Welcome!

欢迎 | Bienvenido | ようこそ | Willkommen | أهلا بك | Bienvenue

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We are delighted that you will be joining our global university and “Wolf” family with students from over 43 different countries and 13,000+ from around the U.S.!

This International Pre-Arrival Guide has been prepared to guide you from where admissions and getting your visa left-off. Don’t hesitate to ask us any questions. Just email us or call!

global@westga.edu | Tel: 678.839.4780

We look forward to meeting you soon.
~ The ISAP Team
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STEP: 1: GETTING YOUR I-20 OR DS-2019

Your Immigration Document
The I-20 Form or DS-2019 (Certificate of Eligibility) is a legal immigration document, created by UWG, allowing you to apply for an F-1 / J-1 visa at a U.S. Consulate or Embassy. If you are already attending a high school or college in the U.S., you will need a transfer I-20 once your current program ends in order to continue your studies in the U.S. UWG will mail out your I-20 / DS-2019 to you by standard mail for free

Which document you will receive

- Student applying for an F-1 Student Visa (obtaining a degree from UWG) will receive an I-20.
- Students applying for a J-1 Student Visa (studying abroad at UWG for 1 semester or year) will receive a DS-2019.

Your I-20 or DS-2019
The Form I-20 / DS-2019 is an important document that you should keep safe, as you will need it when you:

- Pay the I-901 SEVIS Fee
  - Before you pay the I-901 Student and Exchange Visitor Information System (SEVIS) Fee, you must receive the Form I-20 / DS-2019 from a DSO at the school you plan to attend. You will need information from the Form I-20 / DS-2019 to pay the fee. The I-901 SEVIS Fee is mandatory and must be paid before you enter the United States.
- Apply for a nonimmigrant visa
  - The Form I-20 / DS-2019 lists your program start date, 30 days before which you are allowed to enter the United States. F-1 and J-1 student visas can be issued up to 120 days in advance of your course of study start date. Your type of student visa must match the type of Form I-20 / DS-2019 you have (e.g., F-1 or J-1).
- Enter the United States
You need to have your Form I-20 / DS-2019 on hand as you enter the country. Do not pack it away in your suitcase. A U.S. Customs and Border Protection officer will instruct you to present your Form I-20 / DS-2019 at the port of entry. You may arrive up to 30 days before the start date listed on your Form I-20 / DS-2019.

- Change status while in the United States
  - You need a Form I-20 / DS-2019 if you are already in the United States as another type of nonimmigrant and you are applying to USCIS to change your status to F or J.

- Apply for benefits
  - Your Form I-20 / DS-2019 proves that you are legally enrolled in a program of study in the United States. Therefore, it may be needed when you apply for the benefits available to F and J students. If you are eligible to apply for a driver’s license or a social security number, remember to bring your Form I-20 / DS-2019 with you.

As of July 1, 2016, the redesigned Form I-20 is required for all F nonimmigrant visa applications, entry into the United States, travel and applications for nonimmigrant benefits. The previous version of the Form I-20 (with a barcode) is now invalid. Students please note that your DSOs were responsible for providing an updated, hard copy of the Form I-20 with original signatures to all F-1 students at their schools.

**Standard Mail (USPS)**
Please allow approximately 2-4 weeks for standard airmail delivery, but it can take even longer to some countries or remote regions of the world. Once your I-20 has been shipped, you will receive information from the ISAP office through email.

**Express Mail (FedEx, UPS, DHL)**
If you live outside of the U.S., you can select the express mail option to ensure quick, reliable delivery of your I-20 with tracking. The shipping fees for express mail service generally range from $50 to $100 depending on the country. If you select the express mail option, you will need to pre-pay for that service online through eShipGlobal.

