Transcripts). Applicants who have studied in the U.S. are required to have the institution(s) in the U.S. send their official transcript directly to WVU. See Required Academic Credentials section regarding World Education Services (WES).
5. **Original or certified copies** of all academic certificates or diplomas in **original language of issue** (please see section on Required Academic Credentials).
6. **Official English translations** of academic records/transcripts and certificates/diplomas.
7. **Copy of current passport or visa for visa status.**

PLEASE NOTE: The above items should be sent to **West Virginia University, Office of Admissions, One Waterfront Place/Second Floor, Morgantown, WV 26506-6009, USA**. Items 1 through 6 must be received by this office by the application deadline (please see section on Application Deadlines). Wherever possible, all application material should be submitted at one time (TOEFL scores and official transcripts from U.S. institutions should be requested so that all material arrives at West Virginia University close to the same date). Late or incomplete applications cannot be guaranteed consideration for the desired semester/term. Some graduate academic programs require applicants to submit other test scores, letters of recommendation or other material. **Applicants to graduate programs are encouraged to contact the academic program of interest for information on requirements other than those listed above and such material should be sent directly to that department.**

ENGLISH LANGUAGE PROFICIENCY

All applicants whose first language is not English must provide proof of English language proficiency. West Virginia University accepts either the Test of English as a Foreign Language (TOEFL) or the International English Language Testing Service (IELTS) as the measure of English language proficiency. A score of 500 on the Paper-Based TOEFL or 61 on the Internet-Based TOEFL, or a 6 on the IELTS is required of all undergraduate applicants. A score of 550 on the Paper-Based TOEFL or 79 on the Internet-Based TOEFL, or a 6.5 on the IELTS is required of all graduate applicants. Applicants must make arrangements to take the TOEFL or IELTS well in advance of the desired date of enrollment at WVU. Information about registration for the TOEFL can be obtained by accessing the TOEFL website at <http://www.ets.org/toefl> or by writing to the TOEFL/TSE Services, PO Box 6151, Princeton, NJ 08541-6151, USA, or by contacting the local office of the United States Information Service (USIS). Information about registration for the IELTS can be obtained by accessing the IELTS website at <http://www.ielts.org>. Applicants must request that TOEFL/TSE Services or IELTS send an official score report to West Virginia University, Office of Admissions. Photocopies of score reports are not acceptable. The TOEFL or IELTS score must be received by the application deadline. (College Code - TOEFL 5904)

All graduate applicants interested in applying for graduate assistantships should note that WVU requires certification of spoken English proficiency for all teaching assistants. Teaching assistants not certified as proficient in spoken English cannot be assigned teaching, laboratory or tutorial responsibilities. Interested applicants are encouraged to take the Test of Spoken English (TSE) before arriving at WVU. Applicants who are offered teaching assistantships but are unable to take the TSE prior to their arrival will be tested upon arrival.

In some cases, it may be possible to consider applications from students who lack adequate TOEFL or IELTS scores **and** will enroll in the West Virginia University Intensive English Program (IEP). Such applicants must contact the Intensive English Program directly and notify the Office of Admissions of their intentions. Applicants for graduate programs should also notify the academic department of interest. It is **not** possible to enroll in University classes while attending IEP classes. IEP students must meet the University requirement for English language proficiency before enrolling in the University. **Admission to the Intensive English Program does not guarantee admission to the University or to a specific program of study.** Inquiries for the Intensive English Program should be directed to: Intensive English Program, Department of World Languages, Literatures, and Linguistics, West Virginia University, PO Box 6298, Morgantown, WV 26506-6298, USA, Phone: 304-293-3604, <http://iep.wvu.edu>.

REQUIRED ACADEMIC CREDENTIALS/TRANSCRIPTS

West Virginia University requires that original or certified (attested) copies of **all** original academic documents/transcripts from non-U.S. institutions be submitted. The required documents include the official academic record (showing course titles, dates taken and grades received), and academic diploma(s) or certificate(s) awarded. These documents must be in **original language of issue**. Official English translations must be provided as well as the official academic credentials/transcripts in the original language. Any translation of a document must be a literal, word-for-word translation and must indicate actual grades received, not an interpretation of the grades. **Please note that photocopies that have not been certified as true copies of the original or English translations alone are not acceptable.**

To expedite the application process, it is strongly recommended that all undergraduate students (both freshmen and transfers) who have attended high school, post-secondary educational institutions, colleges, or universities outside the United States, use World Education Services to complete the required professional credential evaluation of all academic work completed. A "detailed" or "course-by-course" evaluation including a calculated grade point average (GPA) and WES certified copies of official documents/transcripts are required for all work completed in a country other than the United States.

Applicants who have attended any U.S. institutions must request that official transcripts be sent from those institutions; certified copies or student copies of U.S. transcripts are not acceptable.

