

University of Northern Virginia

Office of Admissions

7535 Little River Turnpike, Annandale, VA 22003, U.S.A.

Telephone: (703) 941-0949

Fax: (703) 941-0893

Web Site: www.unva.edu



Graduate Admissions Packet **International Applicants**

Application Process

Welcome to UNVA!

The Office of Admissions will assist you in processing international or domestic application for admission. Please review the application procedures carefully before completing the form. If you have questions, Office of Admissions can be reached via e-mail at info.admissions@unva.edu or by telephone at (703) 941-0949.

The completed application form and all required documents should be sent to the University of Northern Virginia, Office of Admissions, for processing. After we receive your application and the required materials, you will be notified by letter or e-mail of any documentation that is still needed to complete your application. Please allow us at least **one (1) week** to process your application and send you a notification through email or letter.

Incomplete application cannot be processed until all necessary materials are received. Incomplete application submitted after the deadline will NOT be processed. If we receive your complete application and the required materials for admissions, your application will be deferred to our next term.

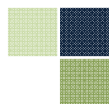
Application for Admission will be reviewed and approved by our Admissions Committee of the school for admission decision as long as you have completed and met all admissions requirements. Admission Counselor will notify you by e-mail of your admissions. The official acceptance letter and form I-20 will be issued and sent to you for visa interview.

Here are the steps you must follow to apply for admission:

- 1) Complete and mail an application form for the UNVA academic program you are interested in along with all other required documentations and the application fee.
- 2) Office of Admissions will send an acknowledgment letter to inform you of any pending documentations that still needs to be completed the application. (About a week after we receive your application).
Please note that admissions decision is typically made within TWO (2) WEEKS.
- 3) The admission decision will be communicated to applicants through e-mail, and an official letter will be sent if you have been accepted. In addition, a provisional admission letter will be sent to you along with the required payment information. You must complete the Admissions Acceptance Form and return it to the Office of Admissions in order for your admission to the university to be complete.
- 4) Once you have sent the required payment, we will send you an I-20 Form and admission letter. If you are currently living outside the U.S., you can apply for an F-1 student visa. If you're already in the U.S. on an F-1 student visa, once your admission letter is issued you will need to apply for a transfer from your former school to UNVA. If you are a U.S. resident/citizen, inform your admission counselor of your acceptance of admission offer and complete steps 6 and 7.
- 5) Accept admission offer and attend pre-admission
- 6) All students MUST attend orientation and registration as per the announced schedule.

You will find the **application deadlines** for each quadmester as listed below. We strongly suggest you apply well before the deadline to ensure fast and smooth processing of your application. Your file must be received by the dates listed below for us to consider you for admission into the desired term.

Please inform the Office of Admissions should your contact details change.



Application Deadlines

We advise applicants to submit duly completed applications for admission and all supporting documents not later than the specified application deadlines. There are two deadlines for submitting applications:

- 1 - for international students applying from abroad;
- 2 - for applicants applying from within the United States.

Admission Term	Application Deadline for International Applicants (outside USA)	Application Deadline for Local Applicants (within USA)	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

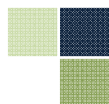
***Please note that specified application deadlines and registration dates are subject to change. The updated information will be posted on the university website.**

All applicants and prospective students are required to comply with the admission and registration deadlines.

Students are expected to arrive on campus in advance of the commencement of classes, attend orientation and register for the courses as per the course registration schedule and academic advisement for new students.

To ensure that admission standards are met and that students have all needed forms and school and/or program information, a **PRE-ADMISSION** period is offered. We highly recommend that admitted students meet their admissions counselors, finalize paperwork and obtain registration and CPT/CO-OP application forms during this period.

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



Application Check List

An admission check list should be included in your application package.

