

International Undergraduate Application for Admission



Educational Excellence in a Personal Environment

Office of Undergraduate Admissions
International Services and Programs
Attn: Ms. Sylvia Shortt
Carrollton, Georgia 30118-4400

678-839-4168

E-mail: admiss@westga.edu

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

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 IELTS (6.0 or higher), TOEFL scores, (minimum 193 computer-based/69-70 IBT/523 paper-based) if English is not your native language, official SAT 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 financial aid 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 678-839-4168 or e-mail us at admiss@westga.edu.

International 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). Credit card payments can be made by emailing the Undergraduate Admissions Office with a valid credit card number (admiss@westga.edu).
- b. 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)**
- c. For applicants with a native language other than English, the University requires proof of English proficiency (TOEFL or IELTS test score). 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. IELTS score results can be obtained by contacting www.ielts.org. **(Originals only – no photo copies or faxes will be accepted)**
- d. 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) SAT scores will be used in determining waiver eligibility.**
- e. 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.
- f. 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 -



The University of West Georgia (UWG) is a co-educational, residential institution with over 11,500 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/international

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/

International Services and Programs Office: www.westga.edu/isp

- **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:** 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:** 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.
- **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 a sevis fee of \$50 for the International Services and Programs Office 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)

International Application for Undergraduate Admission
UNIVERSITY OF WEST GEORGIA

Please complete all items and print clearly or type; incomplete applications will be returned.
A \$30.00 non-refundable application fee is required for all applicants
Do not staple documents to application

ADMISSIONS INFORMATION

1. Degree sought at West Georgia: _____
Second major: _____

2. Major area of study (required): _____
Minor area of study: _____

3. Term you plan to enter: ☐ Fall ☐ Spring ☐ Summer Year _____
August January June

4. Applying as: ☐ Freshman ☐ Transfer

5. Have you previously applied to West Georgia? ☐ Yes ☐ No If yes, for what term and year? _____

6. How did you learn about the University of West Georgia? ☐ Friend/Relative ☐ Website ☐ Other _____

APPLICANT INFORMATION

7. If you have an American Social Security Number, enter here: _____
Please enclose a copy of your social security card

8. Name: _____
Family Name First Name Middle Name

9. E-mail address: _____
(Information regarding your application will be sent primarily through e-mail.)

10. Permanent/Home Country address (REQUIRED): _____
Street name and number

Province Country

Phone number: _____
Country code, City code, Phone number

11. Name and address to which correspondence regarding this application should be sent: _____
name

address

city state zip

e-mail

12. Date of birth: _____ **13. Age:** _____ **14. Sex:** ☐ Male ☐ Female

15. Have you ever been expelled or suspended from school for disciplinary reasons? ☐ Yes ☐ No *If yes, attach a detailed description*

16. Have you ever been convicted of any criminal offense other than a traffic violation? ☐ Yes ☐ No *If yes, attach a detailed description*

RESIDENCY INFORMATION

17. Country of birth: _____ 18. Country of present citizenship: _____
City of birth: _____ Permanent resident of which country _____

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 or IELTS? ☐ 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 (US currency if possible) must accompany this form.

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

\$29,000* (Fall or Spring Semesters)

\$35,000* (Summer Semester)

*If you have dependents accompanying you to the U.S. on your visa, you must add the following amounts:

Spouse: \$6,000

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

Name (Family name, Given name)	Date of Birth (Month/Day/Year)	Country of Birth	Relationship (wife/husband, daughter/son)
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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)

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.

Advisor E-mail Address

Send Completed Transfer Clearance Form to:

**University of West Georgia
International Services and Programs
Carrollton, Georgia 30118-4400
678-839-4168
678-839-5509 (fax)
attn: Ms. Sylvia Shortt**

International 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**) (**This fee can be paid by credit card if supplied to UWG Admissions**)
- ☐ Copy of passport with official name & photograph
- ☐ 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 “d” on enclosed Application Instructions – no photo copies or faxes
- ☐ If English is NOT your first/native language, “official” scores to demonstrate English proficiency (TOEFL or IELTS) – no photo copies or faxes
- ☐ If transferring from another university, “official” transcripts showing courses taken and marks earned (if transferring from a college/university in the United States) – 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 “e” 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.

Please send completed application and all materials to:

University of West Georgia
International Services and Programs
attn: Ms. Sylvia Shortt
Carrollton, Georgia 30118-4400 (USA)
678-839-4168

Application and Document Deadlines for International Students

Spring Semester

Classes begin January
Deadline for receipt of **all** application materials is **October 15th**

Summer Semester

Classes begin June
Deadline for receipt of **all** application materials is **March 30th**

Fall Semester

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

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.



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**
Geography
Global Studies
History**
Mass Communications
Mathematics
Philosophy
Political Science
Psychology
Theatre

Bachelor of Fine Arts (BFA)

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

Bachelor of Foreign Languages (BFL)

French*
German
Spanish*

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)

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)

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

* 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.