[Request Express Mail](#)

Once your payment has been processed, eShipGlobal will notify our office. We will create your I-20 and then mail it through the express mail service you selected. You will be able to track your package through your eShipGlobal account once it has been picked up at the University. Delivery is usually within 5-7 days.
If you have questions about how to create an eShipGlobal account or use this service, please email eShipGlobal directly at student.support@eshipglobal.com. The shipping fee must be paid online through eShipGlobal before your I-20 has been created and is ready to be mailed. If you have not set up an eShipGlobal account and paid the shipping fees before your I-20 is ready to be mailed, then the I-20 will be sent via standard postal mail.

eShipGlobal is the only option for using express mail service. We cannot accommodate requests to use other shipping methods.
STEP 2: GETTING A VISA

The type of visa that you apply for will depend on your course of study while attending UWG. Students will apply for an F-1 or a J-1 type of visa. Check your immigration packet you received to know which type of visa you should apply for. It is very important that you apply for the correct visa to ensure there are no delays in receiving your visa. You cannot enter into the United States until you receive a United States visa.

- You will apply for an F-1 visa if you will be studying at the University of West Georgia AND obtaining a degree from UWG.
- You will apply for a J-1 visa if you will be studying at the University of West Georgia for a year or semester and NOT obtaining a degree from UWG. (study abroad or exchange programs)

F-1 Visa Steps

- Apply to a SEVP Approved School
  - Students need to apply and be accepted by the University of West Georgia.
  - Before your I-20 can be sent, you must complete the Financial Certificate and Verification form. You can find a copy of this form on the Forms page.

- Pay SEVIS Fee and Receive your I-20
  - Once you’re accepted, you will be required to pay the SEVIS I-901 Fee in order to be enrolled in the Student and Exchange Visitor Information System (SEVIS). Then, your school will provide you with a Form I-20. This form will be presented to the consular officer when you attend your F-1 visa interview. If your spouse and/or children plan to reside in the USA with you while you study, they will be required to have individual Form I-20s, but they will not need to be enrolled in the SEVIS.

- Complete the Visa Application
  - Applying for the F-1 student visa may vary depending on the U.S. embassy or consulate you are dealing with. You will be required to pay a non-refundable visa application fee. There is an online visa application available, which allows you to complete and print the Form DS-160 to take to your F-1 visa interview.

- Schedule and Prepare for your interview
  - You can schedule your F-1 visa interview with the U.S. embassy or consulate. Wait times for interview appointments vary by location, season, and visa
category, so you should apply for your visa early. An F-1 student visa for the USA can be issued up to 120 days in advance of your course of study start date. You will only be able to enter the US with an F-1 visa 30 days before your start date.

- The following documents are required for your F-1 visa interview:
  - A valid passport
  - The Nonimmigrant Visa Application, Form DS-160
  - The application fee payment receipt
  - A passport photo
  - A Certificate of Eligibility for Nonimmigrant (F-1) Student Status (Form 1-20)
  - Proof of financial support
  - Acceptance letter to UWG

Additional documents may be requested to prove your eligibility for the F-1 student visa, including academic transcripts, diplomas, degrees, or certificates. Test scores such as the TOEFL, SAT, GRE, or GMAT may also be requested, as well as proof of your intent to depart the U.S. after your program is complete and proof of your financial stability.

- Attend your F-1 Visa Interview
  - Your F-1 visa interview will determine whether you are qualified to receive an F-1 student visa for the USA. Assuming that you have prepared the appropriate documents and meet all of the F-1 visa requirements, your visa will be approved at the discretion of the consular officer.
  - You may be required to pay a visa issuance fee. Digital fingerprint scans will be taken for records. Your passport will be taken so that you can get your visa and you will be informed when you can get it back, either by pick-up or in the mail.
  - Check out our list of questions that you could be asked during your F-1 Visa interview
  - Keep in mind that visa issuance is not guaranteed. Never make final travel plans until you have your visa approved. If your visa is denied, you will be given a reason based on the section of law which applies to your ineligibility. Filing a waiver of ineligibility is possible in some cases.
**STEP 3: SETTING UP YOUR MyUWG ACCOUNT**

Follow these steps:

- Go to [https://selfservice.westga.edu/showLogin.cc](https://selfservice.westga.edu/showLogin.cc)
- Click "Lookup Your Username."
- Input your student ID (this can be found in your acceptance packet), and select "Search."
- You will be given your UWG ID.
- Click "Reset your UWG ID password."
- You are redirected back to the first page. Here in the Sign in box, type in the UWG ID that you just looked up and your password.
- Enter the green letters into the box below them to verify and select "Login."
- You will be asked to change your password after you have logged in. This password will be needed for your email, class registration, and much more!