- ▶ Fully completed and signed UNVA Application Form.
- ▶ Non-refundable of application fee (undergraduate and graduate \$60; doctorate \$100)
- ▶ Two Professional Reference Forms (Recommendation Letters)
- ▶ Notarized or Certified as a *“true copy of the original”* High School Diploma and secondary education transcripts in both the original language and certified English translation if education was completed in language other than English (for admission into undergraduate program)
- ▶ Notarized or Certified as a *“true copy of the original”* High School Diploma and secondary education transcripts required as an evidence of satisfactory English proficiency (*international applicants who have completed 4 years high school in English as a Medium of Instruction, for detailed instructions see English Proficiency Policy*)
- ▶ Official Academic Degree (undergraduate, graduate or both) Transcript(s) and Diploma(s), Graduation Certificate(s) in both the original language and certified English translation if education was completed in language other than English (*alternatively we will accept notarized copies as a “true copy of the original” for international applicants that have only one copy of the original/official academic transcripts*)
- ▶ Copy of identification document (passport, drivers license, national ID card, as applicable)
- ▶ Official evidence of proficiency in English language - TOEFL or IELTS test result (*for detailed instructions, please see English Proficiency Policy*)
- ▶ Notarized/Certified Financial Affidavit of Support (*documents submitted with a signature by an applicant or a sponsor only.*)
- ▶ Current Bank Statement (*no more than six months old*)
- ▶ Statement of Goals at least 500 - 700 words (for DBA applicants only)

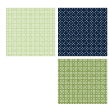
NOTE: If all required documents are not provided, your application will not be processed. After a file becomes complete a decision is typically made within two (2) weeks.

Name of the Applicant (please print):

Last Name _____ First Name _____ M.I. _____

Signature: _____ Date: _____

NOTE: For detailed information on how to complete and prepare the required documents, kindly refer to the admissions instructions relating to the program for which you are applying.



Graduate Admissions - International

- Completed UNVA Application.
- Non-refundable application fee of \$60.
- Undergraduate (bachelor) or equivalent degree transcripts and diploma, *(including secondary education transcript and diploma at the advance level if bachelor's degree is of three years duration)*. All academic transcripts must be officially issued by the educational institutions attended by the applicants. Alternatively, we will accept photocopies authenticated by your academic institutions, or duly 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, University of Northern Virginia. All transcripts and similar documents issued in languages other than English must be duly translated. You may have your credentials translated and evaluated by any of the members of the **National Association of Credential Evaluation Services** at www.naces.org.
- The minimum G.P.A. required for admission into a graduate degree program is 3.0 (final B grade). If an applicant's undergraduate G.P.A. is less than 3.0, a special waiver or conditional approval by the Admissions Committee must be obtained.
- Two reference letters and/or UNVA Professional Reference forms duly completed by non-family professional and/or academic referees.
- Copies of your passport identification ID page, U.S. visa and I-94, and/or I-20 if available.
- Original bank account statement issued in U.S. currency confirming availability of funds for your proposed program of study (i.e., at least \$12,000 for CPT/Co-Op applicants, and \$15,000 for regular international applicants). If you are being sponsored by a foundation or a company, we will need written confirmation of the extent of its financial support. Bank statements issued in an original country currency will be converted into US dollars to determine the amount available.
- Notarized affidavit of financial support form duly completed by you or your sponsor or both (if you are self-sponsored, you are still required to provide an affidavit of financial support).

English Proficiency:

To be waived from attending English proficiency course at UNVA, you must have attended four years of secondary education through the medium of English or attained a TOEFL/IELTS score appropriate to your course of study. If an applicant has a TOEFL/IELTS score that does not meet these standards, he/she may be admitted on the condition that he/she completes one or more developmental English courses. He/she may be exempted from attending development English courses upon the approval of ESL coordinator or admissions committee.

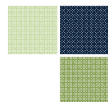
If an applicant has neither received four years of secondary education through the medium of English nor submitted a TOEFL/IELTS score, he/she may be admitted into the UNVA Full-Time English Program; but, he/she will not be able to enter an academic program until the necessary level of English proficiency is achieved. A formal interview with the student may be required to waive the English proficiency.

The students admitted into Bridge Program in graduate program will have the same English requirements as the students applying for undergraduate program. Candidates who have further inquiries and additional questions should contact the ESL Program Coordinator, Ms. Hanna Pantsialeveva, personally stating their concerns.

