

# Admissions

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## Introduction

WVU provides excellent educational programs. The goal of the University's admission policy is to select applicants who will succeed academically and socially. If space is limited, the better-prepared students are admitted.

WVU enrolls a diverse student population. While preference is given to West Virginia residents, qualified students from other states and countries are encouraged to apply. The University is committed to the goal of equal educational opportunity for all students: no candidate is denied admission because of race, religion, color, sex, sexual orientation, marital status, age, handicap or disability, veteran status, or national origin.

The primary focus of the admissions review is on academic potential. All of the required materials submitted by the applicant - application, transcripts, and standardized test scores - are reviewed carefully.

Applications for admission can be found online at WVU Undergraduate Admissions How to Apply (<https://admissions.wvu.edu/how-to-apply/>) page.

Some colleges, schools, programs, and majors have admission standards that exceed the minimal requirements for admission to the University. Admission to the University does not ensure admission into a specific college, school, program, or major.

## Robert C. Byrd Health Sciences Center

The undergraduate programs at the Robert C. Byrd Health Sciences Center have specific application periods and requirements. Please refer to the program's website for admission requirements specific to undergraduate health sciences center programs. The undergraduate application is available on the WVU Undergraduate Admissions How to Apply (<https://admissions.wvu.edu/how-to-apply/>) page.

## Visiting Students Coming to WVU

Students enrolled at another institution of higher education, who want to take a course at WVU and have the credit transferred to another college or university must complete the undergraduate application and select "visiting" for student type. The application can be found at: WVU Undergraduate Admissions How to Apply (<https://admissions.wvu.edu/how-to-apply/>) page under Visiting Students. A new application must be submitted for each term a student wishes to attend.

Students attending a branch campus at either WVU Keyser or WVU Beckley must complete a Dual/Visiting campus form with their academic advisor. First-Time-Freshmen or First-Time-Transfer students who were rejected or referred from WVU Morgantown cannot enroll as a visiting student for the term (or prior terms) to their denial.

## Veterans

Veterans who do not meet minimum admission requirements may be reviewed for admission by the Admissions Review Committee. Applicants will complete the appeal process for non-traditional students (<https://admissions.wvu.edu/forms-and-procedures/admissions-decision-appeal/>).

## Admission Revocation

An offer of admission can be revoked if an applicant's application materials are found to be falsified or if an admitted student engages in behavior that is not in compliance with the WVU Student Conduct Code (<https://studentconduct.wvu.edu/campus-student-code/>) prior to the first day of classes in the term of admission. Students seeking transfer admission to the university must be academically and otherwise eligible to return to the institution from which they wish to transfer. This includes Visiting and Non-Degree applicants. Academic transcripts indicating suspension will require further action on behalf of the student. The Office of Admissions must receive a written explanation from the student as well as a letter from the school's Registrar

indicating good standing and ability to return, prior to the start of class. If admission is revoked prior to the first day of classes, the admitted student may appeal the action to the Associate Provost for Undergraduate Academic Affairs. An enrolled student may be dismissed from the program or University if the student's application materials are found to be falsified, consistent with applicable policies or procedures in the Campus Student Code (<https://studentconduct.wvu.edu/campus-student-code/>).

## Readmission

Students who leave the University for at least one complete fall or spring semester, must submit an application for readmission to the Office of Admissions. Decisions on readmission are based on the student's academic standing.

If another institution(s) was attended, readmission will be based on the WVU academic standing along with academic credit earned at any other institution attended after leaving WVU. In order to be readmitted, students must obtain an overall grade point average of 2.0 at all institutions attended since leaving WVU or attain a combined overall grade point average of 2.0 from all institutions attended including WVU.

Students who were suspended from the University, must apply for readmission. Additional information may be found on the Academic Strategies, Curriculum and Assessment website on the Probation and Suspension (<https://undergraduate.wvu.edu/student-resources/probation-and-suspension/>) page.

## Second Degree Students

College graduates who want to earn a second bachelor's degree are required to submit an undergraduate application and official transcripts from all institutions previously attended. The Office of Admissions will only accept transcripts sent directly from the Registrars' Office of these institutions. Transcripts issued to the student, or received via fax, scan or email are not considered official. Admission is granted on the basis of a minimum cumulative grade point average of 2.0 in the first bachelor's degree. Specific majors may have higher requirements. After admission, the individual college and department evaluate the transcript and apply any appropriate credit from the first bachelor's degree toward completion of the second. Students who have earned a bachelor's degree from an accredited college or university will meet all of WVU's General Education Foundations (GEF) requirements. All Credit Residence Requirements ([http://catalog.wvu.edu/undergraduate/degree\\_regulations/#Residency\\_Requirements](http://catalog.wvu.edu/undergraduate/degree_regulations/#Residency_Requirements)) must be met to receive a second bachelor's degree.