**Signing Into Your Student Email**

During your course of study at the University of West Georgia, you will be expected to use your student email to send and receive information to the university staff and professors. Be sure to keep a regular check on this email as this is where we send important information to you about your immigration status, tuition fees, registration, and updates.

Go to gmail.com
Log in using your UWG ID with @my.westga.edu at the end. EXAMPLE: jstudent1@my.westga.edu
Use the same password you set up at the first stage of this module.

**Using MyUWG**

MyUWG features a broad variety of online tools and information for students. Most of the information is categorized using "tabs" and "channels."
When you first log in to MyUWG, you will notice a series of "tabs" near the top of the screen. Each tab contains a specific family of information and channels, the most common of which are outlined below.

- **Main Tab**
  - The main tab is designed for quick and easy access to the most basic online tools at UWG. Under this tab, you will receive announcements, news, events, weather and be able to preview email and your calendar.

- **BanWeb Tab**
  - The BanWeb tab provides automatic access to Banweb. Banweb is a secure, online tool used to manage student information. Through BanWeb, students can register and perform typical student tasks from the comfort of their own home or dorm room.

- **My Courses Tab**
  - This tab features information regarding the individual courses you are registered for including distance education courses.

- **My Resources Tab**
  - This tab contains links and information to almost everything a student will need at UWG. You will find information here regarding student activities, financial aid, career services and more.

- **My Campus Tab**
  - This tab contains links and information pertaining to the physical campus. You will find information here regarding dorms, parking, dining, etc.

- **Support / Help Tab**
  - The Support/Help tab is designed to direct students appropriately if they need support or assistance. You will find information here regarding student technical support, academic support, and more.

On each tab you will notice a series of boxes similar to windows. These boxes are known as "channels." Channels can be customized and moved. Click the "help" button in MyUWG to learn more about customizing your channels.

*Keep Scrolling 😊*
STEP 4: RESERVE HOUSING IN ADVANCE

*Before your arrival into the United States, be sure to secure housing. International students are able to live either on or off campus in most cases. There are several considerations you should take into account before you choose your housing arrangements, including:

- price
- travel to the UWG campus
- number of roommates you expect to have
- access to a kitchen and laundry units
- any other special needs or wants

Please be aware: ISAP is not responsible for arranging your housing. This is an individual choice as there are many options. You are expected to arrange and secure your housing prior to arrival in the U.S. or as soon as you arrive in the U.S. Without a car, US bank account or US social security #, this can be very challenging. This is why we recommend living on campus when you first arrive. It’s easy, secure, convenient, and takes away all the hassle of unexpected issues. It’s also the best way to meet friends and get involved. Housing is very important since it will be one of your biggest expenses and will affect your personal and academic adjustment.

1. **On-campus Housing.** Please see the Housing and Residents Life (HRL) website at https://www.westga.edu/campus-life/housing/index.php for virtual tours, amenities, pricing and policies. HRL can be contacted by phone at: 678-839-6426 or by email at housing@westga.edu

2. **Off-campus Housing.** For a reliable list of Carrollton, GA area off-campus housing options that are “One-West” Partners, please visit the Off Campus Housing Resources website at https://www.westga.edu/campus-life/housing/off-campus-housing.php

Housing Rates: https://www.westga.edu/campus-life/housing/rates.php

Meal Plan Options: https://www.westga.edu/campus-life/dinewest/meal-plans.php
(OPTIONAL) STEP 5: RESERVE AIRPORT PICK UP & TRANSPORTATION TO UWG CAMPUS

Let us pick you up! ISAP provides a free shuttle from Atlanta airport to the UWG campus!

- **Review:** “Airport Shuttle Service Info” which provides current details. Specific dates and times for shuttles change each semester.
  - **Fall 2020 Date is:** Friday, August 7th 2020. Pick up times are 9:00am & 2:00pm. Plan accordingly.

