International Undergraduate Supplementary Application for Admission

Office of Admissions
Mandeville Hall
University of West Georgia
Carrollton, Georgia 30118-4400
U.S.A.

678-839-5600
E-mail: admiss@westga.edu
Web site: www.westga.edu/international

AMAZING THINGS HAPPEN WHEN YOU GO WEST.

Check admission requirements, required documents, deadline dates and application status at www.westga.edu/admiss
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 supplementary application forms for international students. This application is for international students who have completed the online application at www.westga.edu/admiss and are submitting the additional required documents for international admission to UWG. Please complete and return them as soon as possible. In addition, several other items are needed to determine your eligibility for admission. These include official TOEFL scores, if English is not your native language, (minimum 193 computer-based/69-70 IBT/523 paper-based) or official IELTS scores (minimum 6.0), 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.

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 678-839-5600 or e-mail us at admiss@westga.edu.
Supplementary Application Instructions

Answer every question on the application. All forms are to be filled out in English. Applications with unanswered questions and/or no application fee will be delayed in determining an admissions decision. 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 “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.)

b. For applicants with a native language other than English, the University requires satisfactory scores on the Test of English as a Foreign Language (TOEFL or IELTS). TOEFL and IELTS 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 accessing www.ets.org/ or (609) 771-7100. IELTS scores can be obtained by visiting www.ielts.org. (Originals only - no photo copies or faxes will be accepted.)

When requesting official TOEFL scores to be sent to the University of West Georgia, please visit the www.ets.org website, select “TOEFL Test” under the section “Tests and Products,” then select “Scores” from the section “TOEFL IBT Test,” then select “Sending Your Scores” from the left hand side of the page under the section labeled “Scores.”

When requesting official TOEFL scores to be sent to the University of West Georgia, please use the following code when requesting scores: DI Code: 5900. You are allowed four free score requests to be sent to four institutions after taking the TOEFL Exam.

When requesting your official IELTS scores to be sent to the University of West Georgia, please visit the www.ielts.org website. Once on the home page, select “Test Takers Information” from the four options presented, then select “Test Takers FAQs,” then “Test Results.” Once you register for the IELTS, you will be given the option to have your official scores sent to five institutions for free. There is no code required to have these scores sent, you can simply list the University of West Georgia on the application. If you need additional test score results to be sent after you have taken the IELTS exam, you will need to contact the test center where you completed the exam and request additional scores to be sent.

c. All entering freshman and transfer students with fewer than 45 transferable quarter hours, or 30 transferable 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 by accessing www.collegeboard.org or (609) 771-7600 for the SAT, or American College Testing Program, www.act.org for the ACT. (Originals only – no photo copies or faxes will be accepted.)

The University of West Georgia codes for submitting official SAT or ACT test scores are: SAT (UWG Code: 5900) & ACT (UWG Code: 0878).

d. 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), www.naces.org, 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. Please be advised that a course-by-course evaluation is needed for previous college/university work, and a document-by-document evaluation is required for high school/secondary school coursework.

e. A copy of passport with official name and photograph, as well as any other applicable immigration documentation if the student is a current visa holder.

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 11,600 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, Richards College of Business, College of Business, and certain majors in the College of Arts and Humanities, College of Science and Mathematics, and School of Nursing, 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 Services and Programs Office:** www.westga.edu/isp

- **Transfer students:** Generally, students receive transfer credit evaluations before 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.

- **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 Supplementary Application for Undergraduate Admission
UNIVERSITY OF WEST GEORGIA

Please complete all items and print clearly or type; incomplete applications will be delayed in determining an admissions decision.
Do not staple documents to application

ADMISSIONS INFORMATION

1. Degree sought at West Georgia: ____________________ 2. Major area of study (required): ____________________
   Second major: ____________________  Minor area of study: ____________________

3. Term you plan to enter:  
    Fall  August   Spring  January   Summer  June  Year ____________________

4. Applying as:  
    Freshman   Transfer

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

APPLICANT INFORMATION

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

7. Name: __________________________________________

8. Permanent/Home Country address (REQUIRED):  
   Street name and number
   Province  Country
   Phone number: ____________________ (Country code, City code, Phone number)

9. Name and address to which correspondence regarding this application should be sent:  
   name
   address
   city  state  zip
   e-mail

10. Date of birth: ____________________ 11. Age: ______________ 12. Sex:  
    Male   Female
   Month/Day/Year

RESIDENCY/GENERAL INFORMATION

13. City of birth: ____________________ 14. Permanent resident of which country: ____________________

15. Will you require on-campus housing?  
    Yes   No (Freshmen are required to live on campus and purchase a meal plan.)

16. Native language: ____________________
17. If English is not your first (native) language, have you taken the TOEFL or IELTS?  