## Undergraduate Non-Degree Seeking Students

Students with one or more bachelor's degrees from accredited colleges or universities (including WVU) who want to enroll for undergraduate credit may be admitted as non-degree seeking students. Post-baccalaureate students who are not working toward a graduate degree may earn undergraduate credit and will be assessed undergraduate fees. Candidates for admission to this classification who are not graduates of WVU must submit an undergraduate application.

WVU may admit students who are not seeking and/or not eligible to pursue a certificate or degree. Non-degree students must meet the minimum University admissions standards and must follow transfer admissions requirements. If students have completed fewer than twenty-four college-level credits, they should also submit an official high school transcript.

Unless otherwise stated, Students seeking non-degree admission to the University must be academically and otherwise eligible to return to their current or previous institution.

Non-degree students must supply the University with transcripts reflecting all previous college work prior to admission. Visiting students may provide a Statement of Good Standing in lieu of transcripts.

## Academic Forgiveness Policy

The West Virginia University system may provide academic forgiveness to some undergraduate students who were not successful in an attempt at higher education within the WVU system or who need forgiveness to qualify for admittance.

### POLICIES GOVERNING ACADEMIC FORGIVENESS:

- For the purposes of admission, the West Virginia University system may honor academic forgiveness granted at a previously attended regionally accredited institution. Students requesting admittance who wish to have a previous grant of academic forgiveness honored must have a GPA of 2.0 or higher in at least 24 earned credit hours after academic forgiveness was applied.
- A student may receive academic forgiveness only once.
- Students requesting academic forgiveness cannot have been enrolled at any higher education institution for at least four calendar years.
- Students who receive academic forgiveness from the West Virginia University system will receive credit for all courses completed with a grade of D- or higher during the forgiven period of enrollment. While all grades and credit hours remain on the student's transcript, grades earned during the forgiven enrollment period will not be counted in the student's GPA.
- After receiving forgiveness, the student must satisfactorily complete all coursework required by the academic unit for graduation and at least 15 credit hours in the WVU system for an associate degree or 30 credit hours for a bachelor's degree.
- Students who receive academic forgiveness are not eligible to graduate with Latin honors.

- Academic forgiveness does not supersede some calculations used to determine eligibility for Satisfactory Academic Progress (<https://financialaid.wvu.edu/home/maintain/academic-progress/>) regarding financial aid, scholarships, and the veterans' benefits.
- Some professional programs and other regionally accredited institutions may not honor academic forgiveness conferred by the West Virginia University system. Students receiving academic forgiveness should consult with an academic advisor in the field they wish to pursue.

## PROCEDURE:

- Students must complete the Academic Forgiveness form located on the Academic Forgiveness (<https://admissions.wvu.edu/forms-and-procedures/academic-forgiveness/>) page, and provide any requested documentation.
- Students applying for financial aid will need to submit a Free Application for Federal Student Aid (FAFSA) at the Federal Student Aid (<https://studentaid.gov/h/apply-for-aid/fafsa/>) webpage and file a Satisfactory Academic Process Appeal (SAP) if necessary.
- The form must be approved by the dean of the intended academic major and the Provost or designee. The Provost or designee makes the final decision regarding admission to WVU under the Academic Forgiveness policy.
- Students applying for Academic Forgiveness must meet with an academic advisor within the academic department they plan to enter.

## WVU Students Seeking Transient Credit

In order to take a course or courses at another college or university, students must complete a Transfer Equivalency Review Request (TERR) (<https://wvu.teamdynamix.com/TDClient/Requests/ServiceDet/?ID=22958>). To receive such approval, a student must have an overall 2.0 grade-point average. All approved college-level work is accepted for transfer from accredited institutions, provided the above requirements have been met. To view a list of schools and courses already reviewed, visit WVU Undergraduate Admissions (<https://admissions.wvu.edu/>). In addition, an official transcript must be received by the Office of Admissions before any coursework can be counted toward degree requirements. Students cannot choose to transfer courses based on the grades earned. All courses from the institution(s) will be transferred. The academic department will determine what courses satisfy degree requirements.