- You must reserve to have a spot. We cannot “squeeze you in” due to liability.
- Plan to land at least 1 hour before shuttle departure to deplane, collect luggage, clear customs, and find the meeting point in time.
- If you are delayed, let us know asap, but we cannot wait more than 10 minutes, due to airport security.

- **Reserve Your Seat:** Submit this Airport Shuttle Pick-up Request form in advance.

- **Meet the Shuttle at:** Domestic Terminal North – Lower Level

**Wifi:** The Atlanta Int’l Airport (ATL) provides free Wi-fi in the terminals.

Look for LN1 (Lower North 1). Use the *escalator* behind baggage carousel #4 in Domestic North baggage. Walk through the short tunnel downstairs to outside. The UWG shuttle will come by. We’ll have a sign on the vehicle!

Arriving at the international terminal? Transfer to the domestic terminal via:

1. free airport terminal transfer shuttle outside the international terminal
2. free plane train between all terminals after clearing customs with your luggage

Review the Airport map: [https://www.atl.com/maps/](https://www.atl.com/maps/) for more perspective.

**OTHER TRANSPORTATION OPTIONS TO REACH UWG CAMPUS**
1. Rideshares: Lyft & Uber

An alternative to shuttle service is a rideshare service at your own expense operated by Lyft or Uber. Both work via a mobile app you can download to your phone and create an account associated with a personal credit card.

There is a designated waiting area to meet Lyft / Uber drivers just outside the terminal areas in Atlanta. Follow the "ground transportation" signs. Please view the “Arriving at the International Terminal” or “Arriving at the Domestic Terminal” links for a map.

2. Taxis

Never accept ride offers from unofficial taxi drivers who may approach you inside the terminal / baggage areas. This is a scam! Only use the taxis in the official Atlanta airport taxi queue, also called taxi stand (they will be parked in a line) in the ground transportation area. They accept credit cards. Please view the “Arriving at the International Terminal” or “Arriving at the Domestic Terminal” links for a map.

Costs: Rates for taxis or rideshares vary depending on supply, demand and timing. Expect to pay around $60 for a 1-way ride to Carrollton if you use these options.

UWG Campus Address*:
1601 Maple St
Carrollton, GA 30118

* If you are living on-campus you may need to provide the driver with the specific building name and address. ISAP is closed weekends and after 5pm. Review the campus map:

>> University of West Georgia Campus Map

If you choose not to use the free ISAP Airport Shuttle or self-pay rideshare / taxi services, and don’t have wifi / GPS access we wanted to provide driving directions to campus. Some students prefer to rent a car, or organize a ride with a friend or relative who may not be familiar with the area.

From Atlanta: Travel I-20 West to Villa Rica/UWG Exit 24 and turn left (west) onto Hwy. 61. Travel about 12 miles to Hwy. 166 (Carrollton South Bypass) and turn left onto the 166 Bypass where Grace Lutheran Church will be on the right. (Other landmarks to watch for before you reach the light at Hwy. 166 includes Pugmire Ford and Grace Lutheran Church on the right and McDonald’s, Zaxby’s and Longhorn Steak House on the left.) On the 166
Bypass, travel to the 6th traffic light. A pharmacy called “CVS” will be on the corner. Turn right at the light onto Maple Street (Hwy. 166). UWG will be on the left 6/10 mile down.

**STEP 6: PLAN YOUR TRAVEL TO THE UNITED STATES**

You’re required to arrive on campus in time for international check-in & orientation.

- You may enter the U.S. up to 30 days before the program start date printed on your I-20 (section 5) or DS-2019 (section 3).
- You may have trouble entering the U.S. after the program start date.
- Late arrival to the U.S. may also result in delay or denial of entry to the U.S.
- **Unexpected Delays?** Notify ISAP as soon as possible to discuss your options. When purchasing your plane tickets, please arrive at least 1-2 days before International Check-in and Orientation and no later than the start date on your I-20 or DS-2019.

**Carry the following documents with you on the plane (not in your checked luggage):**

- Passport with your F-1 or J-1 visa
- SEVIS form I-20 or DS-2019
- Copy of confirmation of SEVIS fee payment
- Evidence of financial resources
- Evidence of UWG admission: acceptance letter, tuition receipts or transcripts
- Contact information for ISAP – provided on the end of this guide.

