

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 www.arc.wvu.edu/admissions/applications.html
2. Application Service Fee: A check or money order for \$50.00 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 in **original language of issue** (please see section on Required Academic Credentials). 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.
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 and Certificates/Diplomas.
7. Certification of Financial Support (please see section on Financial Support Information).

PLEASE NOTE: the above items should be sent to **Admissions and Records, West Virginia University, PO Box 6009, 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). It is strongly recommended that the certification of financial support be submitted at the same time as other application materials; this will help speed the issuance of documents necessary for student visa. 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 173 on the Computer-Based TOEFL or 500 on the Paper-Based TOEFL, or a 6 on the IELTS is required of all Undergraduate applicants. A score of 213 on the Computer-Based TOEFL or 550 on the Paper-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 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 and Records. Photocopies of score reports are not acceptable. The TOEFL or IELTS score must be received by the application deadline. (College Code - TOEFL 5904)

Please note that all graduate applicants interested in applying for graduate assistantships, 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.

Applicants who have received a High School Diploma or a Bachelor's degree in the United States need not submit TOEFL or IELTS results.

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 (I.E.P.). Such applicants must contact the Intensive English Program directly and notify the Office of Admissions and Records 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 I.E.P. classes. I.E.P. 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 Foreign Languages
West Virginia University
PO Box 6298, Morgantown WV 26506-6298, USA
Phone: 304-293-3604 - Fax: 304-293-8642
www.as.wvu.edu/forlang/iep/

REQUIRED ACADEMIC CREDENTIALS

West Virginia University requires that original or certified (attested) copies of **all** original academic documents 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 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.**

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 from all university-level education. In some cases it may be necessary for Graduate applicants to submit records from secondary school.

Applicants for undergraduate (Bachelor's degree) programs must submit all secondary school records as well as records from any university-level work that may have been completed. Freshmen 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 coursework. Transfer credit evaluations are done 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:

(Surname or Family Name)

(First Name or Given Name)

(Middle Initial)

Emergency Address: **(EM)** Please print emergency contact address as it should appear for mailing.

(Address Line 1)

(Address Line 2)

(City)

(State, if U.S. address)

(Zip Code or Postal Code, if any)

For Non-U.S. Addresses Only: _____
(Country)

Telephone: **(EM)** _____
(Complete phone number, including city code or area code)

10. Please indicate Year/Term for which you are applying:

- YEAR _____
- ____ Fall **(08)** August-December
- ____ Spring **(01)** January-May
- ____ Summer I **(05)** May-June
- ____ Summer II **(07)** July-August

11. Please check Admission Type: (See page 7 for definitions)

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

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

12. What is your intended program of study? Please refer to insert for major listings and enter appropriate code and major.

(Example: 1444-Geography) Be sure to select only a major that is offered at the level for which you are applying (Bachelor, Master, Doctorate)

Major Code | _____
(Intended Major)

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

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

15. Ethnic Group: ____ **(01)** White, Non-Hispanic ____ **(04)** Asian or Pacific Islander
- (Required for Federal Reporting)** ____ **(02)** Black ____ **(05)** American Indian or Alaskan native
- ____ **(03)** Hispanic ____ **(06)** Other _____

16. Type of visa you have or will require:

- ____ Student **(F1)** ____ Dependant of F-1 **(F2)** ____ Exchange **(J1)**
- ____ other (please specify) _____

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

17. Nation/Country of Birth: _____

City of Birth _____

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

18. 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.**

19. Are you planning on attending the West Virginia University Intensive English Program? _____ Yes _____ No
(See instructions on English Language Proficiency inside front cover.)

ALL PREVIOUS EDUCATIONAL EXPERIENCE

20. 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.

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
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

21. Are you currently enrolled in the last institution above? _____ Yes _____ No

22. What was your career position in your home country? _____
(This information is required for students on J-1 visas)

23. 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 admission application materials is complete, accurate, and true to the best of my knowledge. Providing false information can lead to non-acceptance, the nullification of credit and/or dismissal.

Student's Signature _____ Date _____

Have you attached your \$50.00 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

- | | |
|--|--|
| _____ Application (signed and dated) | _____ Diploma(s) or Certificate(s) in original language of issue
(See section on Required Academic Credentials inside front cover) |
| _____ Application Fee | _____ English Translations of Academic Records and/or Degree
(See section on Required Academic Credentials inside front cover) |
| _____ Official TOEFL or IELTS score
(See section on English Language Proficiency inside front cover) | _____ Certification of Financial Support (See Information Regarding Financial Support Page 6) |
| _____ Official Academic Record in original language of issue
(See section on Required Academic Credentials inside front cover) | |

