

University of Northern Virginia

Office of Admissions

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Graduate Admissions Packet

Overview

Welcome to UNVA!

The University of Northern Virginia welcomes students from a wide range of professional and academic backgrounds to apply for our graduate programs upon completing their undergraduate coursework.

Please review the application procedures carefully before completing the form. If you have questions at any time, our Office of Admissions can be reached via e-mail at info.admissions@unva.edu or by telephone at (703) 941-0949.

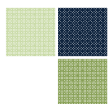
After we receive your application materials, you will be notified of any additional documents needed to complete your file. Please allow us at least **one week** to process your application and send you a decision

An application cannot be processed until all necessary materials are received. An incomplete application submitted after the deadline will NOT be processed. If your application is completed after the deadline, your admissions decision will be deferred to our next term.

If you are accepted for admission, an official acceptance letter and form I-20 will be issued to you for your visa interview.

Please read the instructions in this packet carefully and pay close attention to details and deadlines. Our admissions staff is eager to assist you at any stage of the admissions process.

We look forward to welcoming you to our multicultural and diverse community!



Application Deadlines

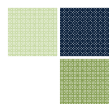
We advise applicants to submit their documents no later than the specified application deadlines.

Admission Term	Application Deadline for Overseas Applicants	Application Deadline for Domestic Applicants	Pre-Admission for Admitted Applicants starts	English Placement Testing	Orientation	Registration for New Students starts
Winter 2010 January 5	December 11	December 22	December 7	December 18, 22	January 4	December 18
Spring 2010 April 5	March 12	March 19	March 11	March 26, 30	March 27	March 26
Summer 2010 July 5	June 11	June 25	June 11	June 18, 22	June 24	June 18
Fall 2010 September 29	September 8	September 20	September 14	September 17, 21	September 18	September 17

The above deadlines are subject to change. Any updated information will be posted on the university website.

Students are expected to arrive on campus in time to attend orientation and register classes for the semester to which they are admitted. The recommended arrival period is one week before New Student Orientation.

Only applicants who have completed all admission requirements will be allowed to enroll and register for classes.



International Applicant Checklist

- Completed Application for Admission.
- Non-refundable application fee of \$60.
- Undergraduate (bachelor) or equivalent degree transcripts and diploma¹, including secondary education transcript and diploma at the advanced level if the Bachelor's degree is completed in three years. All academic transcripts must be officially issued by the attended institutions. Alternatively, admissions will accept photocopies notarized as a "true copy of the original," by a notary public and/or our official agent.
 - For all degrees and academic credits obtained in the United States, we require official transcripts to be sent by educational institutions directly to the Office of Admissions.
 - All transcripts issued in languages other than English must be translated. Academic credentials may be translated and evaluated by any of the members of the **National Association of Credential Evaluation Services** at www.naces.org.
- Two reference letters completed by professional and/or academic referees. Applicants may use the optional form on our website: <http://www.unva.edu/forms/reference.pdf>.
- Proof of English Proficiency. (Please see Section on English Proficiency)
- Copy of passport ID page.
- Copy of visa for the country in which admission is received

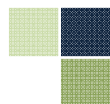
The following additional documents must be submitted by international applicants seeking admission in the United States

- Bank account statement issued in U.S. currency confirming a balance of at least \$12,000 for CPT/Co-Op applicants, and \$15,000 for regular international applicants. For applicants sponsored by a foundation or a company, we need written confirmation of the extent of its financial support.
- Affidavit of financial support form completed by an applicant's sponsor. Self-sponsored applicants are still required to submit an affidavit. Applicants can use the optional form on our web site: <http://www.unva.edu/forms/formaffsupport.pdf>.

Important Note:

- All transcripts and similar documents issued in languages other than English must be accompanied by a certified English translation.
- The Admissions Committee may request an official evaluation of foreign academic credentials. You may have your academic credentials evaluated by a member of the **National Association of Credential Evaluation Services**, www.naces.org.

¹ As certain institutions do not issue certificates, this requirement can be waived at the Admissions Counselor's discretion



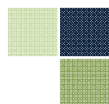
U.S. Citizen/ Permanent Resident Checklist

The following documents are required for United States Citizens/Permanent Residents wishing to study at a United States Location:

- Completed Application for Admission.
- Non-refundable application fee of \$60.
- Undergraduate (Bachelor's) or equivalent degree transcripts. All academic transcripts must be officially issued by the educational institutions attended by the applicants. Alternatively, admissions will accept photocopies notarized as a "true copy of the original," by a notary public and/or our official agent.
 - **Note:** For all degrees and academic credits obtained in the United States, we require official transcripts to be sent by educational institutions directly to the Office of Admissions.
- Undergraduate (Bachelor's) completion certificate or diploma².
 - For Bachelor's degrees completed in the U.S., a copy of the diploma is acceptable
 - Any copies of international certificates must have original notarization
- Two reference letters completed by professional and/or academic referees. Applicants may use the optional form on our website <http://www.unva.edu/forms/reference.pdf>.
- Proof of Citizenship or Permanent Resident Status.
- Copy of an Identification Document, such as a driver's license or federal ID.

