

International Undergraduate Application for Admission



Educational Excellence in a Personal Environment

**Office of Undergraduate Admissions
Mandeville Hall
University of West Georgia
Carrollton, Georgia 30118-4400
U. S. A.**

678-839-5600

E-mail: admiss@westga.edu

Web Site: <http://www.westga.edu>

Thank you for your interest in the University of West Georgia (UWG). We are always pleased to be of assistance to international students. UWG offers a wide variety of cultural experiences, academic opportunities and services.

Enclosed are the application forms for international students. Please complete and return them with your \$30.00 (U.S. currency), non-refundable application fee at your earliest convenience. In addition, several other items are needed to determine your eligibility for admission. These include official TOEFL scores, if English is not your native language (minimum 193 computer-based/69-70 IBT/523 paper-based*), official SAT I scores (minimum 430 verbal* & 410 math*) or ACT scores (minimum 17 English* & 17 math*), and official secondary records and/or college transcripts, if applicable. Please see "Application Instructions" for more details.

Enclosed is a financial affidavit. It must be accurately completed and returned to this office. Prior to acceptance, an international applicant's financial solvency must be demonstrated for the first year. This amount may vary from semester to semester due to increase in fees or living expenses. New international students are not allowed to work off-campus while attending on an F-1 Visa and each student must be able to fully fund all expenses incurred by his/her stay in the country. UWG is a publicly supported institution and does not have funds appropriated for use as scholarships or loans for incoming international students.

International students may be eligible for scholarships through various academic departments after they have enrolled in courses at UWG. In addition, UWG offers a waiver for the out-of-state portion of tuition if an applicant meets certain academic criteria, and if a waiver is available. There are a limited number of waivers; therefore, not all eligible applicants will receive a waiver. Waivers will not be awarded until an applicant is accepted for admission and has provided proof of financial solvency. It is critical to apply early and submit application materials as soon as possible. In addition, international students must maintain a full course load of studies (12 semester hours or more each term) while attending on an F-1 Visa.

Once again, thank you for your interest. If we can be of further assistance, please do not hesitate to contact the Undergraduate Admissions office at 678-839-5600 or e-mail us at admiss@westga.edu.

Application Instructions

Answer every question on the application. All forms are to be filled out in English and typewritten, if possible. **Applications with unanswered questions and/or no application fee will be returned.** Please go through the “Application Checklist” before sending in your application to make sure your application is complete.

Documents required to complete the application process:

- a. Completed “International Application for Undergraduate Admission,” including “Education Information” with a non-refundable application fee of \$30.00 U.S. currency (check or money order drawn on a U.S. banking affiliate made payable for the exact amount to UWG).
- b. Certified copies of official records sent directly from each secondary school, university and/or professional school, not just the latest institution attended, showing courses taken and marks earned and/or Examination results. School documents must be signed by a school official, carry the seal of the school and be sent directly to the Office of Admissions in an unopened envelope with official seals/signatures. A certified English translation must be included. **(Originals only – no photo copies or faxes will be accepted)**
- c. Completed “Financial Certificate.” Applicants pursuing an F-1 Visa must provide evidence of sufficient funds available for their studies in order to comply with Immigration and Naturalization Services regulations. This form must be accompanied by a separate official bank letter/statement stating a dollar amount of available deposits in U.S. currency. Both must be dated within the last six (6) months. Signatures of all parties must be on the financial certificate (student, bank official/s, sponsor/s). **(Originals only – no photo copies or faxes will be accepted)**
- d. Completed “Certificate of Immunization” showing proof of required immunizations with signature of physician or health facility official.
- e. For applicants with a native language other than English, the University requires satisfactory scores on the Test of English as a Foreign Language (TOEFL). TOEFL scores expire two years after test date. Official scores must be sent directly from the Educational Testing Service (ETS). Information on test sites and dates may be obtained by writing: TOEFL, P.O. Box 6151, Princeton, NJ 08541-6151, USA or www.ets.org/toefl/ or (609) 771-7100. **(Originals only – no photo copies or faxes will be accepted)**
- f. All entering freshman and transfer students with fewer than 45 quarter hours, or 30 semester hours, of transfer credit are required to submit official scores on the SAT or ACT. Scores must be sent directly from the Testing Service. Arrangements to take the test(s) may be made in writing: College Board ATP, P.O. Box 6200, Princeton, NJ 08541-6200, USA or www.collegeboard.org or (609) 771-7600 for the SAT, or American College Testing Program, P.O. Box 414, Iowa City, Iowa 52243, USA or www.act.org for the ACT. **(Originals only – no photo copies or faxes will be accepted)**
- g. Foreign academic credentials must be evaluated by an independent evaluation service, which generally takes 2-4 weeks for completion after receipt of application fee and academic credentials. Although you may use any credential evaluation agency accredited by the National Association of Credential Evaluators (NACES), UWG recommends Josef Silny & Associates, Inc. as a foreign credential evaluation service. If you have specific questions, you may contact them at: 7101 SW 102 Ave. Miami, FL 33173, (305) 273-1616 or www.jsilny.com.
- h. A copy of passport with official name and photograph.

