

**THE UNIVERSITY OF WEST FLORIDA NOTICE OF
PROPOSED REGULATION AMENDMENT**

DATE: September 1, 2020

REGULATION TITLE AND NUMBER: *UWF/REG – 3.042 Admission of International Students*

PURPOSE AND EFFECT: UWF Regulation 3.042 is amended to conform to the Florida Board of Governors regulation governing admission of international students.

SUMMARY: The proposed changes to this regulation provide the following:

- Addition to section (2) with the following statement: “International Students are obligated to follow the laws and regulations set by the United States including the Department of Homeland Security and the Department of State.”
- Removal of “degree seeking,” “(undergraduate and graduate)” and “Non-degree undergraduate students are not required to provide documentation of English proficiency unless they are attending UWF under an international exchange agreement which requires the student to document English proficiency” language from section (4)a.
- Revised language in section (4)a. iv.-v. and added additional subsections vi.-vii. to now read as follows:
 - iv. That he or she achieved a score of 19+ on ACT Reading and a score of 17+ on ACT English; or
 - v. That he or she achieved a score of 24+ on SAT Reading and a score of 25+ on SAT Writing and Language; or
 - vi. That he or she successfully completed the University of West Florida’s Intensive English Program (“IEP”) and received a letter of recommendation for admission from an IEP Administrator; or
 - vii. That he or she achieved a qualifying score on the Test of English as a Foreign Language (TOEFL), International English Language Testing System (IELTS), the Common European Framework of Reference for Languages (CEFR), Duolingo English Test (DET), Pearson Test of English (PTE), Cambridge English Language Assessment (CELA), and Oxford Online Placement Test.
 - 1. Qualifying scores for applicants are either a TOEFL internet-based score of 71, an IELTS score of 6.0, a CEFR score of B2, a DET score of 95, PTE score of 50, CELA score of 170, or an Oxford Online Placement Test score of B2.
- Removal of “The University requires an official copy of all academic credentials” language from mid-paragraph of section (4)c. and “Credentials of applicants who do not enroll within one year will be destroyed” language from the end of the paragraph of section (4)c. and revised the rest of the section with the addition at the end of the paragraph with following: “The University requires an official copy of all academic credentials. If the

credentialing agency can attest an official copy was sent with the request for translation and evaluation, the University will accept this as the official transcripts when sent with the credential evaluation. Transcripts that are not in English must be accompanied by a certified English translation.”

- Combined section (4)c. and (4)d. for section (4)c.
- Moved section (4)e.- h. to the end of regulation and is now numbered as section (6) and revised as follows:
 - (6) In addition to the admission requirements herein, International Students must meet the following requirements to enroll at the University of West Florida or register for classes:
 - a. Applicants must complete, sign, and submit a Mandatory Immunization Health History form in accordance with University Policy AC-28.02-07/14.
 - b. Applicants must provide proof of medical insurance that complies with the requirement of University policy, AC-6.02- 11/15 “Medical Insurance Coverage for Enrolled International Students” for all applicants on F-1 or J-1 visas.
 - c. Applicants must provide a Proof of Identity and Financial Support Form before the Certificate of Eligibility (Form I-20) will be issued by the University. Applicants will be required to show adequate funding resources to provide for their support while studying. Funding resources must be verified by the student’s or sponsor’s bank by submitting a Certification of Financial Resources Form with approval by a financial institution. The total funds available to the student for the first academic year must at least equal the total estimate of institutional costs and living expenses, including tuition, fees, books, room and board, health insurance, and other living expenses while enrolled at the University.
 - d. For transfer students: A completed International Student Transfer Form is required for F-1 applicants to verify their eligibility to transfer to UWF in F-1 status.
- Revised language in section (5) to remove “Undergraduate” before “applicants” and replace “Undergraduate students” with “Applicants” mid-paragraph of this section.
- Added section (7) that states the following:

(7) UWF does not discriminate in the admission process based upon age, color, disability, gender (sex or gender identity), marital status, national origin, race, religion, sexual orientation, or veteran status.

AUTHORITY TO AMEND THE REGULATION: Florida Board of Governors Regulations 1.001 and 6.009.

NAME OF UNIVERSITY OFFICIAL INITIATING PROPOSED REGULATION AMENDMENT: Rachel Hendrix, Executive Director, International Affairs

COMMENTS CONCERNING THE PROPOSED REGULATION AMENDMENT SHOULD BE SUBMITTED WITHIN 14 DAYS OF THE DATE OF THIS NOTICE TO THE CONTACT PERSON IDENTIFIED BELOW. In response, the University may solicit additional written comments, schedule a public hearing, withdraw or modify the proposed regulation amendment in whole or in part after notice, or proceed with adopting the regulation amendment. The comments must identify the regulation(s) on which you are commenting.