International students going to their home country for transient study must complete the same Transient Credit Form found at on the Transient Credit Application (<https://admissions.wvu.edu/forms-and-procedures/transient-credit-application/>) page. All students traveling abroad through the Education Abroad Program should complete the Education Abroad Transient Form which can be found on the Education Abroad website (<https://educationabroad.wvu.edu/home/>).

The following procedures are available for students wishing to appeal transient credit received from their participation in coursework through an approved Education Abroad program:

**Student appealing grade received for coursework taken abroad** must be appealed through the host institution issuing the grade.

**Student appealing the conversion of grade received abroad into the WVU letter grade system** can email [educationabroad@mail.wvu.edu](mailto:educationabroad@mail.wvu.edu) with supporting documentation to be reviewed by the Provost's Office. Recommended documentation includes course syllabi and grading scale conversion recommendations from host institution.

**Student appealing the number of WVU credit hours received from courses taken abroad** can email [educationabroad@mail.wvu.edu](mailto:educationabroad@mail.wvu.edu) with supporting documentation to be reviewed by the Office of the University Registrar. Supporting documentation should include the number of course contact hours from host institution.

**Student appealing to receive Pass/Fail credit, removal of letter grades.** This will be considered for extenuating circumstances only. Students can email [educationabroad@mail.wvu.edu](mailto:educationabroad@mail.wvu.edu) with supporting documentation to be reviewed by the Provost's Office. Supporting documentation should include written statement from student regarding rationale for request. Students should talk to their academic advisors regarding the implications of P/F on degree progression.

## Immunization Requirements

Requirements for Immunizations are posted on the Talent and Culture website under the Student Insurance Office section (<https://talentandculture.wvu.edu/student-insurance/>).

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## Freshman Admission Requirements

To be considered for freshman admission, a student must:

- Submit an application for admission at WVU Undergraduate Admissions How to Apply
- Pay required application fee.
- Provide all required documents to be reviewed for admission which includes: an official high school transcript and if applicable, ACT/SAT test scores.
  - Upon graduation, please ask the high school counselor to send an official final high school transcript verifying graduation to the Office of Admissions.

### ACADEMIC COURSEWORK

To be considered for freshman admission, you must successfully complete the following high school courses upon graduation. Meeting the requirements below does not guarantee admission to the Morgantown campus.

- 4 units of English
  - Including English 12, and courses in Grammar, Composition and Literature
- 3 units of college preparatory Mathematics
  - Units must be Algebra I or higher Math I or higher and include Algebra II or equivalent higher-level Math course; Transitional Math for High School seniors will also be accepted. Courses designed as "support courses", such as Math I Lab or Maht I Support, that provide extra instructional time but no additional content shall not be acceptable as meeting the required three (3) Mathematics course core requirements.
  - West Virginia course equivalencies include a series of Math I, II and III
- 4 units of Social Studies/Fine Arts/Humanities
  - Any combination of Social Studies, Fine Arts or Humanities will fulfill the requirement; combination must include U.S. Studies/History
- 3 units of Science
  - Recommended units include Biology, Chemistry, Physics, Anatomy and Environmental Science
- 2 units of the same World Language
  - American Sign Language meets this requirement.

High school grade point average and comprehensive tests are the major criteria used to determine admission to WVU. WVU accepts either ACT (American College Testing) or SAT (Scholastic Aptitude Test) scores. The following is a list of the grade point average and test score criteria:

Residents (high school graduates from West Virginia)

- Resident Students may have a) an approved high school diploma, a minimum 2.5 high school GPA, and an SAT composite score of at least 990 or ACT composite of 19; b) meet high school equivalency exam requirements and have an SAT composite of at least 990 or ACT composite of 19; or c) an approved high school diploma, a minimum 2.5 high school GPA, and additional criteria that support academic success in the absence of Standardized Test scores.

Non-residents

- Nonresident Students may have a) an approved high school diploma, a minimum 2.5 high school GPA, and an SAT composite of at least 1060 or ACT composite of 21; b) meet high school equivalency exam requirements and have an SAT composite of at least 1060 or ACT composite of 21; or c) an approved high school diploma, a minimum 2.5 high school GPA, and additional criteria that support academic success in the absence of Standardized Test scores.