INFORMATION REGARDING FINANCIAL SUPPORT

Before West Virginia University can issue the document necessary to apply for a student visa (Form I-20 or Form IAP-66) the student must provide proof that he or she has the adequate financial resources to provide for expenses incurred while studying at WVU. Please see Estimated Expenses for a list of expenses for various programs. These amounts are subject to change as tuition and living expenses increase and some programs may have additional expenses which would require the applicant to show additional support. All students requiring an I-20 or IAP-66 must complete the Statement of Financial Obligation and submit adequate documentation of financial support. Documentation of financial support can take one or a combination of the following forms:

1. If the student, student's parent or spouse will fund the student's studies at WVU, the student must provide an official bank statement showing the availability of the required amount in U.S. dollars. Bank statements can be no older than six months.
2. If the student will be supported by a private sponsor (relative, friend, etc.), the sponsor must provide a letter declaring intent of sponsorship **AND** an official bank statement showing the availability of the required amount in U.S. dollars. Bank statements can be no older than six months.
3. If the student will be sponsored by a government agency or a public or private institution, the agency or institution must provide official certification that the appropriate costs will be covered.

NOTE REGARDING OFFICIAL DOCUMENTS: West Virginia University must have the original or a certified copy of the original certification of financial support in order to issue the form I-20 or IAP-66. Since the student may need to provide the same certification of financial support when applying for a student visa, it is recommended that the student obtain duplicate certifications or provide WVU with certified copies. Photocopies that are not certified as true copies of the original will not be considered as acceptable proof of financial support.

NOTE REGARDING FINANCIAL AID: West Virginia University does not offer academic scholarships or financial aid to international undergraduates. Applicants for Graduate Assistantships must forward requests directly to the academic department of interest. Students who will be receiving any scholarship, assistantship, fellowship, etc. must realize that if the amount of aid is not at least as much as the indicated estimated expenses, the student is responsible for showing proof of support for the remainder. Applicants should not assume that financial aid will be provided or that it will be sufficient to cover all expenses and should be prepared to provide adequate certification of support even if they are applying for an assistantship, etc. Recipients of any WVU Financial aid are responsible for ensuring that the Office of Admissions and Records receives documentation of the award before the I-20 or IAP-66 can be issued.

STATEMENT OF FINANCIAL OBLIGATION

Students requiring an I-20 or IAP-66 must complete the Statement of Financial Obligation and supply appropriate documentation of financial support as indicated in Information Regarding Financial Support.

I, (print name) _____, certify that I have the financial resources to cover all expenses during my studies at West Virginia University. I understand that, in addition to this statement, I must submit the required documentation showing ability to finance my studies. I also understand that West Virginia University cannot issue the form I-20 or IAP-66 until adequate certification of financial support is supplied.

Student's Signature _____ Date _____

If spouse and/or children will be included on I-20/IAP-66 please supply the following information:

Spouse's name _____ (Family Name or Surname) _____ (First Name) _____ Nation of birth _____ Date of birth _____

Children's names _____ (Family Name or Surname) _____ (First Name) _____ Nation of birth _____ Date of birth _____

_____ (Family Name or Surname) _____ (First Name) _____ Nation of birth _____ Date of birth _____

_____ (Family Name or Surname) _____ (First Name) _____ Nation of birth _____ Date of birth _____

If you will be supported in part with funds other than personal funds, please supply the following information. If you have more than one sponsor, please give additional names:

Sponsor's name(s) _____

Sponsor's relationship to student _____

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 a 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.**

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 which 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. Financial documents must be received by June 15.

SECOND SEMESTER (January to May—16 weeks)—Applicants must apply by October 1. Financial documents must be received by November 1.

SUMMER SESSION I (May to June—6 weeks)—Applicants must apply by February 15. Financial documents must be received by March 15.

SUMMER SESSION II (July to August—6 weeks)—Applicants must apply by March 1. Financial documents must be received by May 1.

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.

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.

Inquiries regarding University campus housing should be directed to the Office of Housing and Residence Life. Inquiries regarding off-campus housing should be directed to the Office of International Students and Scholars.

IMPORTANT ADDRESSES

Mr. Stuart Wells, Supervisor
International Admissions
Office of Admissions and Records
West Virginia University
PO Box 6009
Morgantown WV 26506-6009
Telephone (304) 293-2121
FAX 304 293-8832

Mr. Peter Li, *Assistant Dean*
International Students and Foreign Scholars
Office of Student Life
West Virginia University
PO Box 6411
Morgantown WV 26506-6411
Telephone (304) 293-3519
FAX 304 293-7028

Office of Housing and Residence Life
West Virginia University
PO Box 6430
Morgantown WV 26506-6430
Telephone (304) 293-2811
FAX (304) 293-4516

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

www.wvu.edu

Schools and Colleges

Code	Abbreviation	School or College
07	AG & FR	Agriculture and Forestry
14	A & S	Arts and Sciences
21	B & E	Business and Economics
25	CCA	Creative Arts
30	CEMR	Engineering & Mineral Resources
45	HR & ED	Human Resources and Education
49	JOURN	Journalism
68	PE	Physical Education
72	SO WK	Social Work
77	LAW	Law
80	DENT	Dentistry
83	MED	Medicine
86	NRSNG	Nursing
89	PHARM	Pharmacy

