



Institute of Technology

West Virginia University®

APPLICATION PROCEDURES FOR INTERNATIONAL STUDENTS

International students applying for admission to West Virginia University Institute of Technology must submit the following:

1. Completed International Admission Application. Please read instructions carefully and complete all appropriate sections of the application. Applications must be signed and dated.
2. Application Service Fee: A check or money order for \$20.00 in U.S. dollars drawn on a U.S. bank and made payable to West Virginia University Institute of Technology. This fee cannot be deferred or waived. (Note: Payment for online applications is made by credit card.)
3. Results of the Test of English as a Foreign Language (TOEFL) or International English language Testing Service (IELTS). TOEFL results must be sent directly from the TOEFL/TSE Services. IELTS results must be sent directly from the University of Cambridge. Local Examinations Syndicate (Please see section on English language Proficiency).
4. Original or certified copies of all Official Academic records in original language of issue (please see section on Required Academic Credentials). Applicants who have studied in the U.S. are required to have the institution(s) in the U.S. send their official transcript directly to WVU Tech.
5. Original or certified copies of all academic Certificates or Diplomas in original language of issue (please see section on Required Academic Credentials).
6. Official English translations of Academic Records and Certificates/Diplomas.
7. Certification of Financial Support (please see section on Financial Support Information).
8. Evaluation of post-secondary transcripts by World Education Service.

PLEASE NOTE: the above items should be sent to Admissions, West Virginia University Institute of Technology, 405 Fayette Pike, Montgomery, WV 25136, USA. Items 1 through 6 must be received by this office by the application deadline (please see section on Application Deadlines). It is strongly recommended that the certification of financial support be submitted at the same time as other application materials; this will help speed the issuance of documents necessary for student visa. Wherever possible, all application material should be submitted at one time (TOEFL scores and official transcripts from U.S. institutions should be requested so that all material arrives at West Virginia University Tech close to the same date). Late or incomplete applications cannot be guaranteed consideration for the desired semester/term. Some graduate academic programs require applicants to submit other test scores, letters of recommendation or other material.

ENGLISH LANGUAGE PROFICIENCY

All applicants whose first language is not English must provide proof of English language proficiency. West Virginia University Institute of Technology accepts either the Test of English as a Foreign Language (TOEFL) or the International English Language Testing Service (IELTS) as the measure of English language proficiency. A score of 173 on the Computer-Based TOEFL or 500 on the Paper-Based TOEFL, or a 6 on the IELTS is required of all Undergraduate applicants. Information about registration for the TOEFL can be obtained by writing to the TOEFL/TSE Services, PO Box 6151, Princeton, NJ 08541-6151, USA or by contacting the local office of the United States Information Service (USIS). Information about registration for the IELTS can be obtained by accessing the IELTS website at <http://www.ielts.org>. Applicants must request that TOEFL/TSE Services or IELTS send an official score report to West Virginia University Institute of Technology, Office of Admissions. Photocopies of score reports are not acceptable. The TOEFL or IELTS score must be received by the application deadline. (College Code - TOEFL 5902)

REQUIRED ACADEMIC CREDENTIALS

West Virginia University Institute of Technology requires that original or certified (attested) copies of all original academic documents from non-U.S. institutions be submitted. The required documents include the official academic record (showing course titles, dates taken and grades received), and academic Diploma(s) or certificate(s) awarded. These documents must be in original language of issue. Official English translations must be provided as well as the official academic credentials in the original language. Any translation of a document must be a literal, word-for-word translation and must indicate actual grades received, not an interpretation of the grades. Please note that photocopies that have not been certified as true copies of the original or English translations alone are not acceptable. Applicants who have attended any U.S. institutions must request that official transcripts be sent from those institutions; certified copies or student copies of U.S. transcripts are not acceptable. Applicants for undergraduate (Bachelor's degree) programs must submit all secondary school records as well as records from any university-level work evaluated by World Education Services that may have been completed. Freshmen applicants who have or will receive a U.S. High School Diploma must submit official results from either ACT or SAT. Transfer applicants must also provide course descriptions or syllabi for all completed coursework. Transfer credit evaluations are done after registration for the first semester/term of study. Please note that documents received by West Virginia University Institute of Technology cannot be returned to the applicant. It is therefore recommended that students who receive only one original copy of their credentials submit official or attested copies with their application.

West Virginia University Institute of Technology

Application for International Admission

(Please read the instructions carefully, and type or print to expedite the processing of your application.)