If space is available and the required high school units, GPA, and test scores are met, the student will be admitted. Therefore, we encourage eligible students to apply as soon as possible after August 1 of their senior year. If one of the requirements is not met, students may still apply, and the Admissions Review Committee will review the application. If appropriate, students should submit a written statement explaining any extenuating circumstances that may have affected their academic performance. Each application is reviewed individually and given full consideration.

Students who graduate less than five years before their admission request must present ACT or SAT scores with the admission application. If it has been more than five years since the student's class graduated from high school or a GED was earned and no other college or university has been attended, WVU may waive some of the admission requirements.

*Admissions requirements for test optional applicants can be found at <https://admissions.wvu.edu/how-to-apply/first-time-freshmen/admission-requirements> (<https://admissions.wvu.edu/how-to-apply/first-time-freshmen/admission-requirements/>).*

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## Home-Schooled Students

Students educated at home or in non-accredited high schools should submit the freshman application (<https://wvu.my.site.com/>). Home-schooled applicants may apply test optional. All students must meet core course requirements (<https://admissions.wvu.edu/how-to-apply/first-time-freshmen/admission-requirements/>).

Home-schooled applicants must provide documentation from their state's Department of Education indicating approval for home schooling. WV residents may provide the original letter of intent which is required by the WV Department of Education (<https://wvde.us/middle-secondary-learning/guidance-and-considerations-for-county-homeschool-policy/>).

Home-schooled applicants must provide an official academic record. The courses must be broken down by 9th, 10th, 11th and 12th grade years and bear the signature of the person who administered the curriculum.

The documentation should take the form of a typed manuscript or description and background of classes and must include the following, at a minimum:

- The student's name.
- A list and description of courses completed.
- Grades earned for the courses completed.
- The number of credits earned for each course.

\* Applicants who attended non-accredited high schools must furnish an official transcript.

Upon completion of the application students must provide all required documentation and transcripts (<https://admissions.wvu.edu/how-to-apply/first-time-freshmen/admission-requirements/#hta-ftp-transcript>). WVU will review the entire application file. All application materials must be received by the regular admission deadline of August 1.

**Note for West Virginia residents who are home-schooled:** The PROMISE Scholarship and the West Virginia Higher Education Grant require that home-schooled students submit a Home-Schooled Grade Report Form and transcript when submitting their Promise application with West Virginia Student Aid Management (WVSAM). The PROMISE Scholarship is not test optional and will require ACT/SAT. Further questions regarding this should be directed to the West Virginia Higher Education Policy Commission (<http://www.wvhepc.edu/>).

## High School Equivalency Test (HiSET) or General Equivalency Diploma (GED)

In lieu of a high school diploma, students are eligible for admission consideration having attained any one of the following equivalent credentials. Students must still meet all academic course requirements.

As of January 1, 2022, the HiSET<sup>®</sup> exam became the state approved HSE assessment for West Virginia. Examinees who successfully pass the HiSET<sup>®</sup> exam receive the *State of West Virginia High School Equivalency Diploma*.

Students passing the High School Equivalency Test (HiSET) will need to submit their State of West Virginia High School Equivalency Diploma. A high school transcript must also be mailed to the WVU Office of Admissions. More information about the HiSET exam can be found on the HiSET webpage (<https://hiset.org/>).

The GED will be accepted for students who took the GED prior to January 2014, or from a state that does not administer the HiSET or TASC exam. Students who have completed a General Equivalency Diploma (GED) with an average standard score of 2250 (450) or above must request that the State Department of Education mail copies of scores to the WVU Office of Admissions. In addition, a high school transcript must also be mailed to the WVU Office of Admissions.

Students who completed the Test Assessing Secondary Completion (TASC) prior to January 1, 2022 will need to submit their State of West Virginia High School Equivalency Diploma. A high school transcript must also be mailed to WVU Office of Admissions. More information about the TASC exam can be found on the Test Accessing Secondary Completion webpage (<https://tasctest.com/>).

## Credit for Military Service

WVU accepts the following military transcripts for all service members and veterans.

- Joint Services Transcript (JST)
- Community College of the Air Force (CCAF)

West Virginia University has an established database for the ACE (American Council on Education) approved postings on the JST (Joint Service Transcript). Veteran students must submit their JST to the WVU Office of Admissions in order for any coursework to be posted. Student may utilize this page, and subsequent processes, to request the experiences be articulated as credit to their record.