Applicants for graduate programs (master's degree or doctoral degree) must submit academic records/transcripts from all university-level education.

Applicants for undergraduate (bachelor's degree) programs must submit all secondary school records as well as records/transcripts from any university-level work that may have been completed. Freshman applicants who have or will receive a U.S. high school diploma must submit official results from either ACT or SAT. Transfer applicants must also provide course descriptions or syllabi for all completed course work. Transfer credit evaluations are finalized after registration for the first semester/term of study.

Please note that documents received by West Virginia University cannot be returned to the applicant. It is therefore recommended that students who receive only one original copy of their credentials submit official or attested copies with their application.

9. Name of person to contact in case of emergency (this can be your parent or guardian):

(Last)	(First)	(Middle)	(Relationship)
Emergency Address: _____		Telephone: (____) _____ - _____	
(Street)		(Area Code) Number	
(City)		Cell Phone: (____) _____ - _____	
(State)		(Area Code) Number	
(Zip Code)		Emergency E-mail Address: _____	

10. Please indicate year/term for which you are applying:

YEAR _____	_____ Fall	(08) August-December
	_____ Spring	(01) January-May
	_____ Summer	(05) May-August

11. Please check admission type: (See page 6 for definitions)

_____ Freshman	(UG, 01, 0)	_____ Second Degree (Undergraduate)	(UG, 13, 0)
_____ Transfer	(UG, 04, 0)	_____ Master's Degree	(GR, 07, 0)
_____ Readmit	(UG, 06, 0)	_____ Doctoral Degree	(GR, 08, 0)
_____ Visiting	(UG, 05, 0)	_____ *Non-Degree (Graduate)	(GR, 09, 0)
_____ *Non-Degree (Undergraduate)	(UG, 09, 0)	_____ Nursing Practitioner Certificate	(GR, 17, 0)

***Students with F-1 visa status may not enroll in Non-Degree programs.**

12. What is your intended program of study? See www.wvu.edu/majors.

(Example: Geography). Be sure to select only a major that is offered at the level for which you are applying. (Bachelor, Master, Doctorate). F-1 Visa students cannot enroll in an online degree program and obtain a visa to study in the United States.

(Intended Major)

13. Sex: _____ **(M)**ale _____ **(F)**emale

14. Date of Birth: _____/_____/_____ (Example: Jan/01/1959)
MON DD YYYY

15. Ethnic Background (optional): Do you consider yourself to be Hispanic/Latino Yes No

In addition, select one or more of the racial categories to describe yourself:

American Indian or Alaskan Native Asian White Black or African American Hawaiian/Pacific Islander

16. Are members of your family WVU students or alumni? Yes No Relationship: _____

17. Type of visa you have or will require:

_____ Student **(F-1)** _____ Dependent of F-1 **(F-2)** _____ Exchange **(J1)**
 _____ other (please specify) _____

Please include a copy of your passport if you have one.

*If you are a U.S. Permanent Resident, you must enclose a copy of both sides of your Resident Alien card.

18. Nation/Country of Citizenship: _____

Nation/Country of legal permanent residence if different from country of citizenship: _____

19. Nation/Country of Birth: _____

City of Birth: _____

20. Native Language: _____

***TOEFL or IELTS scores are required for all applicants whose native language is not English. See instructions on English Language Proficiency inside front cover.**

21. Are you planning on attending the West Virginia University Intensive English Program? _____ Yes _____ No
(See instructions on English Language Proficiency on page 2.)

ALL PREVIOUS EDUCATIONAL EXPERIENCE

22. If you are a WVU-recruited prospective student-athlete and have been provided a passcode, please enter it here: _____
23. List chronologically each educational institution you have attended. This information must be provided by all applicants beginning with the first year of secondary education and ending with the institution you most recently attended or are currently attending. **All institutions must be reported whether or not credit was earned or transfer credit to WVU is desired. Failure to provide all information can lead to non-acceptance and nullification of WVU credit and/or dismissal.**

Print the name of each certificate, diploma or title in English **and the original language**. Please attach an extra sheet if necessary. If your education has been interrupted for any reason, please attach a summary of your activities.

Complete Name of Institution	Country	Certificate, Title, Diploma, or Level Completed or Expected	Graduation Date or Expected Date (Example: May 1993)	Attendance Dates	
				From MM/YY	To MM/YY

24. If transferring credit from another college or university, how many credit hours have you completed? _____
25. Was credit earned as part of an articulation agreement between the school and WVU? ____ Yes ____ No
A list of participating schools and agreements can be found at: <http://admissions.wvu.edu/how-to-apply/transfer-students/transfer-articulation-agreements>.
26. Are you currently enrolled in the last institution above? ____ Yes ____ No
27. What was your career position in your home country? _____
(This information is required for students on J-1 visas.)
28. Have you taken: _____ GRE _____ GMAT _____ TOEFL _____ IELTS _____ When?