1. Social Security Number: _____ - _____ - _____ (This will be kept confidential.)

2. Name (Please print your name as it appears or will appear on your passport)

(Surname or Family Name)

(First Name or Given Name)

(Middle)

3. If your name appears differently on any other academic credentials, test scores or other documents, please indicate below:

4. Have you ever applied to WVU Tech before? ___ Yes ___ No If YES, for which semester/year? _____

5. Have you ever attended WVU Tech before? ___ Yes ___ No If YES, for which semester/year? _____

6. Mailing address: **(MA)** Please print your address as it should appear for mailing:

(Address Line 1)

(Address Line 2)

(City)

(State)

(Zip Code, if any)

For Non-U.S. Addresses Only: _____
(Country)

7. Telephone **(MA)**: _____
(Complete phone number, including city code or area code)

8. E-mail address: _____
(We may communicate with you via e-mail if provided)

9. Name of person to contact in case of emergency (this can be your parent or guardian):

(Surname or Family Name)

(First Name or Given Name)

(Middle)

Emergency Address (EM) Please print emergency contact as it should appear for mailing.

(Address Line 1)

(Address Line 2)

(City)

(State)

(Zip Code, if any)

For Non-U.S. Addresses Only: _____

(Country)

Telephone (EM): _____

(Complete phone number, including city code or area code)

10. Please indicate semester/ year for which you are applying: _____ Year

_____ Fall (August - December) _____ Spring (January - May) _____ Summer (May - August)

11. Please indicate Admission Type (See later page for definition:)

___ Freshman ___ Non-degree (Students with F-1 visa status may not enroll in Non-Degree programs.)

___ Transfer ___ Visiting ___ Second Degree ___ Readmit

If you were previously assigned a WVU Tech ID number: _____

12. Intended Major: _____ (See list of undergraduate majors codes. Please enter the code, not the name of major.)

13. Gender: ___(M)ale ___(F)emale

14. Date of Birth: ___/___/_____
month/day/year
(e.g., 01/30/1983)

15. Ethnic Group(s)*: ___ American Indian or Alaskan Native ___ Hispanic ___ Asian or Pacific Islander
___ White, Non-Hispanic ___ Black ___ Other

*Required for federal reporting.

16 Type of visa you have or will require:

___ Student (F1) ___ Dependent of F-1 (F2)

___ Other (please specify) _____

*If you are a U.S. Permanent Resident, you must enclose a copy of both sides of your Resident Alien card.

17. Nation/Country of Birth: _____ City of Birth: _____

Nation/Country of Citizenship: _____

Nation/Country of legal permanent residence if different from country of citizenship: _____

18. Native Language: _____

(TOEFL or IELTS scores are required for all applicants whose native language is not English. See instructions on English Language Proficiency inside front cover.)

19. List chronologically each educational institution you have attended. This information must be provided by all applicants beginning with the first year of secondary education and ending with the institution you most recently attended or are currently attending. All institutions must be reported whether or not credit was earned or transfer credit to WVU Tech is desired.

Print the name of each certificate, diploma, or title in English and the original language. Please attach an extra sheet if necessary. If your education has been interrupted for any reason, please attach a summary of your activities.

Complete Name of Institution	Country	Degree, Title, Diploma or level completed or expected	Graduation Date or Expected Date MM/YY	Attendance Dates	
				From MM/YY	To MM/YY
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

20. Are you currently enrolled in any institution listed above? Yes No

21. What was your career position in your home country? _____

22. Write your score in the blank provided if you have taken any of the following:

___ GRE ___ GMAT ___ TOEFL ___ IELTS

IT IS THE STUDENT'S RESPONSIBILITY TO HAVE TEST SCORES SENT TO WVU TECH

I affirm that the information I have provided on this application form and all other admission application materials is complete, accurate, and true to the best of my knowledge. Providing false information can lead to non-acceptance, the nullification of credit and/or dismissal.

Student Signature: _____ Date: _____

Have you attached your \$20.00 nonrefundable fee?

West Virginia University Institute of Technology is an Affirmative Action/Equal Opportunity Institution. The University does not discriminate on the basis of race, sex, age, disability, veteran status, religion, sexual orientation, color, or national origin in the administration of any of its educational programs or activities, or with respect to admission or employment. Further, faculty, staff, students, and applicants are protected from retaliation for filing complaints or assisting in an investigation under the University's Equal Opportunity/Affirmative Action Plan. Inquiries regarding the University's non-discrimination policy may be directed to the Director, Affirmative Action Office/Equal Employment Opportunity Programs, West Virginia University Tech. - Office of the Provost.

PLEASE USE THE FOLLOWING CHECKLIST TO BE SURE YOUR APPLICATION IS COMPLETE

- Application (signed and dated)
- Application Fee
- Official TOEFL or IELTS score (See section on English Language Proficiency)
- Official Academic Record in original language of issue (See section on Required Academic Credentials)
- Diploma(s) or Certificate(s) in original language of issue (See section on Required Academic Credentials)
- English Translations of Academic Records and/or Degree (See section on Required Academic Credentials)
- Certification of Financial Support (See Information Regarding Financial Support)
- Evaluation of post-secondary work which has been completed by the World Education Services submitted to WVU Tech

INFORMATION REGARDING FINANCIAL SUPPORT

Before West Virginia University Tech can issue the document necessary to apply for a student visa (Form 1-20) the student must provide proof that he or she has the adequate financial resources to provide for expenses incurred while studying at WVU Tech. All students requiring an 1-20 must complete the Statement of Financial Obligation and submit adequate documentation of financial support. Documentation of financial support can take one or a combination of the following forms:

1. If the student, student's parent or spouse will fund the student's studies at WVU Tech, the student must provide an official bank statement showing the availability of the required amount in U.S. dollars. Bank statements can be no older than six months.
2. If the student will be supported by a private sponsor (relative, friend, etc.), the sponsor must provide a letter declaring intent of sponsorship AND an official bank statement showing the availability of the required amount in U.S. dollars. Bank statements can be no older than six months.
3. If the student will be sponsored by a government agency or a public or private institution, the agency or institution must provide official certification that the appropriate costs will be covered.

