

Dear Prospective Student:

Please note the following dates and procedures pertaining to **admission** and **registration** for our Spring 2010 Semester. For any assistance, please contact your admissions counselor, or email info.admissions@unva.edu.

REPORTING TO THE UNIVERSITY:

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

ENGLISH PLACEMENT TESTING:

All applicants taking the UNVA English Placement Test must do so on one of the following dates:

March 26, 2010, 11:00 AM (Annandale Campus)

March 30, 2010, 11:00 AM (Annandale Campus)

Applicants who are required to take the test but do not attend will automatically be placed in full-time developmental English Classes. Any questions can be directed to info.admissions@unva.edu.

Admitted applicants must fall under one of the following categories to be exempt from English Testing:

Applicants with an adequate score on the TOEFL/IELTS exam

Applicants who have received their secondary/post-secondary education with English as the primary medium of instruction

Applicants who have extensive work experience in an English-speaking environment

The following are required to take the UNVA English Placement Test:

The cost of the test is \$25.00.

Testing Components

Listening : The test-taker will listen to an excerpt and answer related questions, to measure their listening comprehension skills.

Grammar : The test-taker will complete sentences with given options in order to judge their ability to distinguish appropriate terms in grammatical context.

Writing: The test-taker will write a 100-word essay, to measure their ability to write at the required level.

ORIENTATION:

Orientation is scheduled for **April 3, 2010 at 11 a.m.**, at the **Annandale Campus**.

It is mandatory for all new students to attend orientation. Admitted applicants who cannot attend orientation must receive special permission from the Admissions Office, in order to avoid a hold on their student account.

REGISTRATION:

Priority Registration dates for the Spring 2010 term are **March 26, 27, 29, and 30**, during regular business hours, at the **Annandale Campus**.

Students who register later than the regular registration period must pay a late registration fee of \$60 per course. Students must keep in mind that the late registration period is brief, and that during this period they can only register for classes that are not already full.

STUDENT ID CARD:

Upon fulfilling all requirements for registration, students are issued a nine-digit ID number by their Admissions Counselor. This ID number and a current photograph are displayed on the UNVA Student ID card, issued to students at orientation. UNVA students are required to show their University ID card to take exams and gain access to the university library and additional services.

STUDENT HEALTH INSURANCE:

International students are required to purchase a Student Health Insurance Plan upon their arrival to the United States. The University of Northern Virginia provides assistance for purchasing medical coverage to all UNVA students. The application is distributed during orientation, along with a health insurance waiver form for students who desire to purchase health insurance privately.

STUDENT E-MAIL ACCOUNTS:

Students are assigned an official UNVA student e-mail account by their Admissions Counselor. During orientation, new students will provide their registration form as proof of enrollment to our IT Department, which will then activate their student e-mail account.

The student e-mail account is used by University officials to communicate information, updates and announcements to students. Those experiencing any problems after initial set-up may contact itsupport@student.unva.edu.

BOOKS:

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

HOUSING:

Housing assistance is provided through the University's Student Services Office. New students that need housing assistance should send an email to: info.admissions@unva.edu and/or communicate with Admissions Counselors immediately upon finalization of departure/arrival arrangements.

TUITION AND FEES:

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

We are looking forward to seeing you in Virginia this Spring.

Office of Admissions

University of Northern Virginia