THE PERSON TO BE CONTACTED REGARDING THE PROPOSED REGULATION: Gabby Rozier, Paralegal, Office of the General Counsel at grozier@uwf.edu, or 850-474-3420 or Office of the General Counsel, Building 10, 11000 University Parkway, Pensacola, Florida 32514.

THE FULL TEXT OF THE REGULATION: The full text of the proposed regulation is attached below this Notice. The full text of the proposed and existing regulation is also posted on UWF's website at <https://uwf.edu/offices/board-of-trustees/regulations/> . In addition, the full text of the proposed regulation and current regulation are available upon request to the Office of the General Counsel, which can be contacted at 1.850.474.3420 or grozier@uwf.edu

University of West Florida Regulation UWF/REG 3.042-Admission of International Students

- (1) Admission of ~~i~~International ~~s~~Students to the University of West Florida (“UWF” or “University”) is governed by University of West Florida admission regulations 3.001, 3.002, 3.004, and 3.032, the Florida Board of Governors ~~(BOG)-Regulations~~~~6.009s~~ 6.001, 6.002, 6.003, 6.004, and 6.009, and the requirements herein.
- (2) For purposes of this regulation applicants to the University of West Florida will be considered “International” ~~s~~Students” if they are not U.S. citizens and if they require a visa to remain in the United States. Applicants who are permanent residents of the United States are not considered ~~I~~International ~~S~~students. International Students are obligated to follow the laws and regulations set by the United States, including the Department of Homeland Security and the Department of State.
- (3) The admission requirements stated in the Board of Governors and UWF regulations are minimum requirements. Satisfaction of minimum requirements does not guarantee admission into the University. Preference for admission in any term will be given to those applicants whose credentials indicate the greatest promise of academic success.
- (4) Applicants must meet the following criteria and submit the required documentation to receive consideration for admission to the University:
 - a. ~~An degree-seeking~~ applicant ~~(undergraduate and graduate)~~ whose native language is not English must provide evidence of English language proficiency. ~~Non-degree undergraduate students are not required to provide documentation of English proficiency unless they are attending UWF under an international exchange agreement which requires the student to document English proficiency.~~ The English requirement (proficiency in written and spoken English) may be fulfilled by establishing one of the following:
 - i. That he or she is from a country where English is the official language; or
 - ii. That his or her prior associate’s, bachelor’s, master’s, or doctoral degree was earned from a regionally accredited college or university in the United States; or
 - iii. That his or her prior bachelor’s, master’s, or doctoral degree was earned from a country where English is the official language, or from a university at which English is the official language of instruction; or
 - iv. That he or she completed his or her junior and senior year in a U.S. high school with a SAT Verbal score of 550 or a ACT English score of 23 achieved a qualifying score of 19+ on ACT Reading and a score of 17+ on ACT English; or
 - v. That he or she achieved a score of 24+ on SAT Reading and a score of 25+ on SAT Writing and Language; SAT or ACT score for admission; or
 - ~~iv~~.vi. That he or she successfully completed the University of West

Florida's Intensive English Program ("IEP") and received a letter of recommendation for admission from an IEP Administrator; or

- ~~v.—That he or she demonstrated English language proficiency measured by an accepted English proficiency exam. Acceptable English proficiency exam types and acceptable test score requirements are listed in~~
~~achieved a qualifying score on applicant must achieve a qualifying score on the Test of English as a Foreign Language (TOEFL), International English Language Testing System (IELTS), the Common European Framework of Reference for Languages (CEFR), Duolingo English Test (DET), Pearson Test of English (PTE), Cambridge English Language Assessment (CELA), and Oxford Online Placement Test. the UWF Catalog achieved a~~
~~qualifying score on the Test of English as a Foreign Language (TOEFL), International English Language Testing System (IELTS) or Michigan English Language Assessment Battery (MELAB)/ Michigan English Language Institute College English Test (MELICET).~~

vii.

1. Qualifying scores for applicants are either a TOEFL internet-based score of 71, an IELTS score of 6.0, a CEFR score of B2, a DET score of 95, PTE score of 50, CELA score of 170, or an Oxford Online Placement Test score of B2.