Though not required, if potential graduate applicants have taken the GMAT or GRE, submitting their scores may supplement the admissions decision process.

² Because certain countries indicate degree completion only on transcripts, this requirement can be waived at the discretion of the Admissions Counselor.



Applying as a Transfer Student

In addition to the standard documents required for their degree, all international transfer students must submit the following:

- Copy of an F-1 Student Visa and I-94 Form.
- Copy of I-20 Form used for initial entry to United States.
- Copy of current I-20.
- Original Transcripts from the current university, confirming regular enrollment and satisfactory academic standing.

Students may transfer up to **nine** credits for course work with a “B” or better for graduate admissions, and up to **60** credits for course work with a “C” or better for undergraduate work.

All course selections or substitutions must have the approval of the academic advisor.

Credits earned at any UNVA location are granted by the university, and are not considered transfer credits. Credits earned at one UNVA location will be utilized at another location with no transfer issues raised.

SEVIS/I-20 Transfer Process

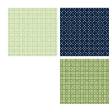
In order to transfer your I-20 to the University of Northern Virginia you will need to do the following:

1. Apply for admission to UNVA.
2. Obtain an admission letter and SEVIS Transfer Release Form. Both documents will be sent to you upon your successful admission to UNVA.
3. Have the International Students Office, Registrar’s Office, or other Designated School Official at your current university complete and return the SEVIS Transfer Release Form to UNVA as a confirmation of your approved SEVIS transfer to our university.
4. Upon the receipt of the SEVIS Release Form, UNVA will issue your new I-20.

Please note that once your student record is released from your current university and transferred to UNVA you will no longer be eligible to continue CPT, OPT, Academic Training, or work under the old I-20. You will have to communicate with UNVA Office of Admissions to arrange for a new I-20 issued by the University of Northern Virginia.

Official Credentials Evaluation

All credits obtained at foreign institutions must be evaluated by an official evaluating agency. You may have your credentials translated and evaluated by any member of the **National Association of Credential Evaluation Services** at www.naces.org.



CPT/CO-OP Program Admissions

The University of Northern Virginia offers the option of Curricular Practical Training (CPT), and Optional Practical Training (OPT) to students enrolled in its graduate degree programs. CPT is authorized by the U.S. Homeland Security Department for F-1 international students and is equivalent to the Co-Op option for domestic students. OPT is a one year work authorization students may get after completing their degree.

This option is designed to give students practical work experience related to their program of study. For those who select this option paid internship employment is mandatory, beginning in the first academic year of the student's program.

Application for CPT/CO-OP Program

Applications for CPT/CO-OP work authorization are available at the Admissions Office for enrolled students before registration. All admitted students with job offers are advised to complete their admission files and provide all necessary information for the CPT/CO-OP work authorization process. CPT application materials will only be provided once the CPT administrative fee has been paid.

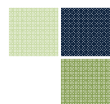
The CPT/CO-OP application should be submitted directly to the Co-Op Office. Within 2 weeks, CPT I-20 work authorization will be issued for students who are eligible according to federal regulations governing our program.

The Office of Admissions does not issue CPT work authorizations. It is the responsibility of each CPT student to submit his or her request for the CPT work authorization directly to the CPT Office. The Office of Admissions only provides necessary assistance and the application packets.

Students who are applying for Curricular Practical Training (CPT/Co-Op) are required to make a total payment of **\$3,050** for Co-Op education administrative charges. **\$1,550** is paid up front, and **\$750** is required monthly, for the next two months. Part-time CPT students are not required to pay the administration fee. If at any time during their graduate or doctoral studies, students wish to change their program and apply for a full time Co-Op, they will be required to pay **\$3,050**.

Once a student has commenced studies at UNVA, the application for a Co-Op program is available (only) at the beginning of each term. Early application through our Co-Op Office is strongly advised.

Any further information about the CPT/CO-OP Program may be obtained through the Co-Op Office at coop@unva.edu, or by calling **(703) 941-0949 ext. 130**.



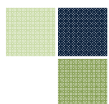
CPT Employment Authorization

Immigration regulations permit eligible international graduate students to obtain internship positions for the duration of their program. Through the CPT program, international students may work up to 40 hours per week.

