

Dear New Students:

Please note the following dates and procedures regarding **admission** and **registration** for our **Fall 2011 term**. For assistance, please contact your admissions counselor at (703) 941-0949, or email the Office of Admissions at info.admissions@unva.edu.

REPORTING TO THE UNIVERSITY:

New students are expected to arrive on campus on time in order to attend orientation. Students are advised to regularly check for deadlines and updates on our university website, and promptly communicate with the Office of Admissions regarding any necessary accommodations.

ORIENTATION:

Orientation for the Fall 2011 term will be held on **September 26th, 2011 at 10:00 a.m.** at our main campus:

University of Northern Virginia
7601 Little River Turnpike
Annandale, VA 22003

Attendance at the New Student Orientation is mandatory for all students. Failure to attend may prohibit student graduating from UNVA.

REGISTRATION:

New students who are on non-immigrant F-1 visa status must enroll by September 30th, 2011 in order to maintain their status. Failure to enroll by September 30th, 2011 may result in termination of SEVIS record. Registration dates for the Fall 2011 term are between September 9th and September 30th, 2011. New students must contact the Office of Admissions in order to access their student portal account to register for courses. It is the responsibility of the student to register for all courses; the Office of Admissions does not complete registration for students.

Late registration is permitted from October 1st, 2011 to October 12th, 2011. A penalty of \$60.00 per course will be charged to the student's account, no exceptions. Please note that many courses fill quickly; students are advised to register as early as possible to avoid disappointment.

ENGLISH LANGUAGE PLACEMENT TEST:

All international students must show proof of English proficiency before enrolling at UNVA. Students who did not meet UNVA's English Proficiency requirement at the time of admission were informed in the acceptance letter. If the required proof of English proficiency is not presented to the Admissions Office, students must take the UNVA English Language Placement Test before registering for courses. Please contact Ms. Chandali Vinyard at (703) 941-0949 x-112 or e-mail cvinyard.admin@unva.edu to schedule the test.

In order to be exempt from English Language Placement Test, students must meet one (1) of the following requirements:

- 1) Present an adequate TOEFL/IELTS Score. (Please refer to the UNVA catalog for scores for degree program).
- 2) Present proof that students completed at least four (4) years of education with English as the medium of instruction during their secondary/post-secondary education. Submission of proof is required for waiver.

The exam fee for English Language Placement Test is \$25.00. This test will take two (2) hours to complete.

E-MAIL ACCOUNT:

All newly-admitted students are assigned UNVA e-mail accounts available for use at the time of acceptance to the school. Students also have access to student portal and library accounts, which will be activated by the Admissions Counselor during registration. Your e-mail, library and student portal account access information is outlined in your acceptance letter. The student e-mail account is used by university officials to communicate with students; including providing important information, updates, and announcements. It is crucial that students regularly check their UNVA email accounts for new messages. If you experience any problems with your e-mail account after initial set-up, please e-mail itsupport@student.unva.edu. For library account assistance, please e-mail Kristine Ryan at kryan.admin@unva.edu.

STUDENT ID CARD:

After the Orientation session, students who have completed registration will be issued University ID cards. UNVA students are required to show their Student ID card to sit for exams and gain access to the university library and services from various departments including the Registration Office, Office of International Student Affairs (OISA), Business Office, etc.

HEALTH INSURANCE:

International students are required to purchase a student health insurance plan upon their arrival in the United States. UNVA provides assistance to our students in purchasing a health insurance plan through our partners at a competitive rate. The application for health insurance will be distributed during orientation.

BOOKS:

Students are responsible for purchasing textbooks in time for their classes. Many students find it convenient to purchase their text books from our Virtual Book Store (VBS), available at <http://bookstore.unva.edu>.

HOUSING:

Housing assistance is provided through Collegiate Housing Services (CHS). New students who need housing assistance should fill out the application form at <http://www.unva.edu/housing.htm>.

TUITION AND FEES:

Tuition rates, fees and other charges paid by students are established and approved by the Board of Trustees. Complete information is available at the University's website: www.unva.edu/tuition.htm.

For credit card payments, the UNVA Webcart is available for students paying their tuition online over a secured website without any additional charges at <https://unva.pay.heartlandwebcart.com/Home.aspx>

Please visit our website at www.unva.edu should you need further information. University Catalog can be found at http://www.unva.edu/2011-2013_unva_catalog_rev.2.pdf.

We look forward to seeing you in Virginia.

Sincerely,

Soon Yap
Executive Director, Admissions
7535 Little River Turnpike
Annandale, VA 22003
Tel: (703) 941-0949 Ext. 107
E-mail: syap.admin@unva.edu