Additional information:

1. The admission status of an applicant cannot be determined until all official credentials have been received.
2. Only the Office of Admissions is authorized to notify applicants of their acceptance as students to the University of West Georgia. Upon acceptance, a Certificate of Eligibility (Form I-20) will be issued. **The Form I-20 will not be issued until the applicant has been accepted.**
3. Please note that documents received in the Office of Admissions become the property of the University and will not be returned to the applicant or forwarded to second parties.

- All documents must be official and in the English language -

UNIVERSITY of West Georgia

The University of West Georgia (UWG) is a co-educational, residential institution with over 10,000 undergraduate and graduate students enrolled. Located in Carrollton, Georgia, UWG is just 50 miles west of Atlanta, Georgia. An active international student organization consists of students from over 50 countries! With a friendly atmosphere, over 55 programs of study at the undergraduate level, and a beautiful campus, UWG welcomes international students!

- **General Information:** Admission to the University of West Georgia as an undergraduate may not be the final step in gaining admission to the desired College or academic program of your choice. For admission to the College of Education, College of Business, and certain majors in the College of Arts and Sciences, significant additional steps are required. *Further information on the additional requirements may be found in the University catalog.*

Please visit our web site: www.westga.edu

International Application Process: www.westga.edu/~admiss/international.html

University Catalog: Catalogs are not mailed; however, students accepted into the University will receive a catalog at an international orientation. To view a catalog from our web site, go to www.westga.edu/index-future.php and select Undergraduate Catalog.

International Student Club: www.westga.edu/~intclub/

- **United States Educational System:** Please be aware that the educational system in the United States may vary a great deal from that of your home country. In addition to courses in your chosen major area, the American Educational system requires completion of “core curriculum” courses. The core curriculum may include university level courses in math, English/humanities, science, and social science. For specific information on these courses, please see the Board of Regents of the University System of Georgia website at www.peachnet.edu.
- **Transfer students:** So that UWG may determine transfer course credit, applicants must provide the Registrar with course descriptions and catalogs from each foreign university/college attended. Please note that a transfer credit evaluation will not be possible until these materials have been received by the Registrar. Generally, students receive transfer credit evaluations once they have registered for courses at West Georgia, or shortly thereafter. *The maximum number of academic hours accepted is 90 semester hours from all institutions attended.*
- **Financial Resources:** UWG is a publicly supported institution and does not have funds appropriated for use as scholarships or loans for incoming international students.
- **Immigration/Visa Information:** Eligibility for admission to UWG cannot be determined until all of your credentials have been received and evaluated. **An I-20 will not be issued until a student has been accepted for admission.** If you are arriving from a foreign country, present your I-20 form to the nearest United States Consulate to apply for a Visa. You are required to be enrolled full-time (12 semester hours or more) during each semester. New international students are not allowed to work off-campus. *In addition, please note that an immigration fee of \$50 for the Student and Exchange Visitor Program (SEVIS) will be required for each semester that you attend classes at UWG.*
- **On-campus Housing/Residence Halls:** On-campus housing may be available. Please mark the appropriate box on your application. *Freshman students are required to live on campus and purchase a meal plan.*
- **Health Insurance:** UWG requires you to purchase health insurance at the time of registration. If you are already protected by an insurance policy, you must have it approved by the International Student Advisor before registration. (Insurance verification must be in the English language)