Important Note:

If potential graduate applicants have taken the GMAT or GRE, submitting these scores, though not required, may enhance their chances in the admissions decision process.

All transcripts and similar documents issued in languages other than English must be accompanied by a certified translation in English. 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.



Transfer of Credit Policy

UNVA welcomes transfer students. Students wishing to apply for a credit transfer must arrange for required materials, including official transcripts, to be forwarded to the Office of Admissions.

Students may transfer up to nine credits for course work with a “B” or better for graduate admissions, and up to sixty credits for course work with a “C” or better for undergraduate work, provided that the courses are deemed similar or equivalent to courses offered at the university. Credits should have been earned in recent years when possible.

More specifically, university policy permits a student to transfer up to a maximum of:

- Nine credit hours (with a grade of B or better) from other institutions at the graduate degree level, or
- Sixty credits from other institutions (with a grade of C or better) at the undergraduate level.

However, for those students who already hold an Associate’s degree from another institution, or for whom the dean accepts credits as a “block transfer”, ninety credits may be transferred and applied toward a bachelor’s degree at UNVA. See Special Academic Options for Undergraduate Transfer Students (Block Transfer), which follows below.

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

The Dean of the school is the final arbiter in deciding whether the university will accept proposed transfer credits for a student and how these credits will be used in the student’s academic program. All requests must be made on the form furnished by the university.

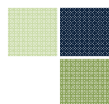
Once an applicant is accepted and all documents and transcripts have been received, the appropriate academic department evaluates the transcripts on behalf of the dean of the school in order to determine the number of credits that may be transferred. Each course proposed for credit from another institution will be individually weighed.

Finally, since credits earned at any UNVA campuses worldwide are granted by the university, they are not considered as transfer credits. Students should feel free to move among the various UNVA campuses, secure in the knowledge that credits earned at one campus will be utilized at another campus with no transfer issues raised.

Additional information about the transfer of credit policy may be found in the University of Northern Virginia’s Catalogue. The catalogue can also be fully accessed through our website: [www.unva.edu](http://unva.edu) (link: <http://unva.edu/UNVACatalog.pdf>).

Official Credentials Evaluation

All credits obtained at foreign institutions must be evaluated by an official evaluating agency to be considered for a credit transfer to the University of Northern Virginia. This is to ensure course and program content is similar or equivalent to United States educational standards and also similar or equivalent to the courses and programs offered at the University of Northern Virginia. You may have your credentials translated and evaluated by any member of the **National Association of Credential Evaluation Services** at www.naces.org.



International Transfer Students

In addition to mandatory admission requirements for international students (please refer to the appropriate degree program details which are given above) all international students applying for a transfer from another university are required to provide the following documents:

- Copy of an F-1 Student Visa and I-94 Form.
- Copy of I-20 Form used for initial entry to United States and stamped by the Immigration Authorities (if available).
- Copy of current I-20.
- Official Transcripts from your current university, confirming regular enrollment and satisfactory academic achievement and standing (official transcripts must be issued and sent by the university directly to the Office of Admissions, UNVA).

When the admission processing is completed and required fees are received, we will issue an admission letter and the SEVIS Transfer Release Form. The University of Northern Virginia can issue a new I-20 Form only when the current school releases SEVIS information. All transfer students are advised to work closely with their Admissions Counselors and make appropriate arrangements for the SEVIS transfer as early as possible.

Transfer students who are applying for a transfer into a regular undergraduate, graduate or doctoral program are NOT required to make an advanced deposit.

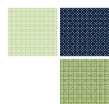
Transfer students who are applying for a full time CPT/COOP program are required to make a payment of the \$3,050 CPT/COOP program administrative fee (please see the tuition and fee on Page 12). Part time CPT/COOP program applicants don't have to pay the administrative fee.

