

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

REGULATION TITLE: UWF/REG-3.042 Admission of International Students

SUMMARY: Board of Governors Regulation 6.009 requires each university in the state university system to adopt a regulation on the admission of international students. This proposed regulation defines which students are considered International Students, and sets forth requirements for English proficiency, transcript translation, academic achievement, medical insurance, and financial information for such students at the University of West Florida.

AUTHORITY: BOG Regulation 6.009

NAME OF UNIVERSITY OFFICIAL INITIATING PROPOSED REGULATION

AMENDMENT: Dr. Chula G. King, Provost

THE PERSON TO BE CONTACTED REGARDING THE PROPOSED REGULATION

IS: Anita Schonberger, Deputy General Counsel, aschonberger@uwf.edu, Phone (850) 474-3420; FAX (850) 474-2203; Bld. 10/Rm 122; 11000 University Parkway; Pensacola, FL 32514-5750. Any comments regarding the proposed regulation amendment must be sent in writing to the contact person on or before March 10, 2011 to receive full consideration.

THE DATE THIS NOTICE WAS POSTED ON THE UWF BOARD OF TRUSTEES

WEBSITE: February 23, 2011

THE FULL TEXT OF THE PROPOSED AMENDMENT TO THIS REGULATION IS SET FORTH BELOW:

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

- (1) Admission of international 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, Florida Board of Governors (BOG) Regulations 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” 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 international students.
- (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. A 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; or
 - v. That he or she 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).
 1. 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.)

2. 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 5.5/6, 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.
 - c. 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. Credentials of applicants who do not enroll within one year will be destroyed).
 - d. Applicants must submit a non-refundable application fee payable in U.S. dollars.
 - e. Applicants must complete and submit the following medical information:
 - i. a Physician's Evaluation Form and a Medical History Form completed by a physician, indicating the applicant's fitness, mentally and physically to pursue a college level study program.
 - ii. Documentation of MMR (measles, mumps and rubella) immunization, and
 - iii. Proof of immunization for meningitis and hepatitis B, or a signed waiver indicating the applicant's informed decision not to be vaccinated.
 - 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 Certification of Finances before the Certificate of Eligibility (Form I-20 or a DS-2019) will be issued by the University. The Certificate of Finances will show specific sources of a satisfactory level of financial support and the amount expected from each source. Funding sources 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 estimates of institutional costs and living expenses. For applicants living outside

the U.S., the Declaration and Certification of Finances 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 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 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. Undergraduate students 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.

Authority: BOG Regulation 6.009. History- New XX/XX/11.