IT IS THE STUDENT'S RESPONSIBILITY TO HAVE TEST SCORES SENT TO WVU.

I affirm that the information I have provided on this application form and all other admissions application materials is complete, accurate and true to the best of my knowledge. Omitting or providing false information can lead to nonacceptance, the nullification of WVU credit and/or dismissal. In addition, I understand that I am responsible for payment of all fees. In consideration of my admission and enrollment, I, the undersigned, do hereby agree to assume and pay any and all costs and charges including interest, collection and reasonable attorney's fees for delinquent accounts.

Student Signature: _____ Date: _____

Have you attached your \$60.00 nonrefundable fee?

West Virginia University is an Affirmative Action/Equal Opportunity Institution. The University does not discriminate on the basis of race, sex, age, disability, veteran status, religion, sexual orientation, color or national origin in the administration of any of its educational programs or activities, or with respect to admission or employment. Further, faculty, staff, students and applicants are protected from retaliation for filing complaints or assisting in an investigation under the University's Equal Opportunity/Affirmative Action Plan. Inquiries regarding the University's non-discrimination policy may be directed to the director, Affirmative Action Office/Equal Employment Opportunity Programs, West Virginia University. – Office of the President

PLEASE USE THE FOLLOWING CHECKLIST TO BE SURE YOUR APPLICATION IS COMPLETE AND SEND TO:

West Virginia University, Office of Admissions, PO Box 6009, One Waterfront Place/Second Floor, Morgantown, WV 26506-6009

- Application (signed and dated.)
- Application fee
- Official TOEFL or IELTS score
(See section on English Language Proficiency.)
- Official academic record in original language of issue
(See section on Required Academic Credentials.)
- Diploma(s) or certificate(s) in original language of issue
(See section on Required Academic Credentials.)
- English translations of academic records and/or degree
(See section on Required Academic Credentials.)
- Copy of passport or visa

DEFINITIONS OF ADMISSION TYPES

FRESHMAN—Applicants who have completed secondary school studies and who have **not attended** any university-level institution.

TRANSFER—Applicants who are applying to an undergraduate degree program and who have attended another university-level institution.

READMIT—Applicants who have previously attended West Virginia University in an undergraduate program and who have left WVU for at least one semester.

VISITING STUDENT—Applicants to undergraduate programs who wish to transfer academic credit from West Virginia University to another institution. Also applicants participating in short-term (1 or 2 semesters) exchange programs where no WVU degree will be awarded.

SECOND DEGREE—Applicants who have completed a U.S. bachelor's degree or equivalent and who wish to pursue a bachelor's degree in another field.

NON-DEGREE—Applicants who will not be enrolled in a degree program. **Students with F-1 visa status may not enroll as non-degree students and F-20 for an F-1 visa.**

MASTER'S DEGREE—Applicants who have completed at least a U.S. bachelor's degree or its equivalent and are applying to a master's degree program.

DOCTORAL DEGREE—Applicants who have completed at least a U.S. bachelor's degree or its equivalent and are applying to a doctoral degree program.

APPLICATION DEADLINES

The following deadlines are dates by which all required application materials must be submitted. While late applications will be processed, late or incomplete applications cannot be guaranteed consideration for the desired term. **Some graduate programs have deadlines that are earlier than those listed below. Graduate applicants are encouraged to contact the academic program of interest for additional information.**

FIRST SEMESTER (August to December—16 weeks)—Applicants must apply by April 1.

SECOND SEMESTER (January to May—16 weeks)—Applicants must apply by October 1.

SUMMER SESSIONS (May to August)—Applicants must apply by February 15.

OTHER IMPORTANT INFORMATION

Students holding an F-1 student visa must: a) maintain full-time student status; b) be enrolled in a specific degree program and; c) maintain University requirements for good academic standing.

All international students are required to possess and retain personal medical and hospital insurance for the duration of their studies at West Virginia University. Students cannot register for classes until adequate medical insurance is acquired.

Information concerning I-20 or DS-2019 is available at the Office of International Students and Scholar's website: OISS.wvu.edu.

Students should be aware that even after final admission to West Virginia University, and after arrival in the United States, the University reserves the right to require curricular adjustments to course schedules wherever deficiencies or needs are determined.

Immigration regulations require F-2 visa holders to change status to F-1 before pursuing any course work.

Inquiries regarding University campus housing should be directed to the Office of Housing and Residence Life, West Virginia University, PO Box 6430, Morgantown, WV 26506-6430, Telephone 304-293-2811, Fax 304-293-4516. Inquiries regarding off-campus housing should be directed to the Office of Off-Campus Housing, 304-293-5611.

We look forward to receiving your application and hope to see you soon!

www.wvu.edu

For a complete list of all majors offered at WVU, please visit www.wvu.edu/majors.