GENERAL INFORMATION

19. Predominant ethnic group *(This question is optional and used for statistical record-keeping only. If you choose to answer, your answer will not be considered in any admissions decision.)* :

- Asian or Pacific Islander American Indian Black (non-Hispanic origin)
 White (non-Hispanic origin) Multiracial Hispanic Other *(please specify)*

20. Religious preference *(optional)*: _____ 21. Married: Yes No

22. Will you require on-campus housing? Yes No *(Freshmen are required to live on campus and purchase a meal plan.)*

23. Native language: _____

TEST INFORMATION

24. If English is not your first (native) language, have you taken the TOEFL? Yes No

Score: _____ Please include the official score report with your application Date of test: _____

25. If you have taken the SAT or ACT: Date of test _____ Score _____ Please include official score report with your application

FAMILY INFORMATION

26. Father's name in full: _____ Living or Deceased? _____

Address: _____

Occupation: _____

Mother's maiden name in full: _____ Living or Deceased? _____

Address: _____

Occupation: _____

27. Person to be notified in case of emergency:

_____ Name _____ Relationship _____

_____ Address _____ Telephone _____

28. Do you plan to bring any family members or dependents with you to the U.S. that will require immigration documents?

Yes* No *If yes, please provide the following:

Name of Dependent #1 _____

Enter full name – circle family name

Country of Birth: _____ Country of Citizenship: _____

Date of Birth: _____ Gender: Male Female Relationship: _____

Name of Dependent #2 _____

Enter full name – circle family name

Country of Birth: _____ Country of Citizenship: _____

Date of Birth: _____ Gender: Male Female Relationship: _____

— If you have additional dependents, please include the above information on each dependent and attach —

*The following amount/s should be added to the Financial Certificate: \$6,000/Spouse \$4,500/Per Child

EDUCATIONAL INFORMATION

*Please list all secondary, university/college/technical schools attended, or presently attending, below**

Full Name of Institution	City/State/Country	Dates of Attendance Month/Year From/To	Diploma/ Certificate & Date of Completion	Type of School (secondary, university, etc.)

**Applications with incomplete educational information may not be processed or result in a delay in processing.*



Summary of Educational Background

Secondary/High School

Number of years studied: _____

Name of school: _____

Name of Diploma/Certificate Received: _____
(i.e. examination results)

University Studies

Number of years studied: _____

Name of school: _____

Name of Diploma/Degree Received: _____

United States Colleges or Universities

Number of years studied: _____

Name of school: _____

Name of Diploma/Degree Received: _____

Post-secondary Institutions (other than university level) Name of school: _____

Number of years studied: _____

Name of Diploma/Degree Received: _____

IMMIGRATION INFORMATION

If you have attended school in the U.S. before, what was your I-20 admission number? _____

Please include a copy of your I-20 form

If currently in the United States, on what type of Visa?

B-2 F-1 J-1 L-1 B-2 (Prospective Student) Other (please specify) _____

When does this Visa expire? _____ *Please include a copy of your Visa and I-94 showing your Visa type and duration of status*
Month/Day/Year

MISCELLANEOUS INFORMATION

If applicable, please provide the name and contact information for person/s you authorize the University of West Georgia to provide information regarding this application to:

Name: _____

Address: _____

Phone Number: _____

E-mail Address: _____

Name: _____

Address: _____

Phone Number: _____

E-mail Address: _____

I certify that all information provided on this application is complete, factually accurate and honestly presented. I further understand that my admission and subsequent registration may be cancelled if this information is found to be false or intentionally omitted. I agree to comply with any necessary regulations and return to my home country upon the expiration of my studies in the United States of America.

Signature of applicant

Date

University of West Georgia (UWG)

Financial Certificate & Verification

Front & back of form must be completed with signatures of all parties or form will be returned. A letter of deposits stating a dollar amount of readily available deposits in US currency must accompany this form.

