



UNIVERSITY OF
WEST GEORGIA

Last Approved N/A
Effective N/A
Next Review N/A

Area Student Life
(Procedures)
Chief Or Chief
Responsible Strategic
Office Enrollment
Mngt Officer

International Student Admissions Requirements

Authority for Procedure granted by UWG Policy 8002, [Strategic Enrollment Management](#).

The University of West Georgia (UWG) shall comply with all federal and state applicable laws and regulations when considering the admission of Prospective International Students. The University System of Georgia (USG) establishes minimum requirements for admission to any USG institution with which UWG complies.

UWG bases its admission decisions on

- **the academic quality of the applicants**, and
No individual will be denied admission based on race, color, sex, pregnancy, ethnicity/national origin, disability, religion, age, genetic information, veteran status, or any other characteristic protected by institutional policy or state, local, or federal law.
- **applicants' merits, strengths, and weaknesses**
Applicants should demonstrate combinations of academic preparation, aptitude, motivation, and maturity that promise success in the University's academic programs. Admission to UWG is at the University's discretion.

For admission requirements regarding specific majors, consult the specific department area of the [Undergraduate or Graduate Catalogs](#).

Applicants (acceptance or denied) are subject to the right of appeal as outlined by the University and provided in the Bylaws of the Board of Regents (BOR) of the USG. International applicants follow the same process to apply for the appeal review as domestic applicants. Please refer to the Undergraduate or Graduate Admissions entries, as appropriate, for more information.

A. Prospective International Students

International Students served by ISAP are defined as

- Non-Resident Aliens within the United States, or those applying from abroad with the intention of applying for a Non-Resident Alien status prior to beginning in-person enrollment at the University of West Georgia. Typically, these students have or will have temporary, non-immigrant status in the U.S. by obtaining an F1 or J1 Student Visa.
- Non-citizens of the United States who are living and residing abroad and are enrolling into an online-only programs.
- Individuals with dual citizenship (eligible for a U.S. passport), Permanent Residents, refugees, asylees, and others Resident Alien categories are welcome to apply for admission at UWG but are not advised by ISAP. Contact ISAP if you are uncertain about your status or how to apply.

1. Requirements

Prospective International Students must meet all stated admission requirements for the program/degree to which they apply. International students are not eligible for provisional admission.

Prospective International Students are required to submit the following documentation:

- Copy of passport biographic page
- Copy of any previously awarded U.S. visas
- Proof of English proficiency (see [USG English Proficiency Requirements](#))
- Previous education earned from non-U.S. accredited institutions must complete an academic credential evaluation to convert these credentials to their U.S. equivalents.
- Upon an offer of admission, financial certification, and bank statements evidencing \$38,000 of available funds for the first academic year of study, prior to the release of the I-20 document.

B. Enrolled International Students

International students on an F-1 or J-1 Student Visa enrolled at UWG must comply with federal, state, and institutional rules. Many of these policies are readily available via the [Department of Homeland Security](#) web page.

Relevant institutional policies are as follows

- **Full-Time Enrollment:** As per federal law, international students must maintain a full-time enrollment schedule, with the majority of classes being offered via on-campus modality. To meet the federal requirements, UWG has defined H-coded hybrid classes ($\leq 50\%$ online study) as meeting the federal requirement for an 'on-campus' class. Courses taught online or partially at a distance ($>50\%$ online delivery) are considered online enrollment.
- **Verification of Lawful Presence:** Per the Board of Regents approved two policies: [Policy 4.1.6, Admission of Persons Not Lawfully in the United States](#), and [Policy 4.3.4, Verification of Lawful Presence](#), international students will be reviewed for Lawful Presence. Lawful Presence verification is conducted following the start of the first term in which the student has begun their studies at UWG. Verification is conducted with physical documents that the student submits to the ISAP office and data provided by the [U.S. Department of State](#) via the Student

Exchange and Visitor Information System (SEVIS).

C. Role of the ISAP Office

The [International Student Admissions and Programs \(ISAP\) Office](#) at UWG is designed to attract, enroll and retain academically qualified students from around the world through sound immigration advising, services, and best practices; individual support; meaningful cross-cultural opportunities; and campus-wide collaboration to expand and enhance the global dimensions of the UWG experience.

The ISAP is the primary office to guide international students through the UWG admissions, visa, and pre-arrival process, as well as supporting current and recently graduated international students with visa compliance and related services.

D. Recordkeeping

Records will be maintained for the retention period, as stated in the [USG Records Retention Schedules](#) or federal requirements, whichever is longer.

Definitions

Prospective International Students - individuals seeking a VISA to study in the United States or are already in the country on a Non-Resident Alien status.

Student VISA - a special endorsement added to a government passport issued to students enrolled at qualified educational institutions. Student Visas are non-immigrant visas that do not require the holder to obtain citizenship.

Guidelines/Related material

For up-to-date information (e.g., cost of attendance, dates/deadlines, step-by-step guide, FAQs, forms, etc.), visit the [International Student Admissions and Program Office](#) website.

[BOR Policy Manual 4.1.6, Admission of Persons Not Lawfully in the United States](#)

[BOR Policy Manual 4.3.4, Verification of Lawful Presence](#)

Approval Signatures

Step Description

Approver

Date