Please see our subsequent page for more information on Military Credit (<https://registrar.wvu.edu/transfer/prior-learning-credit/military-credit/>) or visit the Center for Veteran, Military, and Family Programs.

For more information please contact the Office of Admissions (<https://admissions.wvu.edu/>) or visit the Center for Veteran, Military, and Family Programs (<https://wvuveterans.wvu.edu/>).

## ACCESS (Attaining College Credits and Experiences while in Secondary School)

High school students who have completed their junior year with a 3.0 cumulative grade point average may be admitted to enroll in college courses before high school graduation. An ACCESS application for admission must be submitted along with permission from parent(s) or guardian(s) and high school counselor or principal. Coursework completed at the University must be at a level beyond that available in the high school setting.

## Pre-Collegiate Examinations - Advanced Placement Program (AP)/College Level Examination Program (CLEP)/International Baccalaureate (IB)

### POLICY

Equivalencies for pre-collegiate examinations such as Advanced Placement (AP), International Baccalaureate (IB), or College Level Examination Program (CLEP), are established by the academic unit which teaches the subject, based on the following university rules.

- Initially, a maximum of 4 credits is awarded for each single qualifying exam score. In consultation with their Academic Adviser, students may petition for additional credit based on their score and academic circumstances.
- Once an equivalency has been established and a student has requested that a course be recorded on the transcript, it cannot be removed from the student's record.
- Credit is normally awarded at the 100 level. In some circumstances, departments may request the college or school to award credit for a 200-level course. Credit at or above the 300 level is not granted.
- In certain subjects, direct equivalency to a WVU course is awarded. Many course equivalencies will satisfy General Education requirements.
- Individual programs may decide that non-direct equivalencies fulfill major or minor requirements; equivalencies are reflected in the student's Degree Works audit.
- Examination credit equivalencies posted to the student's transcript count as both attempted and earned credits. Although credit is awarded, no grades are recorded.
- Examination credits are awarded at the point of admission for both freshmen and transfer students. For transfer students, WVU articulates credit based on its established equivalencies. WVU does not honor the articulation made by previous institutions.
- Current students may not earn college credit via CLEP, unless a department does not offer credit-by-examination and the student has secured prior approval.

### ADVANCED PLACEMENT PROGRAM (AP)

- Score of 3: equivalent to 3-4 credits of a 100-level course, usually a General Education requirement.
- A score of 4 or better: a direct equivalency may be awarded, at the discretion of the appropriate department. Students may request additional credit when applicable.
- The Advanced Placement chart can be found on the AP, CLEP, IB, Cambridge International and Military Service Credit page on the WVU Office of Admissions website.

### COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

- Incoming freshmen may request credit equivalencies for CLEP exams they passed at the time of admission to WVU.
- A minimum score of 55 is required to earn credit equivalencies, although some programs may require a higher score.
- The CLEP chart can be found on the AP, CLEP, IB, Cambridge International and Military Service Credit page on the WVU Office of Admissions website.

### INTERNATIONAL BACCALAUREATE (IB)

- Standard Level (SL): no equivalencies
- Higher Level (HL)
  - Score of 4 or 5: equivalent to 3-4 credits of a 100-level course, usually a General Education requirement.
  - Score of 6 or better: a direct equivalency may be awarded, at the discretion of the appropriate department. Students to request additional credit when applicable.
- Diploma (DP): students who earn the diploma with a minimum score of 32/45 (71%) will have fulfilled all general education requirements. Coursework will be posted on the transcript according to the established equivalencies.
- The IB chart can be found on the AP, CLEP, IB, Cambridge International and Military Service Credit page on the WVU Office of Admissions website.

### PROCESS

- AP and IB credits: upon registration for their first semester at WVU, freshman students will work with their advisers to have the appropriate credits posted to their transcripts. In consultation with their adviser, students may petition to have additional credits recorded by filling out a petition, based



on the equivalencies established by the academic units found on the AP, CLEP, IB, Cambridge International and Military Service Credit (<https://admissions.wvu.edu/how-to-apply/first-time-freshmen/frequently-asked-questions/ap-clep-and-ib-equivalency/>) page.

- CLEP exams results must be submitted at the time of admission. If current students wish to earn credits through CLEP because no credit by examination is offered in that subject at WVU, they must secure permission from the chair or director of their academic unit, as well as that of the chair or director of the unit that offers the course, before filling out a petition. Permission is documented by recording a note in Degree Works.