UWG requires financial documentation for the first year of study, from each international applicant in the amount of:

Financial requirements box containing \$25,000* (Fall or Spring Semesters), \$31,000* (Summer Semester), and dependent amounts for spouse (\$6,000) and each child (\$4,500).

This statement and the required supporting financial documents (see other side) must be on file before an I-20 can be issued. Two original sets of supporting documents should be obtained. One set should be sent to the Office of Admissions and will become part of your permanent file. The other set should be used to present to the U.S. Embassy or Consulate. Photo copies, faxes or scanned documents are not acceptable forms of verification.

Section I: Applicant Information

Applicant's Family Name: _____

Given Name: _____

- Expected visa type: [] F-1, [] J-1 Exchange Visitor, [] Other (specify) _____

Section II: Dependent Information

- 1. Will a spouse and/or child(ren) accompany you to UWG on your visa? [] Yes [] No
2. If so, you must add the following minimums to the total cost:

Spouse: \$6,000 Each Child: \$4,500

Table with 4 columns: Name, Date of Birth, Country of Birth, Relationship. Includes subtext for each column and horizontal lines for data entry.

Section III: Source of Financial Support in U.S. Dollars (*additional documentation required; see below)

Check all sponsors providing this funding:

Amount of each type of support:

My own personal funds USD \$: _____

Parents' and or/sponsor's fund (family, friend, etc) USD \$: _____

Person & relationship to you: _____

Home government funds USD \$: _____

Agency name: _____

Other (specify): _____ USD \$: _____

Total amount of money you expect to have when you arrive at UWG: USD \$: _____

***All applicants must show proof of finances.** Please obtain an official letter from the bank or financial institution in which you, and/or your sponsor, have available funds. This letter should be written on official letterhead, in English, and signed by a bank official. The letter should state the date the account was open, the currency type and specifically state an amount that is currently in the account. Bank letters dated more than six (6) months from the date of submission to UWG are considered expired. If dependents will accompany you, be sure to include the additional amounts for each dependent.

Organizations (government or private) sponsoring you must provide a letter of sponsorship on official letterhead with the organization's address, telephone and fax number, and the original signature and title of the responsible official. This letter should also include your full name, the specific dollar amount, and duration of the scholarship.

Section IV: Signatures (required)

This certifies that the total amount of money that I have available for my first year of study at UWG (including funds for dependents, if applicable) is USD \$ _____. Further, I certify that all the above and attached information provided is correct and complete and that I will not require financial assistance from UWG.

Signature of Student (required)

Date

Signature of Sponsor/s (required)

Printed Name/s

Relationship to Student

Date

Signature/Seal of Bank Official (required)

Printed Name

Name of Bank (required)

Date

Transfer Clearance Form (TCF)

To be completed if applicant is transferring from a high school or college in the United States

International students wishing to transfer to the University of West Georgia from another institution in the United States must have this form completed by their present International Student Advisor and returned directly to the University of West Georgia by that official. The Transfer Clearance Form (TCF) may be faxed to 678-839-4747.

THIS PORTION TO BE FILLED OUT BY THE STUDENT:

Student's Name: _____

Admission Number*: _____ SEVIS ID# (if available): _____

**The Admission Number is the 11-digit number found on the top left corner of your I-94 form.*

Current Address: _____
Street name and number

_____ City State Zip code

Telephone: _____ E-mail _____

I give permission for my present school to release the information requested on this form.

Student's Signature: _____ Date: _____



TO BE COMPLETED BY INTERNATIONAL STUDENT ADVISOR:

_____ The student is in good standing, has been pursuing a full course of study, and is maintaining their INS status.

_____ The student has not been pursuing a full course of study.

_____ The student is out-of-status. (Please attach a detailed explanation)

_____ Other: _____

Date on which student LAST attended your school: _____

Expiration Date on I-94 Card: _____

Projected SEVIS release date: _____

Has the student been granted practical training? Yes No

If yes, please note dates of employment (start to finish):

Do NOT have your SEVIS file transferred until proof of UWG acceptance is received.