SEVIS / I-20 Transfer Process

In order to transfer your I-20 from your current university 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. The admission letter and the SEVIS Release Form will be sent to you upon your successful admission to UNVA.
3. Inform the International Students Office, Academic Department or Registrar's Office of your current university of your intention to transfer to UNVA.
4. Submit the admission letter and the SEVIS Release Form sent by UNVA to your current university (to the office in charge of international student affairs).
5. The requisite Department should complete your transfer and send a SEVIS Release Form (by fax) back to UNVA as a confirmation of your approved SEVIS transfer to the University of Northern Virginia.
6. Upon the receipt of the SEVIS Release Form, the UNVA Office of Admissions will request a new I-20 form from the Office of International Student Affairs (UNVA).

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.



English Proficiency Policy

To be admitted to study at an undergraduate level at UNVA without being required to take developmental English classes, an applicant must have received four years of secondary education through the medium of English or attained a TOEFL/IELTS score appropriate to your course of study.

If an applicant has a TOEFL/IELTS score that does not meet these standards, he/she may be admitted on the condition that he/she completes one or more developmental English courses. He/she may be exempted from attending development English courses upon the approval of ESL coordinator or admissions committee.

If an applicant has neither received four years of secondary education through the medium of English nor submitted a TOEFL/IELTS score, he/she may be admitted into the UNVA Full-Time English Program; but, he/she will not be able to enter an academic program until the necessary level of English proficiency is achieved. A formal interview with the student may be required to waive the English proficiency.

The students admitted into Bridge Program in graduate program will have the same English requirements as the students applying for undergraduate program. Candidates who have further inquiries and additional questions should contact the ESL Program Coordinator, Ms. Hanna Pantsialeveva, personally stating their concerns.

Table one (1) is a summary of the ways in which a student may be admitted into our academic programs without further English classes.

Table One (1).
To enter the undergraduate program at UNVA without further English classes you must meet one of the following requirements: Four years of secondary schooling through the medium of English; TOEFL score of 61 (internet based)) OR 173 (computer based) OR 500 (paper based); IELTS score of 5.0.
To enter the graduate program at UNVA without further English classes you must meet one of the following requirements: Four years of secondary schooling AND an undergraduate degree BOTH through the medium of English; TOEFL score of 80 (internet based)) OR 213 (computer based) OR 550 (paper based); IELTS score of 6.0; TOEFL score of 61 (internet based) OR 173 (computer based) OR 500 (paper based) AND an undergraduate degree through the medium of English; IELTS score of 5.0 AND an undergraduate degree through the medium of English.
To enter the doctoral program at UNVA without further English classes you must meet one of the following requirements: Four years of secondary schooling AND an undergraduate degree OR a graduate degree ALL through the medium of English; TOEFL score of 80 (internet based)) OR 213 (computer based) OR 550 (paper based); IELTS score of 6.0; IELTS score of 6.0 AND a graduate degree through the medium of English; TOEFL score of 61 (internet based) OR 173 (computer based) OR 500 (paper based) AND an undergraduate degree OR a graduate degree through the medium of English; IELTS score of 5.0 AND an undergraduate degree OR a graduate degree through the medium of English and started AFTER the test.

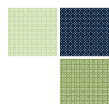
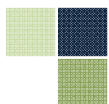


Table Two (2) summarizes the various options for applicants who have not received sufficient education through the medium of English. Find your TOEFL/IELTS score in Columns 1-4; then look at Column 5 to see which program you may enter provided that you also take the developmental English courses indicated.

Table 2				
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

Note: Both developmental English courses fulfill student visa enrollment requirements and count as university credits earned but will NOT count toward any degree. Students taking ESL level 4, 5 and 6 may be eligible for part-time ESL classes' option. They are permitted to take ESL and academic courses at the same time. ESL level 4, 5 and 6 count for 4 credit hours each and may be taken simultaneously with other courses at the discretion of the ESL Coordinator or Admissions Committee. Student who has been accepted for admissions to our undergraduate, graduate and doctoral programs with no English Proficiency scores (TOEFL or IELTS) will be given an English Placement Test when arriving on campus.



CPT/CO-OP Program Admissions

The University of Northern Virginia offers the option of Curricular Practical Training (CPT) to students enrolled in any of 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.

This option is designed to give students practical work experience in curriculum-related employment with local corporations and businesses. For those who select this option paid internship employment is mandatory, beginning in the first academic year of the student's program.