Students may work for the entire duration of their study in a **full time or part time job related to their program**; however, if full-time CPT employment lasts more than eleven months, the student may lose the right to the Optional Practical Training (OPT), which is allowed to students after graduation.

F-1 students must first obtain work authorization for Curricular Practical Training (CPT) before working off-campus. The work authorization will be given only for jobs that are considered to be “an integral part of an established curriculum”.

F-1 students wishing to participate in an off-campus training program that is “an integral part of an established curriculum” must first obtain work authorization. The training, which must be directly related to the student’s major field of study, is defined as “alternate work/study, internship, cooperative education, or any other type of required internship or practicum, which is offered by sponsoring employers through cooperative agreements with the school” (Title 8, Code of Federal Regulations, Part 214.2 (f)(10).



English Language Proficiency

To complete a program at UNVA without developmental English classes, an applicant must have received four years of education in English, or attained the required TOEFL/IELTS score.

Admitted students without English Proficiency scores (TOEFL or IELTS) will be given an English Placement Test when arriving on campus.

Applicants with low TOEFL/IELTS scores, or less than four years of education in an English medium, may be admitted with an “English Language Condition.” This condition may be exempted by the ESL coordinator or admissions committee after conducting an interview.

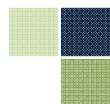
Applicants admitted to the UNVA Full-Time English Program will not be able to enter an academic program until the necessary level of English proficiency is achieved.

Graduate Applicants must meet **ONE** of the following requirements to be admitted without English Condition:

- ❖ Four years of secondary or post-secondary schooling through the medium of English;
- ❖ TOEFL score of 80 (internet based)) OR 213 (computer based) OR 550 (paper based);
- ❖ IELTS score of 6.0.

The following table summarizes various options for applicants who have not received sufficient education through the medium of English. Find your TOEFL/IELTS score in Columns 1-4; then look at Column 5 to see which program you may enter, along with the developmental English courses indicated.

TOEFL (PBT)	TOEFL (CBT)	TOEFL (IBT)	IELTS	Program + English Class
Below 400	Below 97	Below 32	Below 4.0	Full-Time English Only
400 - 449	97-132	32-44	4.0 – 4.5	Undergraduate Program + ESL Level 4
450-499	133-172	45-60	4.5 – 5.0	Undergraduate Program + Part time ESL Level 5
500-549	173-212	61-79	5.0 – 5.5	Graduate Program + Part time ESL Level 6
550	213	80	6.0	Waive English Program



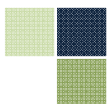
Tuition and Fees

Program	Student Type	Applicable Fees
Graduate	<i>U.S. Citizen/Permanent Resident</i>	\$60 application fee \$375 per credit (42 credits) \$60 registration fee per course (14 courses)
	<i>International (applying for an F-1 student visa)</i>	\$60 application fee \$375 per credit (42 credits) \$60 registration fee per course (14 courses) \$200 non-refundable administrative charge
	<i>International Student Transfer (within USA, already have an F-1 student visa)</i>	\$60 application fee \$375 per credit (42 credits) \$60 registration fee per course (14 courses) If applying to CPT/CO-OP program: \$3050 CPT/CO-OP administrative fee required for all full time CPT applicants wishing to enroll in this program plus 375 for each term of enrollment. Applicants can pay CPT/Co-Op administrative fee as \$1550 Upfront and \$750/month for the next two months. Part time CPT applicants don't have to pay the administrative fee. Estimated: \$16590 per program

Payment Methods

Payment can be made by using any one of the following methods:

- **Cashier's or Personal Check** made payable to: The University of Northern Virginia or UNVA
- **Credit Card payment** by completing the **Credit Card Authorization Form** available on our web site under "Admissions Forms." The signed form must be mailed back to the Office of Admissions for payment processing. Please ensure that all required credit card details are provided.
- **Transfer of Funds (Wire Transfer).** If you are interested in paying by this method, please contact the Office of Admissions for instructions regarding the bank account details needed to transfer funds.



Arrival and Housing

Planning Your Departure and Arrival

The Department of Homeland Security requires students to arrive at the United States at least 30 days prior to the course start date shown on the Form I-20³.

All students are expected to arrive on campus in time to attend orientation and register for courses as per the course registration schedule and academic advisement for new students.

If you do not arrive during the required time period, you may not be allowed to enter United States. The Office of Admissions can issue special authorization for late arrival, but not arrival later than the first day of the enrollment term. This authorization is only given if the student presents substantial evidence regarding their inability to arrive at the required time.

Please contact the Office of Admissions as soon as you have made travel arrangements. If housing assistance is required, please communicate this information to your admissions counselor upon receiving visa approval.