NOTE REGARDING OFFICIAL DOCUMENTS: West Virginia University Tech must have the original or a certified copy of the original certification of financial support in order to issue the form 1-20. Since the student may need to provide the same certification of financial support when applying for a student visa, it is recommended that the student obtain duplicate certifications or provide WVU Tech with certified copies. Photocopies that are not certified as true copies of the original will not be considered as acceptable proof of financial support.

NOTE REGARDING FINANCIAL AID: West Virginia University Tech does not offer academic scholarships or financial aid to international undergraduates. Students who will be receiving any scholarship, assistantship, fellowship, etc. must realize that if the amount of aid is not at least as much as the indicated estimated expenses, the student is responsible for showing proof of support for the remainder. Applicants should not assume that financial aid will be provided or that it will be sufficient to cover all expenses and should be prepared to provide adequate certification of support even if they are applying for an assistantship, etc. Recipients of any WVU Tech Financial aid are responsible for ensuring that the Office of Admissions receives documentation of the award before the 1-20 can be issued.

STATEMENT OF FINANCIAL OBLIGATION

Students requiring an 1-20 must complete the Statement of Financial Obligation and supply appropriate documentation of financial support as indicated in Information Regarding Financial Support.

I, (print name), _____ certify that I have the financial resources to cover all expenses during my studies at West Virginia University Institute of Technology. I understand that, in addition to this statement, I must submit the required documentation showing ability to finance my studies. I also understand that West Virginia University Institute of Technology cannot issue the form 1-20 until adequate certification of financial support is supplied.

Student's Signature _____ Date: _____

If spouse and/or children will be included on 1-20 please supply the following information:

Spouse's name: _____ Nation of birth: _____ Date of birth _____
(Family Name or Surname) (First Name)

Children's name: _____ Nation of birth: _____ Date of birth _____
(Family Name or Surname) (First Name)

_____ Nation of birth: _____ Date of birth _____
(Family Name or Surname) (First Name)

If you will be supported in part with funds other than personal funds, please supply the following information. If you have more than one sponsor, please give additional names:

Sponsor's name(s) _____

Sponsor's relationship to student _____

DEFINITIONS OF ADMISSION TYPES

FRESHMAN-Applicants who have completed secondary school studies and who have not attended any university-level institution.

TRANSFER-Applicants who are applying to an undergraduate degree program and who have attended a university-level institution.

READMIT-Applicants who have previously attended West Virginia University Institute of Technology in an undergraduate program and who have left WVU Tech for at least one semester.

VISITING STUDENT-Applicants to undergraduate programs who wish to transfer academic credit from West Virginia University Institute of Technology to another institution. Also applicants participating in short-term (1 or 2 semesters) exchange programs where no WVU Tech degree will be awarded.

SECOND DEGREE-Applicants who have completed a U.S. Bachelor's degree or equivalent and who wish to pursue a Bachelor's degree in another field.

NON-DEGREE-Applicants who will not be enrolled in a degree program. Students with F-1 visa status may not enroll as non-degree students.

APPLICATION DEADLINES

The following deadlines are dates by which all required application materials must be submitted. While late applications will be processed, late or incomplete applications cannot be guaranteed consideration for the desired term.

FIRST SEMESTER (August to December-16 weeks)-Applicants must apply by April 1. Financial documents must be received by June 15.

SECOND SEMESTER (January to May-16 weeks)-Applicants must apply by October 1. Financial documents must be received by November 1.

SUMMER SESSION I (May to June-6 weeks)-Applicants must apply by February 15. Financial documents must be received by March 15.

SUMMER SESSION II (July to August-6 weeks)-Applicants must apply by March 1. Financial documents must be received by May 1.

OTHER IMPORTANT INFORMATION

Students holding an F-1 student visa must: a) maintain full-time student status; b) be enrolled in a specific degree program, and; c) maintain University requirements for good academic standing. All international students are required to possess and retain personal medical and hospital insurance for the duration of their studies at West Virginia University Institute of Technology. Students cannot register for classes until adequate medical insurance is acquired. Students should be aware that even after final admission to West Virginia University Institute of Technology, and after arrival in the United States, the University reserves the right to require curricular adjustments to course schedules wherever deficiencies or needs are determined. Inquiries regarding University campus housing should be directed to the Office of Housing and Residence Life.

We look forward to receiving your application and hope to see you soon!