I certify that the preceding is correct:

Signature of School Official Printed Name Title

Name and address of Institution (as it appears in SEVIS)

Telephone Number Date

Advisor E-mail Address

Send Completed Transfer Clearance Form to:

**University of West Georgia
Office of Undergraduate Admissions
Carrollton, Georgia 30118-4400
678-839-5600
678-839-4747 (fax)**

CERTIFICATE OF IMMUNIZATION

All fields must be completed

Mail completed form to:
Office of Student Health Services
University of West Georgia
Carrollton, Ga. 30118-4700
678-839-6452
www.westga.edu/~health

Name _____ Social Security Number _____
Last First Middle
 Student ID Number (required) _____
 Date of Birth _____ Semester and Year Entering West Georgia _____

Required Immunizations—These immunizations are required by the Board of Regents of the University System of Georgia. **Student cannot register for classes without this evidence of immunization. This certificate must be completed and signed by a health care provider.** Dates must include month and year, or month, day and year where indicated.

IMMUNIZATION INFORMATION

VACCINE	DATE MM/DD/YYYY	DATE MM/DD/YYYY	DATE MM/DD/YYYY	SERIES	DATE OF TITER / RESULTS REQUIRED
MMR	/ /	/ /			
Measles	/ /	/ /			/ /
Mumps	/ /	/ /			/ /
Rubella* (Before Age 13)	/ /	/ /			/ /
Varicella** (Born after Jan 1, 1967)	/ /	/ /			(or history of varicella) / /
Tetanus-Diphtheria (DPT, DtaP, Tdap, or TD within 10 years)	(Most recent date) / /				
Hepatitis B*	/ /	/ /	/ /	Type Series: <input type="checkbox"/> 2 Dose Series <input type="checkbox"/> 3 Dose Series	/ /
Recommended Immunizations					
Meningococcal	/ /	/ /			/ /
Hepatitis A	/ /	/ /			/ /

•For students born before 1957, provide evidence of Rubella immunity.
 *For students born after January 1, 1987
 **For students born after January 1, 1967

Immunization status indicated above is certified by:

_____/_____/_____
 Signature of physician or health facility official Date Name and address of Healthcare provider

VIII. Temporary medical exemption until ____/____/____ or
 Permanent medical exemption
 Medical reason for request _____
(Must be verified by a doctor)

Religious exemption: I affirm that immunization as required by the University System of Georgia is in conflict with my religious beliefs.
I understand that exemption for any of the reasons listed above subjects me to exclusion from campus in the event of an outbreak of a disease for which immunization is required.

Student Signature _____

The information on this form is confidential and will be used only in matters concerning your health..
NOTE: It is recommended that the student keep a photocopy for future use.

Application Checklist

— Please see “Application Instructions” for additional information —

- Completed application with \$30.00 non-refundable application fee (**applications will not be processed without this fee**)
- Copy of passport with official name & photograph
- Completed Certificate of Immunization
- Completed Financial Certificate including official signatures from all parties involved: bank official, applicant and any sponsors – no photo copies or faxes
- “Official” Letter of Available Deposits/statement sent directly from sponsor’s bank stating a dollar amount of available deposits – no photo copies or faxes
- If entering as a Freshman, “official” scores from the Scholastic Aptitude Test (SAT) or American College Testing (ACT) - see “f” on enclosed Application Instructions – no photo copies or faxes
- If English is NOT your first/native language, “official” scores from the Test of English as a Foreign Language (TOEFL) – no photo copies or faxes
- “Official” secondary/high school records showing marks earned and/or Examination results (if records are in a language other than English, they must be translated into English by a certified translator)** – no photo copies or faxes
- If transferring from another university, “official” transcripts showing courses taken and marks earned (if transcripts are in a language other than English, they must be translated into English by a certified translator)** – no photo copies or faxes
- If applicable, submit a copy of your Visa, I-94, Form I-20 and American social security card
- Completed Transfer Clearance Form (TCF) if you are transferring from an institution in the United States
- All foreign academic credentials must be evaluated by an independent foreign credential evaluation service. UWG recommends Josef Silny & Associates, Inc. for the evaluation - see “g” on enclosed Application Instructions.