Inform the immigration officer at the port of entry that you will be a full-time student the University of West Georgia to ensure that you are admitted in the correct student status.

**Be sure to check** the arrival stamp in your passport (if provided) says “D/S” for duration of status and that the proper visa category is indicated: F1 or J1. If not, let ISAP know as soon as possible.
STEP 7: ATTEND INTERNATIONAL ORIENTATION

When:
Fall 2020 Orientation is (Monday) August 10th and (Tuesday) August 11th, 2020
Location: Adamson Hall Room 117

Where:
University of West Georgia Campus,

Bring:
• Your passport with valid F-1 / J-1 Stamp
• Your I-20 or Ds-2019 with your signature

Keep Scrolling 😊
STEP 8: SUBMIT IMMUNIZATION FORM

UWG requires certain immunizations of all students. If you have received any of the required immunizations from your home country, it is recommended that you print out the immunization form and have a doctor give you a copy of your records before you arrive in the United States. To see a current list of required immunizations along with the Immunization Policy, please click the link below.

https://www.westga.edu/student-services/health/immunization-policy.php

All new students (freshman, transfers, and others) attending regularly scheduled classes or receiving resident credit will be required to submit a Certificate of Immunization prior to attending classes. The certificate will be kept on file and will be valid throughout the tenure of the student's enrollment. Your medical doctor needs to fill out the immunization for and you should return this form to the University of West Georgia. Once your doctor has filled out the form, send the completed form to immunize@westga.edu. Include your name and Student ID number to ensure the documents are uploaded to the correct file.

Immunization form can be found at this webpage:
https://www.westga.edu/academics/isap/assets/docs/ImmunizationForm.pdf
STEP 9: PREPARE YOUR FINANCES! PAYING TUITION & FEES

The Bursar's office is the only office on campus that can accept tuition payments. All inquiries about bills and payments should be made to their office.

The Bursar’s Office webpage can be found here: https://www.westga.edu/student-services/bursar/index.php

The cost of attending The University of West Georgia can vary, depending on a student's classification, residency status, method of instruction, and/or degree program. Below are links to the fee charts that provide an estimate of what it will cost to take a course, or courses, at The University of West Georgia. These fee charts are only intended to be a guide and do not include special course fees, meal plans, or housing charges. The information contained in the fee charts is subject to change.

- If you are taking online classes, such as Online (Net) and Ecore, then you may have additional tuition charges associated with them, and the charges are listed at the bottom of each fee sheet.
- Net classes have two separate charges, designated as Online (Net) Tuition and E-Tuition.
  Mandatory fees are assessed by using all hours attempted, including Online (Net) and ECore classes when taking any Face-to-Face classes.
- For specific information on mandatory fees please CLICK HERE.
- **An auditor is a student who enrolls as an observer or listener only. Auditors pay all regular fees and tuition for enrollment. A post-baccalaureate non-degree seeking student attends classes, but is not seeking a UWG degree. These students also pay all regular tuition and fee rates.
Tuition & Fee Payment

- Tuition and fee payment deadlines are usually **one week after the start of the semester**. It is important to be aware of the final payment deadlines. UWG will email reminders to your UWG email address. ISAP will remind you also.
- Failure to pay all fees and tuition by the deadlines will result in classes being automatically dropped. In that case, you may not be able to get back in if the class seats are full.
- This could create a serious problem with your immigration status. *ISAP has no control over these deadlines and processes. Avoid all these problems by settling you bill on time!*
- ISAP will help you set up a local U.S. bank account if needed after you arrive on campus.

There are several methods to pay your tuition and fees:

1. **International Wire Transfers**
   We recommend a service called Flywire, which is specially designed for international student wire transfers to colleges and campuses in the U.S. [https://payment.flywire.com](https://payment.flywire.com)

2. **Pay Online**
   To pay using webcheck, BankMobile Vibe Account webcheck*, or a credit card, simply log into your [myUWG account](https://www.westga.edu/student-services/bursar/payment-of-tuition-fees.php). For detailed instructions, click the following link.