CPT Employment Authorization

Immigration regulations allow international graduate students who are enrolled in an "internship" or "CPT" program to work in an internship position for as many months as the duration of the program will allow. Through the CPT program, international students may work up to 40 hours per week (Part time or Full time).

Students may work during 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. (OPT is a one year work authorization students may get after completing their degree).

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".

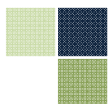
F-1 students wishing to participate in an off-campus training program that is "an integral part of an established curriculum" must first obtain work authorization for Curricular Practical Training (CPT). The training, which must be directly related to the student's major field of study, is defined as "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)).

Application for CPT/CO-OP Program

Applications for the CPT/CO-OP program work authorization may be obtained at the Office of Admissions during the pre-admission period. All admitted students who already have job offers are advised to come and finalize their pre-admission and receive the necessary information for the CPT/CO-OP work authorization process. We will provide the CPT application materials only if the CPT administrative fee has been paid.

Applications for the CPT/CO-OP Work Authorization will be processed by the Co-Op Office only after providing the required document as specified in the application packet. The application for a CPT/CO-OP work authorization should be submitted directly to the Co-Op Office. Within 2 weeks CPT I-20 work authorization will be issued for those students who are found eligible as per the federal regulations that permit the CPT program at the University of Northern Virginia.

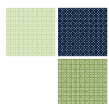
The Office of Admissions does not issue CPT work authorizations. It is the responsibility of each CPT student to submit his or her request for the CPT work authorization directly to the CPT Office. The Office of Admissions only provides necessary assistance and the application packets.



Students who are applying for Curricular Practical Training (CPT/Co-Op) are required to make a payment of \$3,050.00 to the full time CPT students which will be applied toward Co-Op education administrative charges: \$1,550.00 Upfront and \$750.00/month for the next two months. The part-time CPT students are not required to pay the administration fee.

If at any time during their studies (graduate and doctoral students) wish to change their program and apply for a full time Co-Op program, they will be required to make a payment of \$3,050. Once a student has commenced studies at UNVA, the application to change from a regular to a Co-Op program can be made 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 telephone (703) 941-0949.



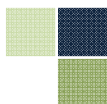
Tuition and Fees Structure

Please refer to the applicable fees as per the study program in you wish to enroll:

Program	Student Type	Applicable Fees
Undergraduate	<i>Domestic (Local)</i>	\$60 Application Fee \$300 per credit (120 credits) \$60 registration fee per course (40 courses)
	<i>International (applying for an F-1 student visa)</i>	\$60 Application Fee \$300 per credit (120 credits) \$60 registration fee per course (40 courses) \$200 non-refundable administrative charge
	<i>International Student Transfer (within USA, already have an F-1 student visa)</i>	\$60 Application Fee \$300 per credit (120 credits) \$60 registration fee per course (40 courses) Estimated: \$38400 per program
Graduate	<i>Domestic (Local)</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
Doctorate	<i>Domestic (Local)</i>	\$100 application fee \$475 per credit (60 credits) \$60 registration fee per course
	<i>International (applying for an F-1 student visa)</i>	\$60 application fee \$475 per credit (60 credits) \$60 registration fee per course \$200 non-refundable administrative charge
	<i>International Student Transfer (within USA, already have an F-1 student visa)</i>	\$60 application fee \$475 per credit (60 credits) \$60 registration fee per course (20 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: \$29700 per program
ESL	<i>All types</i>	\$ 60 Application Fee \$ 1050 per semester \$ 50 ESL books

UNVA academic course is 3 credit hours (e.g. \$375 x 3 + \$60 = fee for one graduate course)

*Note: a different deposit amount is required for international applicants applying for an F-1 student visa as regular students and for those applying for a CPT/CO-OP program.



Payment and Refund Process

All our students are self-funded. Financial aid is not available.

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 and mailed to:

Office of Admissions, University of Northern Virginia, 7535 Little River Turnpike, Annandale, VA 22003

- ▶ **Credit Card payment** – can be made by signing the **Credit Card Authorization Form**. This form may be obtained through the Office of Admissions. The signed form must be mailed back to the Office of Admissions for payment processing. An Admissions Counselor will call you to confirm the receipt of the form and to confirm the payment transaction. If the form is incomplete, the payment transaction will not be possible. Please ensure that all required credit card details are provided.