Your arrival destination should be Washington Dulles International Airport (IAD). If your flight arrival is not scheduled during office hours, inform your Admissions Counselor. This is especially important for students requiring housing assistance upon arrival to the U.S.

Housing Assistance

Housing is available for all students who request housing assistance and agree to the terms and conditions specified in the UNVA Housing Assistance Agreement.

Information regarding housing shared by two students:

- Basic utilities (water, trash collection, gas and electricity) are included.
- UNVA requires 3 months' advance payment plus 1 month deposit (\$500 X 3 = \$1500 + \$500 = \$2,000). The deposit is refundable providing that students leave the apartment with no outstanding charges or damage.
- Any outstanding amounts will be deducted from the deposit. Students wishing to rent housing for more than 3 months will be required to repeat this process and pay an additional 3-month deposit.

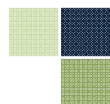
For housing assistance, please inform your admissions counselor and/or Mr. Muhammad Abbasi, Asst. Director of Student Activities, at mabbasi.admin@unva.edu.

Alternatively, you can send an email to info.admissions@unva.edu specifying your request for housing information.

Healthcare Insurance for International Students

The University of Northern Virginia provides assistance for purchasing medical coverage to all UNVA students. You will receive the relevant application during orientation and registration.

³ http://travel.state.gov/visa/temp/types/types_1268.html



International Applicant Resources

The following information is provided by the U.S. Department of State, Bureau of Consular Affairs to assist international students.

When Do I Need to Apply for My Student Visa?⁴

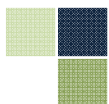
- Students are encouraged to apply for their visa early to provide ample time for visa processing. Students may apply for their visa as soon as they are prepared to do so.
- The consular officer may need to get special clearances depending on the course of study and nationality of the student. This can take some additional time. For more information on applicants who may have additional processing requirements see [Special Processing Requirements](#).
- Students should note that U.S. Embassies and Consulates are able to issue your student visa 120 days or less, in advance of the course of study registration date. If you apply for your visa more than 120 days prior to your start date or registration date as provided on the Form I-20, the Embassy or Consulate will hold your application until it is able to issue the visa. Consular officials will use that extra time to accomplish any of the necessary special clearances or other processes that may be required.
- Students are advised of the Department of Homeland Security regulation which requires that all initial or beginning students enter the U.S. 30 days or less in advance of the course of study start/report date as shown on the Form I-20. Please consider this date carefully when making travel plans to the U.S.
- A beginning student who wants an earlier entry into the U.S. (more than 30 days prior to the course start date), must qualify for, and obtain a visitor visa. A prospective student notation will be shown on his/her visitor visa and the traveler will need to make the intent to study clear to the U.S. immigration inspector at port of entry. Before beginning any studies, he or she must obtain a change of classification, filing [Form I-539](#), Application for Change of Nonimmigrant Status, and also submit the required Form I-20 to the Department of Homeland Security office where the application is made. Please be aware that there is an additional fee of \$140 for this process, and that one may not begin studies until the change of classification is approved.
- Continuing students may apply for a new visa at any time, as long as they have been maintaining student status and their SEVIS records are current. Continuing students may also enter the U.S. at any time before their classes start.

What are SEVIS and SEVP? What should you know?⁵

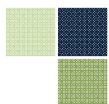
The Student and Exchange Visitor Program (SEVP) is designed to help the Department of Homeland Security and Department of State better monitor school and exchange programs and F, M and J category visitors. Exchange visitor and student information is maintained in the Student and Exchange Visitor Information System (SEVIS). SEVIS is an Internet-based system that maintains accurate and current information on non-immigrant students (F and M visa), exchange visitors (J visa), and their dependents (F-2, M-2, and J-2). SEVIS enables schools and program sponsors to transmit mandatory information and event notifications via the Internet, to the Department of Homeland Security and Department of State (DOS) throughout a student or exchange visitor's stay in the United States. Select [SEVIS](#) to go to the Department of Homeland Security, U.S. Immigration and Customs Enforcement Internet site and learn more.

⁴ http://travel.state.gov/visa/temp/types/types_1268.html#apply

⁵ http://travel.state.gov/visa/temp/types/types_1268.html#apply



All student applicants must have a SEVIS generated I-20 issued by an educational institution approved by DHS, which they submit when they are applying for their student visa. The consular officer will need to verify your I-20 record electronically through the SEVIS system in order to process your student visa application. Unless otherwise exempt, participants whose SEVIS I-20 was issued on or after September 1, 2004 must pay a SEVIS I-901 Fee to the Department of Homeland Security for each individual program. The fee may be paid either through a special website, via Western Union, or by mail. See [SEVIS-901 Fee](#) or [SEVIS](#) for further information on how to pay the fee.



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