Current Major Codes

Agriculture and Forestry

Code	Degree	Major
0703	M	Agricultural & Resource Economics
0704	M	Agricultural Education
0720	M	Agriculture
0705	M	Agronomy
0714	D	Animal & Food Sciences
0713	M	Animal & Veterinary Sciences
0723	M	Entomology
0710	M	Environmental Microbiology
0761	M	Family and Consumer Sciences
0727	D	Forest Resource Science
0729	M	Forestry
0731	M, D	Genetics & Developmental Biology
0739	M	Horticulture
0769	D	Natural Resource Economics
0711	D	Plant & Soil Sciences
0747	M	Plant Pathology
0751	M	Recreation & Parks Management
0753	M, D	Reproductive Physiology
0708	M	Wildlife and Fisheries Resources
0799	Non-Degree	

Arts and Sciences

Code	Degree	Major
1436	M, D	Biology
1439	M, D	Chemistry
1474	M	Communication Studies
1486	MFA	Creative Writing
1442	M, D	English
1468	M	Foreign Languages
1444	M	Geography
1445	M, D	Geology
1446	D	Geography
1449	M, D	History
1454	M	Liberal Studies
1457	M, D	Mathematics
1463	M, D	Physics
1464	M, D	Political Science
1466	M, D	Psychology
1484	M	Public Administration
1407	M	Social Work
1470	M	Sociology
1482	M	Statistics
1499	Non-Degree	

Business and Economics

Code	Degree	Major
2110	M	Business Administration
2135	M, D	Economics
2149	M	Industrial Relations
2167	M	Professional Accountancy
2199	Non-Degree	

Creative Arts

Code	Degree	Major
2503	M	Art
2524	M, D	Music
2507	M	Theatre
2547	M	Visual Art
2599	Non-Degree	

Engineering and Mineral Resources

Code	Degree	Major
3005	M	Aerospace Engineering
3006	D	Aerospace Engineering
3010	M	Chemical Engineering
3011	D	Chemical Engineering
3015	M	Civil Engineering
3016	D	Civil Engineering
3021	D	Computer Engineering
3022	M	Computer Science
3023	D	Computer Science
3025	M	Electrical Engineering
3026	D	Electrical Engineering
3030	M	Engineering
3035	M	Mining Engineering
3045	M	Industrial Engineering
3046	D	Industrial Engineering
3050	M	Mechanical Engineering
3051	D	Mechanical Engineering
3061	D	Mining Engineering
3070	M	Occupational Hygiene & Occupational Safety
3071	D	Occupational Safety & Health
3075	M	Petroleum & Natural Gas Engineering
3076	D	Petroleum & Natural Gas Engineering
3080	M	Safety Management
3081	M	Software Engineering
3099	Non-Degree	

Human Resources and Education

Code	Degree	Major
4507	M	Counseling
4534	D	Counseling Psychology
4515	D	Curriculum & Instruction
4516	M	Educational Psychology
4521	M	Elementary Education
4535	M	Reading
4598	M	Rehabilitation Counseling
4570	M	Secondary Education
4585	M	Special Education
4510	M	Speech Pathology & Audiology
4556	M	Technology Education
4504	M	Educational Leadership
4505	D	Educational Leadership
4517	D	Educational Psychology
4557	D	Technology Education
4586	D	Special Education
4599	Non-Degree	

Journalism

Code	Degree	Major
4942	M	Journalism
4999	Non-Degree	

Law

Applicants for the West Virginia College of Law should direct all inquiries to: College of Law, West Virginia University, PO Box 6130, Morgantown WV 26506-6130.

Physical Education

Code	Degree	Major
6805	M	Athletic Coaching
6810	M	Athletic Training
6835	D	Exercise Physiology
6822	M, D	P.E.—Teacher Education
6854	M	Sport Management
6899	Non-Degree	

Dentistry

Code	Degree	Major
8014	M	Dental Hygiene
8016	M	Endodontics
8018	M	Orthodontics
8099	Non-Degree	

Medicine

Code	Degree	Major
8306	M, D	Anatomy
8318	M, D	Biochemistry (Medical)
8335	M	Exercise Physiology
8330	M	Medical Technology
8348	M, D	Microbiology & Immunology
8372	M, D	Pharmacology & Toxicology
8378	M, D	Physiology (Medical)
8379	M	Public Health
8380	M	School Health Education
8333	M	Community Health Education
8377	M	Physical Therapy
8385	M	Occupational Therapy
8399	Non-Degree	

Nursing

Code	Degree	Major
8649	M	Nursing
8699	Non-Degree	

Pharmacy

Code	Degree	Major
8947	M, D	Pharmaceutical Sciences
8999	Non-Degree	

M=Master's
D=Doctorate