- ▶ **Transfer of Funds (Wire Transfer)** – If you are interested in paying by this method, you should contact the Office of Admissions to receive detailed instructions and the bank account details required for the funds transfer from the originator's bank.

- ▶ **Payment Plan** - If you have questions regarding the payment plan, please contact **Mr. John Rickard**, Accounting Manager, at john.rickard@unva.edu.

Refund Policy (Admissions/Applicant Stage)

To request a refund please contact the Office of Admissions, preferably via email: info.admissions@unva.edu or through the Admissions Counselor responsible for the application processing. Fill out Admissions Refund Application and send it to the Office of Admissions.

- **All refunds are to be made in the form of the original payment back to the originator.**
- **The application fee and administrative charges are non-refundable.**

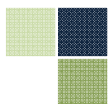
- ▶ **Withdrawal/Cancelation of an Application for Admission**

If a student withdraws or cancels an application before an I-20 has been issued, the student is eligible for a full refund of all tuition fees paid.

- ▶ **CPT/CO-OP Fee**

The CPT/CO-OP fee of \$3,050 is non-refundable.

Applications for refund are generally processed within 2 to 3 weeks by the university's Business Office. The Office of Admissions will notify you as soon as the refund transaction is completed.



Planning Arrival and Housing

Planning Departure and Arrival

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

New international students who are coming from abroad are advised to schedule their arrivals for not later than the scheduled orientation and registration of the enrollment term, or not earlier than 30 days from the start-date of the enrollment term.

All students are expected to arrive on campus in advance of the commencement of classes, attend orientation and register for the 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 later than the first day of the enrollment term). The authorization is given only if the student presents valid evidence that he/she is unable to come 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 the moment you have received visa approval.

Note: Your arrival destination should be Washington Dulles International Airport (IAD) and time of arrival preferably during office hours (10.00 a.m. – 6.00 p.m.). In the event that your flight arrival is scheduled at a different time, make sure you contact your admissions counselors before purchasing tickets. This is especially important for those students who require housing assistance upon arrival in this country.

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 about the housing assistance provided for a room shared by two students:

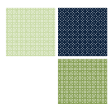
Basic utilities (water, trash collection, gas and electricity) are included. UNVA requires 3 months' advance payment plus 1 month deposit (\$500 X 3 = \$1500 + \$500 = \$2,000). The deposit is refundable providing that students leave the apartment with no outstanding charges or damage. Any outstanding 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.

Should you require housing assistance, please inform your admissions counselor and/or Mr. Muhammad Abbasi, Asst. Director of Student Activities at mabbasi.admin@unva.edu. We will contact you to request additional information and discuss the arrangement.

Alternatively, you can send an email to info.admissions@unva.edu to request additional information about housing assistance.

Healthcare Insurance for International Students

International students are required to purchase HealthCare Insurance Plan immediately upon their arrival in the United States. The University of Northern Virginia provides assistance for purchasing medical coverage to all UNVA students. You will receive an application during orientation and registration.



International Applicants Resources

Visa Application Guidance and Resources

A comprehensive resource for all F-1 visa applicants is provided by the U.S. Department of State, Bureau of Consular Affairs.

Please visit the following links when preparing materials for application to the University of Northern Virginia:
http://travel.state.gov/visa/temp/types/types_1268.html;
<http://www.unitedstatesvisas.gov/studying.html>;
<http://educationusa.state.gov/>

When Do I Need to Apply for My Student Visa?

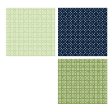
- Students are encouraged to apply for their visa early to provide ample time for visa processing. Students may apply for their visa as soon as they are prepared to do so.
- The consular officer may need to get special clearances depending on the course of study and nationality of the student. This can 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 is SEVIS and SEVP? What should you know about it?

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.

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.

NOTE: We strongly advise all international students to review the U.S. Department of State website link provided above to fully understand the F-1 visa application process and requirements.



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