Please note that “Official” is defined as an original document with signatures/seals and translated into English. No photo copies or faxes.

**All educational records must be sent directly to the University from the previous institution(s) in an unopened envelope with official seals.

Please send completed application and all materials to:

University of West Georgia
Office of Undergraduate Admissions
Carrollton, Georgia 30118-4400 (USA)
678-839-5600

Application and Document Deadlines for International Students

Spring Semester, 2008

Classes begin January 2008
Deadline for receipt of *all* application materials is **October 19, 2007**

Summer Semester, 2008

Classes begin June 2008
Deadline for receipt of *all* application materials is **March 28, 2008**

Fall Semester, 2008

Classes begin August 2008
Deadline for receipt of *all* application materials is **June 1, 2008**

Spring Semester, 2009

Classes begin January 2009
Deadline for receipt of *all* application materials is **October 19, 2008**

Summer Semester, 2009

Classes begin June 2009
Deadline for receipt of *all* application materials is **March 28, 2009**

Applicants should apply six (6) months prior to the term of desired enrollment. The required official documentation must be in the applicant's file by the above stated deadline. If a deadline is missed, the applicant may apply for another term by notifying the Office of Admissions. For future terms, applications are due six weeks prior to the beginning of the semester.

UNIVERSITY of West Georgia

Undergraduate Majors

COLLEGE OF ARTS & SCIENCES

www.as.westga.edu

Bachelor of Arts (BA)

Anthropology
Art (*including art history, studio art, & pre-medical illustration*)
Biology
Chemistry**
English**
French*
Geography
German
Global Studies
History**
Mass Communications
Mathematics
Philosophy
Political Science
Psychology
Spanish*
Theatre

Bachelor of Fine Arts (BFA)

Art (*including ceramics, education, graphic design, interior design, painting, photography, printmaking, & sculpture*)

Bachelor of Music (BM)

Composition
Music Education*
Music/Business
Performance
Performance/Jazz Studies
Performance/Piano Pedagogy

Bachelor of Science (BS)

Biology**
Computer Science
Criminology
Earth Science**
Geography
Geology
Mathematics**
Physics**
Political Science
Sociology

Bachelor of Science in Chemistry (BSCHEM)

Bachelor of Science in Environmental Science (BSENVS)

Bachelor of Science in Environmental Studies (BSEBST)

Bachelor of Science in Nursing (BSN)

RICHARDS COLLEGE OF BUSINESS

www.westga.edu/~busn

Bachelor of Business Administration (BBA)

Accounting
Economics
Finance
Management
Management Information Systems
Marketing
Real Estate

Bachelor of Arts (BA)

International Economic Affairs

Bachelor of Science (BS)

Economics **

Bachelor of Science in Education (BSED)

Business Education (7-12)

Pre-Professional Programs

Engineering Studies (Dual Degree)
Pre-Engineering
Pre-Forestry
Pre-Law
Pre-Medical Professions
Medicine (Biology or Chemistry)
Dentistry (Biology or Chemistry)
Dental Hygiene
Occupational Therapy
Physical Therapy
Physician Assistant
Pharmacy
Veterinary Medicine

COLLEGE OF EDUCATION

www.coe.westga.edu

Bachelor of Science in Education (BSED)

Early Childhood Education (P-5)
Middle Grades Education (4-8)
Physical Education (P-12)
Special Education
Speech-Language Pathology (P-12)

Bachelor of Science in Recreation (BSR)

Sport Management (option)

* Teacher certification obtainable in grades P-12.

**Teacher certification program in grades 7-12 may be elected in these fields.

NOTES: The grade-point average requirement for admission into some programs of study (majors) may be higher than the requirement for admission to the university. Specific program admission requirements can be reviewed in the university catalog.

Many degrees offer special fields of concentration. For example, the Department of Art offers the BFA with concentrations in ceramics, graphic design, interior design, painting, photography, printmaking, sculpture; and the BA degree with concentrations in studio art and pre-medical illustration. A minor in art history is also available. See the university catalog for details.