## Advanced (A) and Advanced Subsidiary (AS) Levels

West Virginia University welcomes applicants from students with Cambridge International A and AS Level Certificates for advanced placement credit.

A maximum of 8 credits per subject can be awarded for Cambridge International A Level grades of E or above, with the submission of an official Cambridge Examination Certificate. Cambridge International AS Levels with grades of E or above will receive a maximum of 4 credits, with the submission of an official Cambridge Examination Certificate. For more information, please contact the Office of Admissions, International Unit (<https://admissions.wvu.edu/information-for/international-students/>).

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## Transfer Students from Divisional Campuses

Students enrolled at Potomac State College of WVU or WVU Institute of Technology must complete the Change of Campus form to transfer to the Morgantown campus. The form can be found on the WVU Undergraduate Admissions Forms and Procedures (<https://admissions.wvu.edu/how-to-apply/change-of-campus-students/>) page. WVU admission requirements must be met as well as requirements to specific programs.

Students who want to transfer to the Morgantown campus before completing two semesters (24 transferable credits) at our divisional campuses need to meet freshman admission standards.

## Transfers from Other Accredited Institutions

WVU welcomes transfer students who have completed post-secondary coursework from regionally accredited colleges or universities. Students seeking transfer admission to the university must be academically and otherwise eligible to return to the institution from which they wish to transfer. Students must have at least a cumulative 2.0 grade point average in all college work attempted. Transfer students who have fewer than 24 transferable credit hours must also meet freshman admission standards. Some individual programs and majors have additional course requirements and higher grade point average requirements.

Students with coursework from institutions that lack regional accreditation must request approval to have such coursework articulated as Prior Learning Credit.

## Application Materials

To be considered for transfer admissions, the following materials are needed:

1. A completed application for undergraduate admission.
2. Official transcripts of all college work attempted must be sent to the Office of Admissions. Admissions can only accept transcripts sent directly from Registrars' offices. Transcripts issued directly to the student, facsimile (fax), scanned or emailed transcripts are not considered official. Before final admission is granted, an official transcript must be submitted covering all courses taken after application to WVU.
3. Applicants having fewer than 24 transferable credit hours must submit a final high school transcript.

**Application received before August 1 for Fall admission, and December 1 for Spring admission will be reviewed on a rolling admission. Applications submitted after these deadlines, may be considered for a future semester. After the start of a term, transfer students may be eligible for mid-semester admissions due to extenuating circumstances with Director approval.**

## Evaluation of Transfer Credit

Evaluation of transferable credit will be made after receipt of all final official transcripts and admission to WVU. All college level credits and grades accepted as transfer credit will be used in the calculation of the cumulative grade point average and total attempted and earned credits.

The University reserves the right to recalculate GPAs as part of the admission process. Recalculations will be done using an approved national equivalency system as determined by the Office of Admissions and Provost.

Final application of transfer credit toward completion of a bachelor's degree is determined by the school or college upon enrollment. The student's academic department will determine which credits will be used to meet degree requirements. If more than 58 semester hours are being transferred, entrance requirements for the specific program must be met. Individual consideration is given to a limited number of students with more than 58 transferable hours who do not meet specific program requirements.

## Transfer Credit Appeal Process

Students who transfer credits to WVU, may appeal decisions on how credits were evaluated. Students opting to appeal a transfer evaluation must appeal to the Office of the University Registrar within one semester of the transfer. Appeals should be made in writing and include syllabi or other supporting documents. The Office of the University Registrar's transfer unit will review the appeal and make any technical corrections to work evaluated as needed. If the Office of the University Registrar's transfer unit finds no technical error in how the credit was evaluated, the student's appeal and syllabi will be forwarded to the respective college through which the course or similar course is offered and reviewed by the Dean's designee for a determination. If it is determined the course in question is not equivalent to an existing course, the appeal will be denied. If the appeal is denied, the student may appeal to the Associate Provost for Undergraduate Academic Affairs. The Associate Provost will convene a panel of faculty members to review the appeal. This panel will decide to either uphold the transfer evaluation as it stands or direct that the evaluation be changed. The Associate Provost will notify all parties to the outcome of the process within 60 days of receipt of the appeal by the Office of University Registrar.