~~Qualifying scores for graduate applicants are either a TOEFL computer-based score of 213, a TOEFL internet-based score of 79/80, a score of 550 on the paper-based TOEFL, an IELTS score of 6.5, or a MELAB/MELICET score of 78. (Consult the Graduate Catalog for sub-score requirements and for specific program requirements, which may be higher.)~~

~~Qualifying scores for undergraduate applicants are either a TOEFL computer-based score of 213, a TOEFL internet-based score of 78/80, a TOEFL paper-based score of 550, an IELTS score of 6.5, or a MELAB/MELICET score of 76/77. (Consult the Undergraduate Catalog for sub-score requirements and for specific program requirements, which may be higher.)~~

- ~~b. Graduate applicants must have a GPA of at least 3.0 on a 4 point scale or equivalent as calculated by the UWF Graduate School.~~
- ~~e.—Applicants must submit transcripts evidencing all prior academic course work including post-secondary education. The University requires an official copy of all academic credentials. Transcripts that are not in English must be accompanied by a certified English translation. Transcripts from educational institutions outside the United States must be evaluated by a credential evaluation service, as specified on the international application. (All academic credentials become property of the~~

University. They will not be returned or forwarded to a third party.) The University requires an official copy of all academic credentials. If the credentialing agency can attest an official copy was sent with the request for translation and evaluation, the University will accept this as the official transcripts when sent with the credential evaluation. Transcripts that are not in English must be accompanied by a certified English translation. Credentials of applicants who do not enroll within one year will be destroyed).

~~d.c.~~ Applicants must submit a non-refundable application fee payable in U.S. dollars.

- ~~e.~~ Applicants must complete, sign, and submit a Mandatory Immunization Health History form in accordance with University Policy AC-28.02-07/14.
- ~~f.~~ Applicants must provide proof of medical insurance that complies with the requirement of University policy, AC-6.00-08/08 “Medical Insurance Coverage for Enrolled International Students” for all applicants on F-1 or J-1 visas.
- ~~g.~~ Applicants must provide a Confidential Financial Statement Form and certification of finances before the Certificate of Eligibility (Form I-20 or a DS-2019) will be issued by the University. Applicants will be required to show adequate funding resources to provide for their support while studying. Funding resources must be verified by the student’s or sponsor’s bank by submitting an original bank statement from the student’s or sponsor’s financial institution. The total funds available to the student for the first academic year must at least equal the total estimate of institutional costs and living expenses. The completed Confidential Financial Statement Form with supporting documentation must be received by the University no later than the application deadline each semester.
- ~~h.~~ For transfer students: A completed transfer clearance form is required for F-1 applicants to verify their eligibility to transfer in F-1 status.

~~(5)~~ Applicants will not be considered for admission until the University has received all required materials. International ~~s~~Student applications, undergraduate and graduate, along with all other records required for admission must be received by the program deadline or university international application deadline, whichever is earlier, unless the deadline is waived by the University in writing. ~~a.~~ Undergraduate A Applicants who have provided all required materials and who meet all admission requirements except the English proficiency requirement may be considered for Conditional Admission to the University.

~~(5)~~ Undergraduate students Applicants who receive a Conditional Admission letter who desire to attend UWF must enroll in the Intensive English Program at UWF. –If such students seek to enroll in a degree program, they must meet the requirements set forth in paragraph (4)a, above.

~~(6)~~ In addition to the admission requirements herein, International Students must meet the following requirements to enroll at the University of West Florida or register for classes:

- ~~a.~~ Applicants must complete, sign, and submit a Mandatory Immunization Health

History form in accordance with University Policy AC-28.02-07/14.

- b. Applicants must provide proof of medical insurance that complies with the requirement of University policy, AC-6.029- 1108/1508 “Medical Insurance Coverage for Enrolled International Students” for all applicants on F-1 or J-1 visas.
 - c. Applicants must provide a ~~Confidential Financial Statement~~ Proof of Identity and Financial Support Form ~~and certification of finances~~ before the Certificate of Eligibility (Form I-20) ~~or a DS-2019~~ will be issued by the University. Applicants will be required to show adequate funding resources to provide for their support while studying. Funding resources must be verified by the student’s or sponsor’s bank by submitting a Certification of Financial Resources Form with approval by a an original bank statement from the student’s or sponsor’s financial institution. The total funds available to the student for the first academic year must at least equal the total estimate of institutional costs and living expenses, including tuition, fees, books, room and board, health insurance, and other living expenses while enrolled at the University. ~~The completed Confidential Financial Statement Form with supporting documentation must be received by the University no later than the application deadline each semester.~~
 - d. For transfer students: A completed ~~transfer clearance form~~ International Student Transfer Form is required for F-1 applicants to verify their eligibility to transfer to UWF in F-1 status.
- (7) UWF does not discriminate in the admission process based upon age, color, disability, gender (sex or gender identity), marital status, national origin, race, religion, sexual orientation, or veteran status.

Authority: BOG Regulation 6.009. History- New 3/25/11, Amended 1/13/15, 9/XX/20.