

**THE UNIVERSITY OF WEST FLORIDA**  
**NOTICE OF PROPOSED AMENDMENT TO REGULATION**

**DATE:** March 20, 2023

**REGULATION TITLE AND NUMBER:** UWF REGULATION 3.042 Admission of International Students

**PURPOSE AND EFFECT:** The purpose of this amendment is to update and provide clarity.

**SUMMARY:** The proposed amendment to this regulation is as follows:

- Identify responsible department
- Clarify required scores are in accordance with regulations as of the date of application
- Remove references to required scores and add links to reference current score requirements online
- Clarify requirements for applicants whose native language is not English
- Clarify requirements for graduate applicants
- Clarify requirements for transcripts that are not in English
- Clarify requirements for transfer students
- Additional grammatical and stylistic edits for readability

**AUTHORITY TO AMEND THE REGULATION:** UWF Regulations 3.001, 3.002, 3.004, and 3.032; Florida Board of Governors Regulations 6.001, 6.002, 6.003, 6.004, and 6.009

**NAME OF UNIVERSITY OFFICIAL INITIATING PROPOSED REGULATION AMENDMENT:** Rachel Hendrix, Director, International Affairs

**COMMENTS CONCERNING THE PROPOSED REGULATION AMENDMENT SHOULD BE SUBMITTED WITHIN 14 DAYS OF THE DATE OF THIS NOTICE TO THE CONTACT PERSON IDENTIFIED BELOW.** In response, the University may solicit additional written comments, schedule a public hearing, withdraw or modify the proposed regulation amendment in whole or in part after notice, or proceed with adopting the regulation amendment. The comments must identify the regulation(s) on which you are commenting.

**THE PERSON TO BE CONTACTED REGARDING THE PROPOSED AMENDMENT TO THE REGULATION OR CHALLENGE:** Jessica Whittle, Paralegal, Office of the General Counsel at [jwhittle@uwf.edu](mailto:jwhittle@uwf.edu) or 850-474-3420 or Office of the General Counsel, Building 10, 11000 University Parkway, Pensacola, Florida 32514.

**THE FULL TEXT OF THE REGULATION:** The full text of the proposed amendment to the regulation is attached below this Notice. The full text of the proposed amendment and existing regulation is also posted on UWF's website: <https://uwf.edu/offices/board-of-trustees/regulations/>



**Number:** UWF/REG-3.042  
**Title:** Admission of International Students  
**Responsible**  
**Department:** Office of International Affairs

## I. General Statement:

Admission of International Students to the University of West Florida (“UWF” or “University”) is governed by ~~University of West Florida admission~~ UWF Regulations 3.001, 3.002, 3.004, and 3.032; ~~the~~ Florida Board of Governors Regulations 6.001, 6.002, 6.003, 6.004, and 6.009; and the requirements herein.

UWF does not discriminate in the admission process based upon age, color, disability, gender (sex or gender identity), marital status, national origin, race, religion, sexual orientation, or veteran status.

This regulation outlines minimum eligibility requirements for International Students seeking admission to a degree program at UWF. International Students enrolled as non-degree seeking students are not subject to this regulation; however, International Students seeking admission at the graduate level will be required to submit evidence of English proficiency as described in Section III below.

## II. International Students

For purposes of this regulation, applicants to ~~the University of West Florida~~ UWF will be considered “International Students” if they are not ~~U.S.~~ United States citizens and ~~if~~ they require a student visa to remain in the United States. Applicants who are permanent residents of the United States are not considered International Students. International Students are obligated to follow the laws and regulations set by the United States, including the Department of Homeland Security and the Department of State.

## III. Application and Admission Requirements

The admission requirements stated in the Board of Governors and UWF regulations are minimum requirements. Satisfaction of minimum requirements does not guarantee admission into the University. The maximum scores stated below are subject to revision as regulations or standardized testing score ranges may be revised; the required score is in accordance with the regulations and any revisions thereto as of the date of application. Preference for admission in any

term will be given to those applicants whose credentials indicate the greatest promise of academic success.

Applicants must meet the following criteria and submit the required documentation to receive consideration for admission to the University:

A. An applicant whose native language is not English must provide evidence of English language proficiency. The English requirement (proficiency in written and spoken English) may be fulfilled by establishing one of the following:

1. That ~~he or she~~ the student is from a country where English is the official language; ~~or~~
2. That ~~the student's his or her~~ prior associate's, bachelor's, master's, or doctoral degree was earned from a regionally accredited college or university in the United States; ~~or~~
3. That ~~the student's his or her~~ prior bachelor's, master's, or doctoral degree was earned from a country where English is the official language, or from a university at which English is the official language of instruction; ~~or~~
4. That ~~the student he or she~~ achieved a ~~score of 19+ on ACT Reading and a score of 17+ on ACT English~~ qualifying score on the ACT relevant sections and SAT relevant sections. Acceptable minimum score requirements can be found in the UWF catalog. (This option applies to undergraduate applicants only.); ~~or~~
- ~~5. That he or she achieved a score of 24+ on SAT Reading and a score of 25+ on SAT Writing and Language; or~~
- ~~6.~~
- ~~7. That the student he or she~~ successfully completed the University of West Florida's Intensive English Program ("IEP") and received a letter of recommendation for admission from an IEP Administrator; ~~or~~
- 5.

