International Undergraduate Application for Admission

UNIVERSITY of West Georgia

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/](http://www.ets.org/toefl/) or (609) 771-7100. IELTS score results can be obtained by contacting [www.ielts.org](http://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](http://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](http://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](http://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.

**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
   - August
   - January
   - June
   Year ______________
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
   (Information regarding your application will be sent primarily through e-mail.)
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
    Month/Day/Year
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

   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: ______________________________________________________________________________________

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*

<table>
<thead>
<tr>
<th>Full Name of Institution</th>
<th>City/State/Country</th>
<th>Dates of Attendance (Month/Year From/To)</th>
<th>Diploma/Certificate &amp; Date of Completion</th>
<th>Type of School (secondary, university, etc.)</th>
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*Applications with incomplete educational information may not be processed or result in a delay in processing.*

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**Summary of Educational Background**

**Secondary/High School**
- Name of school: __________________________
- Number of years studied: ________
- Name of Diploma/Certificate Received: __________________________ (i.e. examination results)

**University Studies**
- Name of school: __________________________
- Number of years studied: ________
- Name of Diploma/Degree Received: __________________________

**United States Colleges or Universities**
- Name of school: __________________________
- Number of years studied: ________
- 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  Date of Birth  Country of Birth  Relationship
(Family name, Given name)  (Month/Day/Year)  (wife/husband, daughter/son)

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

- OVER -
Section III: Source of Financial Support in U.S. Dollars (*additional documentation required; see below)

Check all sponsors providing this funding:  

☐ My own personal funds  

☐ Parents’ and or/sponsor’s fund (family, friend, etc)  

☐ Home government funds  

☐ Other (specify):  

Amount of each type of support:

☐ My own personal funds  

☐ Parents’ and or/sponsor’s fund (family, friend, etc)  

☐ Home government funds  

☐ Other (specify):  

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 $:  

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
University of West Georgia (school code ATL 214F00247000)

Transfer Clearance Form (TCF)

To be completed if applicant is transferring from a high school or college in the United States

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.

THIS PORTION TO BE FILLED OUT BY THE STUDENT:

Student's Name: ________________________________________________________________

Admission Number*: __________________________________________ SEVIS ID# (if available): __________________________

*The Admission Number is the 11-digit number found on the top left corner of your I-94 form.

Current Address:

Street name and number

City State Zip code

Telephone: __________________________________________ E-mail ________________________________

I give permission for my present school to release the information requested on this form.

Student’s Signature: __________________________________________ Date: ______________________

TO BE COMPLETED BY INTERNATIONAL STUDENT ADVISOR:

_____ The student is in good standing, has been pursuing a full course of study, and is maintaining their INS status.

_____ The student has not been pursuing a full course of study.

_____ The student is out-of-status. (Please attach a detailed explanation)

_____ Other: ________________________________________________________________

Date on which student LAST attended your school: __________________________________________

Expiration Date on I-94 Card: __________________________________________________________

Projected SEVIS release date: __________________________________________________________

Has the student been granted practical training?* ☐ Yes ☐ No

*If yes, please note dates of employment (start to finish OPT):

_________________________________________________________________________________

_________________________________________________________________________________

Do NOT have your SEVIS file transferred until proof of UWG acceptance is received.

I certify that the preceding is correct:

____________________________________________________________ Signature of School Official

____________________________________________________________ Printed Name

____________________________________________________________ Title

Name and address of Institution (as it appears in SEVIS)

____________________________________________________________ Telephone Number

____________________________________________________________ Date

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.
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 (BSENVVS)
 Bachelor of Science in Environmental Studies (BSEBST)
 Bachelor of Science in Nursing (BSN)

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)
- 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 (Biological or Chemistry)
  - Dentistry (Biological 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.