3. **Set up a UWG Payment Plan***
   *This option is available for current tuition, on-campus housing and meal plans only.*

   UWG has partnered with Nelnet Business Solutions (NBS) to allow students to pay tuition and fees in installments, helping make college more affordable. The Nelnet payment plan is a flexible payment option that allows payments with either credit/debit card, or automatic withdrawal from a checking or savings account. The payment plan is not a loan, and has no credit checks, interest, or finance charges associated with this option. This plan can cover any tuition, student fees, meal plan, and on-campus housing charges up to $5,500.00. [Click for more information about the payment plan](https://www.westga.edu/student-services/bursar/payment-of-tuition-fees.php).
International Student Scholarships & Funding Opportunities

- We encourage all of our students to submit a UWG General Scholarship Application on our financial aid website.
- International students can also apply for private scholarships.
- Students can also apply for an Out of State Tuition Waiver.
- Graduate students are encouraged to look for Graduate Student Assistantships if they are seeking funding for their studies.

Keep Scrolling 😊 You’re almost done!
(Optional) Step 10: WAIVE HEALTH INSURANCE PLAN

All international students are automatically enrolled in UWG's "United Health Care" student insurance plan in order to protect against the extremely high cost of US healthcare and catastrophic personal debt. The bill is automatically added to your student account.

Optional Health Care Plans

Students may choose a different plan if they don't want to keep the United Health Care plan. This option requires the student to request a waiver each Fall and Spring by the waiver deadline.

- Waivers do not renew automatically, and a new waiver request is required each Fall and Spring. Summer semester is included in Spring coverage.

Several insurance companies, such as PSI, offer insurance options for international students. The ISAP office has other plan brochures too. Just drop by if interested.

PSI Health Insurance Website can be found here: https://www.psiservice.com/

- Plans start at $39 per month.
- If you have any questions about PSI coverage, please email Mark Khoury at Mark.Khoury@psiservice.com

United Healthcare, INC.

The University System of Georgia has contracted United Healthcare to provide affordable, high quality student health insurance coverage.

Plan Enrollment

Enrollment in United Health Care is automatic and charged to your student account each Fall and Spring. However, you must "activate" your coverage to use it.

Activate Your Coverage

Activate the plan here: www.studentcenter.uhcsr.com/westga.
• **ATTENTION:** Failure to pay for the health insurance or complete the waiver process by the fee payment deadline will result in all classes being dropped, which can affect your immigration status.

Contact United Healthcare

**Plan Information**
United Healthcare Student Resources  
2301 West Plano Parkway, Suite 300  
Plano, TX 75075

**Mail your claims to:**  
United Healthcare Student Resources  
P.O. Box 809025  
Dallas, TX 75380-9025

**Phone:**  
Customer Service - 1-800-767-0700

**Request Insurance Waiver**

**Insurance Waiver Deadline for Spring 2020: January 22nd, 2020 at 5:00pm**

**Insurance Waiver Deadline for Fall 2020: TBD**

**Note:** The Waiver Process can take several days, so be sure to pay your FULL UWG balance, including Insurance by the payment deadline. When your waiver is approved, you will automatically receive a refund.

2. Click the 'Waiver Form' on the bottom of the page. Fill out the form(s) set up for your institution.
3. United Health Care receives your waiver request and confirms request. If you do not receive this email, resubmit your waiver request.
4. Request is Reviewed by UHC (may take several days).
5. When verification is complete, you will receive an email stating approval or denial. If approved, UWG will remove the fee from your student account in 3-4 business days.

*Please note that the ISAP is not involved in the waiver or billing process.*

**If you’re attempting to fill out the waiver and receive any error (record unable to be found, etc) Contact:**  
Terri Bussey at tbussey@westga.edu be sure to include your 917 in that email as well.
FOLLOW ISAP ON INSTA!
https://www.instagram.com/uwg.isap/

QUESTIONS? PLEASE CONTACT US:

International Student Admissions and Programs
Mandeville Hall
119 Front Campus Drive
Carrollton, GA 30118

Phone: 678.839.4780 | Email: global@westga.edu
Office Hours: Monday – Friday, 8:00am – 5:00pm