☐ Yes  ☐ No

Score: ___________________  Please send official results electronically  Date of test: ____________________

18. If you have taken the SAT or ACT: Date of test __________ Score ______  Please send official results electronically

FAMILY INFORMATION

19. Father’s name in full: ___________________________ Living or Deceased? __________________

Address: ________________________________________________________________

Occupation: ________________________________________________________________

Mother’s maiden name in full: ___________________________ Living or Deceased? __________________

Address: ________________________________________________________________

Occupation: ________________________________________________________________

20. Person to be notified in case of emergency:

________________________________________________________________________

Name  Relationship

________________________________________________________________________

Address  Telephone

21. 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
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>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Applications with incomplete educational information may not be processed or result in a delay in processing.

---

### 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:  

---
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

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
Financial Certificate & Verification

Both pages of form must be completed with signatures of all parties or there will be a delay in processing. 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:

- $34,000* (Fall or Spring Semesters for first year)
- $36,000* (Full Academic Year (3 semesters)

*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

<table>
<thead>
<tr>
<th>Name (Family name, Given name)</th>
<th>Date of Birth (Month/Day/Year)</th>
<th>Country of Birth (wife/husband, daughter/son)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- 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 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  
Date

______________________________  
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
Office of Admissions
Carrollton, Georgia  30118-4400
678-839-5600
678-839-4747 (fax)
Supplementary Application Checklist
— Please see “Application Instructions” for additional information —

- Completed online application with $40.00 non-refundable application fee (applications will not be processed without this fee)
- 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 “c” 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; test score results must be sent directly from Testing Office.
- 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
- Official applicable secondary or college transcripts (evaluated if foreign coursework)
- All foreign academic credentials must be evaluated by an independent foreign credential evaluation service. UWG recommends Josef Silny & Associates, Inc. for the evaluation - see “d” 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
Office of Admissions
Carrollton, Georgia   30118-4400   (USA)
678-839-5600

Application and Document Deadlines for International Students

<table>
<thead>
<tr>
<th>Spring Semester</th>
<th>Fall Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classes begin January</td>
<td>Classes begin August</td>
</tr>
<tr>
<td>Deadline for receipt of all application materials is October 15th</td>
<td>Deadline for receipt of all application materials is June 1st</td>
</tr>
<tr>
<td>Summer Semester</td>
<td></td>
</tr>
<tr>
<td>Classes begin June</td>
<td></td>
</tr>
<tr>
<td>Deadline for receipt of all application materials is March 15th</td>
<td></td>
</tr>
</tbody>
</table>

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.
COLLEGE OF ARTS AND HUMANITIES
BACHELOR OF ARTS (BA)
Art (including art history, studio and art)
English**
Foreign Language and Literatures (including French*, German, and Spanish*)
Global Studies
History**
Philosophy (including Religion & Pre-Law)
Theatre

BACHELOR OF FINE ARTS (BFA)
Art* (including ceramics, education, graphic design, painting, photography, printmaking & sculpture)

BACHELOR OF MUSIC (BM)
Composition
Music Teacher Education*
Performance (with Emphasis in Jazz Studies or Piano Pedagogy)

COLLEGE OF EDUCATION
BACHELOR OF SCIENCE IN EDUCATION (BSED)
Early Childhood Education (P-5)
Physical Education (P-12)
Special Education (P-12)
Speech-Language Pathology (P-12)

BACHELOR OF SCIENCE (BS)
Sport Management

COLLEGE OF SCIENCE AND MATHEMATICS
BACHELOR OF ARTS (BA)
Chemistry**
Geography
Mathematics

BACHELOR OF SCIENCE (BS)
Biology**
Computer Science
Earth Science**
Environmental Science
Environmental Studies
Geography
Geology
Mathematics**
Physics**

BACHELOR OF SCIENCE in Chemistry (BSCHEM)

COLLEGE OF SOCIAL SCIENCES
BACHELOR OF ARTS (BA)
Mass Communications
Political Science
Psychology

BACHELOR OF SCIENCE (BS)
Anthropology
Criminology
Political Science
Sociology

RICHARDS COLLEGE OF BUSINESS
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**

SCHOOL OF NURSING
BACHELOR OF SCIENCE in Nursing (traditional program and RN-BSN)

PRE-PROFESSIONAL PROGRAMS
Engineering Studies (Dual Degree)
Pre-Engineering
Pre-Forestry
Pre-Law
Pre-Medical Professions:
  Medicine
  Dentistry
  Dental Hygiene
  Occupational Therapy
  Physical Therapy
  Physician Assistant
  Pharmacy
  Pre-Veterinary Medicine

* Teacher certification obtainable in grades P-12.
** Teacher certification program in grades 6-12 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.