IMPORTANT INFORMATION ABOUT THE ADMISSION/APPLICATION PROCESS FOR GRADUATE INTERNATIONAL STUDENTS

1. Current estimated annual expenses reflect the fees for the current academic year as set by the Board of trustees as well estimated living expenses. Updated expenses will be sent to each department once fees for the next academic year are formally set.

2. International students have special requirements to fulfill in order to obtain documents needed to apply for student visas. As such, their admission/award letters have to be carefully constructed. Among other things, the admission letter should indicate the field of study and the specific degree level (Masters or Doctoral). Letters should not simply state the graduate program. It is also important that you make clear the exact worth or any awards (assistantships/scholarships) in correspondence with students. You should also inform them about mandatory orientations they must attend.

3. No I-20 will be issued unless the student demonstrates financial capabilities for their program of study. We have developed a Financial Certification Form that students can use to prove financial capabilities. To help facilitate this process it is important that you make clear the exact worth of any assistantships/scholarships in correspondence with students. Don’t use percentages, state exact dollar amounts. The Financial Certification Form should be properly completed, notarized and returned to UC International Services. This includes the section for funding of subsequent years of study.

4. International students must prove English Proficiency prior to being admitted. English proficiency can be documented in several ways. The most common way is by providing a Test of English as a Foreign Language (TOEFL) score. The TOEFL score must meet University, College, and Departmental requirements prior to being admitted. Any TOEFL score not meeting the University minimum requirement of 520 (paper test), 190 (computer test), or 68 (internet test) must be approved for a waiver from the Director of Graduate Studies. Departments must request this waiver in Slate. The waiver must be approved BEFORE admitting the student. Any TOEFL score not meeting a departmental requirement must be waived by the Department Head or Graduate Program Director. A TOEFL score not meeting a college requirement must be waived by the Associate Dean of the College. Please be advised that some students may send computer based test scores, while others the traditional paper test or the new internet based test. A conversion table is attached for your convenience. English proficiency can also be documented with a 6.5 overall ban score on the International English Language Testing System (IELTS). English proficiency can also be demonstrated with a 47 on the PEARSON Test of English (PTE). Finally, English proficiency can be demonstrated by completing a bachelor’s degree at an English speaking college/university or by completing Level 112 of English instruction at ELS Language Centers.

The following countries are exempt from the English proficiency requirement:

Anguilla, Antigua and Barbuda, Australia, Bahamas, Barbados, Belize, Bermuda, Botswana, Cameroon, Canada (except Quebec), Cayman Islands, Denmark, Dominica, Fiji, Finland, Gambia, Ghana, Gibraltar, Grenada, Guyana, Ireland, Jamaica, Kenya, Lesotho, Liberia, Malawi, Malta, Mauritius, Montserrat, Namibia, Netherlands, New Zealand, Nigeria, Norway, Papua New Guinea, Scotland, Seychelles, Sierra Leone, Singapore, Solomon Islands, South Africa, St. Kitts and Nevis, St. Lucia, St. Vincent and the Grenadines, Swaziland, Sweden, Tanzania, Tonga, Trinidad and Tobago, Turks and Caicos Islands, Uganda, United Kingdom, Vanuatu, Virgin Islands, Wales, Zambia, Zimbabwe
5. It is important that admission decisions and financial awards be made as early as possible for international students. The visa application process for many students can take 90 days or more to complete. If your admission decision for Fall Semester is not sent to the student until March or April, chances are good that the student will not get a visa in time to reach the University before classes begin. In addition, many times a student’s decision to attend one school over another is determined by which school gets the I-20 to him/her first. Catalyst/Slate must be updated appropriately at each step (admission, confirmation, awarding of scholarships/assistantships) for the process to work effectively.