

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

DATE: April 30, 2026

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

PURPOSE AND EFFECT: The purpose of this amendment is to accurately reflect the requirements of admission for international students.

SUMMARY: The proposed amendment to this regulation is as follows:

- Adds additional authority to the regulation and updates the description of students to whom this regulation applies
- Adds reference to the UWF Catalog
- Adds reference to accreditation recognized by the United States Department of Education
- Clarifies the admission requirements as set forth by the BOG and University policies for medical insurance and immunization requirements
- Clarifies financial documentation required by Office of International Affairs
- Updates transfer student requirements related to F-1 visas

AUTHORITY TO AMEND THE REGULATION: UWF Regulations 3.001, 3.002, 3.004, and 3.032; Florida Board of Governors Regulations 6.001, 6.002, 6.003, 6.004, and 6.009

NAME OF UNIVERSITY OFFICIAL INITIATING PROPOSED REGULATION AMENDMENT: Dr. Mary Anderson, VP of Division of Academic Engagement and Student 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 AMENDMENT TO THE REGULATION OR CHALLENGE: Office of the General Counsel, 11000 University Parkway, Building 10, Pensacola, Florida 32514, or gcfrofrontdesk@uwf.edu

THE FULL TEXT OF THE REGULATION: The full text of the proposed amendment to the regulation is attached below this Notice. The full text of the proposed amendment and existing regulation is also posted on UWF's website: <https://uwf.edu/offices/board-of-trustees/regulations/>



Number: UWF/REG-3.042
Title: Admission and Enrollment of International Students
Responsible
Department: Office of International Affairs

I. General Statement:

Admission of International Students to the University of West Florida (“UWF” or “University”) is governed by UWF Regulations 3.001, 3.002, 3.003, 3.004, and 3.032; Florida Board of Governors Regulations 6.001, 6.002, 6.003, 6.004, and 6.009; and the requirements herein.

UWF does not discriminate ~~in the admission process based upon age, color, disability, gender sex (sex or gender identity), marital status, national origin, race, or religion, sexual orientation, or veteran status against any applicant based upon protected classes under federal and state law.~~

This regulation outlines minimum eligibility requirements for International Students seeking admission to ~~a degree program at UWF. International Students enrolled as non-degree seeking students are not subject to this regulation; however, International Students seeking admission at the graduate level will be required to submit evidence of English proficiency as described in Section III below.~~

II. International Students

For purposes of this regulation, applicants to UWF will be considered “International Students” if they are not United States citizens and they require a student visa to remain in the United States. Applicants who are permanent residents of the United States are not considered International 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.

III. Application and Admission Requirements

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. The ~~maximum scores requirements, as referenced below and listed in the UWF Catalog, stated below~~ are subject to revision as regulations or standardized testing score ranges may be revised; the required score is in accordance with the regulations and any revisions thereto as of the date of application. Preference for admission in any term will be given to those applicants whose credentials indicate the greatest promise of academic success.

Applicants must meet the following criteria and submit the required documentation to receive consideration for admission to the University:

- A. An applicant whose native language is not English must provide evidence of English language proficiency. The English requirement (proficiency in written and spoken English) may be fulfilled by establishing one of the following:
1. That the student is from a country where English is the official language;
 2. That the student's prior associate's, bachelor's, master's, or doctoral degree was earned from an institution whose accrediting agency is recognized by the United States Department of Education~~regionally accredited college or university in the United States~~;
 3. That the student's 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;
 4. That the student achieved a qualifying score on the ACT, SAT, and/or CLT relevant sections~~and SAT relevant sections~~. Acceptable minimum score requirements can be found in the UWF catalog. (This option applies to undergraduate applicants only.);
 5. That the student successfully completed the University of West Florida's Intensive English Program ("IEP") and received a letter of recommendation for admission from an IEP Administrator;
 6. That the student achieved a minimum qualifying score on an accepted English proficiency exam. All accepted exams and score requirements can be found in the UWF catalog.
 7. That International Students seeking enrollment at UWF under the J-1 Exchange Visitor Visa program must possess sufficient proficiency in the English language, which must be verified by the UWF Office of International Affairs, via signed documentation from an academic institution, pursuant to 22 CFR Sec. 62.10(a).

Required scores, where applicable, are posted in the UWF Catalog for undergraduate students at <http://uwf.edu/undergradintl admissions> and for graduate students at <http://uwf.edu/gradintl admissions>.

- B. Graduate applicants must possess an earned bachelor's degree from a post-secondary institution accredited by an agency recognized by the United States Department of Education, or a comparable degree from an international institution with a minimum institutional grade point average (GPA) of 3.0 on a 4-point scale or a 3.0 on a 4-point scale on the last 60 hours of coursework in the baccalaureate degree.

- C. Applicants must submit transcripts evidencing all prior academic course work including post-secondary education. Transcripts that are not in English must be accompanied by a certified English translation. Transcripts from educational institutions outside the United States must be accompanied by an official credential evaluation – specifically a course-by-course evaluation for undergraduate applicants – whether completed by an approved credentialing agency or internally by UWF staff deemed qualified to evaluate credentials. (All academic credentials become property of the University and will not be returned or forwarded to a third party.) The University requires an official copy of all academic credentials.
- D. Applicants must submit a non-refundable application fee payable in U.S. Dollars.
- E. Applicants will not be considered for admission until the University has received all required materials. International Student applications, along with all other records required for admission must be received by the program deadline or university application deadline, whichever is earlier, unless the deadline is waived by the University in writing. 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. 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 Section III. A above.
- F. 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:
1. ~~Applicants~~ Admitted International Students must comply with University Immunization Policy SA-12.06 ~~complete, sign, and submit a Mandatory Immunization Health History form in accordance with University Policy AC-28, Health Requirements for International Applicants~~, as it may be amended.
 2. F-1 and J-1 ~~applicants~~ admitted International Students must provide proof of medical insurance that complies with the requirement of University policy, AC-06, Medical Insurance Coverage for F-1 and J-1 Visa Status Medical Insurance Requirements ~~Holders and F-2 and J-2 Dependents and Spouses Requirements~~, as it may be amended. Insurance coverage must meet minimum standards established by BOG Regulation 6.009(2) as implemented through University Policy AC-06.
 3. F-1 and J-1 ~~applicants~~ admitted International Students must follow the financial documentation process provided by ~~the~~ the Office of International Affairs before the Certificate of Eligibility (Form I-20 or DS-2019) will be issued by the University. ~~Applicants~~ Admitted students 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 (or semester if J-1) must at least equal the total estimate of institutional costs and living expenses, including tuition, fees, books, room and board required health insurance, and other living expenses while enrolled at the University.

4. For transfer students: F-1 ~~applicants~~ admitted International Students currently attending another US institution in F-1 visa status, must verify their eligibility to transfer to UWF in F-1 status with the institution that holds the applicant's SEVIS record. F-1 students must transfer in accordance with 8 CFR 214.2(f)(8)(i).

Effective Date: [date]

Authority: UWF Regulations 3.001, 3.002, 3.003, 3.004, and 3.032; Florida Board of Governors Regulations 6.001, 6.002, 6.003, 6.004, and 6.009

History: Created 3/25/2011; amended 1/13/2015, 12/10/2020, ~~[date]~~ 4/21/2026

Last review: ~~February~~ April 2026 ~~[date]~~