~~B.~~

- ~~1. That the student he or she~~ achieved a ~~qualifying score on the~~ minimum qualifying score on an accepted English proficiency exam. All accepted exams and score requirements can be found in the UWF catalog. Test of English as a Foreign Language (TOEFL), International English Language Testing System (IELTS), the Common European Framework of Reference for Languages (CEFR), Duolingo English Test (DET), Pearson Test of English (PTE), Cambridge English Language Assessment (CELA), and Oxford Placement Test.
- ~~2.6. Qualifying scores for applicants are either a TOEFL internet based score of 71, and IELTS score of 6.0, a CEFR score of B2, a DET score of 95, PTE score of 50, CELA score of 170, or an Oxford Online Placement Test score of B2.~~

7. That International Students seeking enrollment at UWF under the J-1 Exchange Visitor Visa program must possess sufficient proficiency in the English language, which must be verified by the UWF Office of International Affairs, via signed documentation from an academic institution, pursuant to 22 CFR Sec. 62.10(a).

Required scores, where applicable, are posted in the UWF Catalog for undergraduate students at <http://uwf.edu/undergradintladmissions> and for graduate students at <http://uwf.edu/gradintladmissions>.

~~C.B.~~ Graduate applicants must have a GPA of at least 3.0 on a 4-point scale or equivalent as calculated by the UWF Graduate School, possess an earned bachelor's degree from a post-secondary institution accredited by an agency recognized by the United States Department of Education, or a comparable degree from an international institution with a minimum institutional grade point average (GPA) of 3.0 on a 4-point scale or a 3.0 on a 4-point scale on the last 60 hours of coursework in the baccalaureate degree.

~~C.~~ Applicants must submit transcripts evidencing all prior academic course work including post-secondary education. Transcripts that are not in English must be accompanied by a certified English translation. Transcripts from educational institutions outside the United States must be ~~evaluated~~ accompanied by an official credential evaluation service – specifically a course-by-course evaluation for undergraduate applicants –, whether completed by an approved credentialing agency or internally by UWF staff deemed qualified to evaluate credentials as specified on the international application. (All academic credentials become property of the University and ~~They~~ will not be returned or forwarded to a third party.) The University requires an official copy of all academic credentials. ~~If the credentialing agency can attest an official copy was sent with the request for translation and evaluation, the University will accept this as the official transcripts when sent with the credential evaluation. Transcripts that are not in English must be accompanied by a certified English translation.~~

D. Applicants must submit a non-refundable application fee payable in U.S. Dollars.

E. Applicants will not be considered for admission until the University has received all required materials. International Student applications, ~~undergraduate and graduate~~, along with all other records required for admission must be received by the program deadline or university ~~international~~ application deadline, whichever is earlier, unless the deadline is waived by the University in writing. Applicants who have provided all required materials and who meet all admission requirements except the English proficiency requirement may be considered for Conditional Admission to the University. Applicants who receive a Conditional Admission letter who desire to attend UWF must enroll in the Intensive English Program at UWF. If such students seek to enroll in a degree program, they must meet the requirements set forth in ~~paragraph Section III. A1~~ above.

F. In addition to the admission requirements herein, International Students must meet the following requirements to enroll at the University of West Florida or Register for classes:

1. Applicants must complete, sign, and submit a Mandatory Immunization Health History form in accordance with University Policy AC-28-02-07/14, Health Requirements for International Applicants, as it may be amended.
2. F-1 and J-1 Applicants must provide proof of medical insurance that complies with the requirement of University policy, AC-06-02-11/15, “Medical Insurance Coverage for Enrolled International Students F-1 and J-1 Visa Holders and F-2 and J-2 Dependents and Spouses” for all applicants on F-1 or J-1 visas, as it may be amended.
3. F-1 and J-1 Applicants must follow the financial documentation process provided by the Office of International Affairs provide a Proof of Identity and Financial Support Form before the Certificate of Eligibility (Form I-20 or DS-2019) will be issued by the University. Applicants will be required to show adequate funding resources to provide for their support while studying. Funding resources must be verified by the student’s or sponsor’s bank by submitting a Certification of Financial Resources Form with approval by a financial institution. The total funds available to the student for the first academic year (or semester if J-1) must at least equal the total estimate of institutional costs and living expenses, including tuition, fees, books, room and board health insurance, and other living expenses while enrolled at the University.
4. For transfer students: a completed International Student Transfer Form is required for F-1 applicants to verify their eligibility to transfer to UWF in F-1 status. F-1 applicants must verify their eligibility to transfer to UWF in F-1 status with the institution that holds the applicant’s SEVIS record. F-1 students must transfer in accordance with 8 CFR 214.2(f)(8)(i).

**Effective Date:** [date]

**Authority:** UWF Regulations 3.001, 3.002, 3.004, and 3.032; Florida Board of Governors Regulations 6.001, 6.002, 6.003, 6.004, and 6.009~~BOG Regulation 6.009~~

**History:** Created 3/25/2011; amended 1/13/2015, 12/10/2020, [date]

**Last review:** [date]