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## International Student Admission

West Virginia University is authorized under federal law to enroll non-immigrant foreign nationals as international students. International students who wish to enroll as undergraduate students at WVU must comply with the stated academic requirements for admission and with certain additional academic and non-academic requirements.

Application deadlines are as follows:

- Fall Semester – Apply by June 1, all academic documents must be submitted by July 1
- Spring Semester – Apply by October 1, all academic documents must be submitted by November 1
- Summer – Apply by February 15, all academic documents must be submitted by April 1.

Applications submitted after the deadline and incomplete applications will be considered for the next term.

International students applying for admission to WVU must submit the following:

- Completed undergraduate admission application
- Application fee
- Verifiable proficient scores from one of the English language tests accepted by WVU (see the English Language Proficiency section for details).
- Original or certified copies of an official academic record in original language of issue
- Original or certified copies of all certificates or diplomas in original language of issue
- Official English translations of academic record and certificates/diplomas
- Copy of current passport or visa for visa status

NOTE: Copies of academic records/transcripts, certificates or diplomas from international institutions may be sent by email for review purposes after application. However, original or certified copies of all official records/transcripts, certificates and diplomas must be submitted by mail or special delivery after admission or as soon as possible prior to registration. WVU's Office of Admissions may make exceptions to the requirement for official transcripts in cases of war, civil unrest, or extenuating circumstances deemed out of the student's control.

Transcripts from US institutions must be sent directly from the US institution to West Virginia University.

Applicants for undergraduate programs must submit all secondary school records as well as all university-level records.



International applicants who have completed high school in the United States will also be required to submit ACT or SAT results, unless applying test optional and meet the test optional admissions requirements.

The above items should be sent to the following address by the application deadline: Office of Admissions, West Virginia University, P.O. Box 6009, 2<sup>nd</sup> Floor, One Waterfront Place, Morgantown, WV 26505-6009.

If possible, all application material should be submitted at one time. English proficiency (TOEFL, Academic IELTS, PTE Academic or Duolingo) scores and official transcripts from United States institutions should be requested so that all material arrives at WVU close to the same date. Incomplete applications cannot be guaranteed consideration for the desired semester.

Please note: Documents received by WVU, including original documents, become the property of WVU and cannot be returned to or copied for the applicant. Students who have only one original copy of their credentials should submit certified copies.

## WORLD EDUCATION SERVICES (WES)

To expedite the application process, it is recommended, but not required, that all undergraduate students (both freshmen and transfer) who have attended high school, post-secondary educational institutions and colleges or universities outside the United States use World Education Services (<https://www.wes.org/>) to complete professional credential evaluation of all academic work completed. Transfer applicants should request a "course-by-course" International Credential Advantage Package (ICAP). Freshman applicants should request a "document-by-document" International Credential Advantage Package (ICAP). ICAP evaluations include WES certified copies of official documents.

## IMPORTANT NOTE ABOUT NAMES ON SUBMITTED DOCUMENTS

Materials from applicants are retained alphabetically, under the family name, as indicated by the applicant on the International Student Admission Application. It is important that all forms, records and correspondence use the same name and spelling. Your name must be as it appears or will appear in your passport. Materials often cannot be matched to files when papers arrive with different names.

## International General Certificate of Secondary Education (IGCSE) and General Certificate of Secondary Education (GCSE)

WVU welcomes applications from students with IGCSE and GCSE Level Certificates from Cambridge International or other approved UK based examination organizations for admissions consideration. We require a minimum of 5 subject passes of which two must be English and Mathematics. The average of the grades must be at least a 2.5 (on a 4.0 scale). A passing grade in the subject of English will be accepted as evidence of sufficient English ability.

## Admission Requirements

The following are the minimum admissions requirements for international students applying as freshman or undergraduate transfer students.

### FRESHMAN

- Must have at least a 2.5 grade-point average on a 4.0 scale for general admission.
- Must meet English proficiency or request conditional admission.
- Please be advised that some majors such as Engineering may reach capacity and therefore will be restricted from entry.
- **For direct admission to some colleges and majors, SAT or ACT scores are required and must be sent to WVU directly from the respective testing services.** International students are encouraged, but not required, to submit SAT or ACT scores. SAT or ACT scores are useful for determining scholarship eligibility.

### TRANSFER

- Must have at least a 2.0 grade-point average on a 4.0 scale for general admission.
- Must meet English proficiency or request conditional admission.
- In addition, transfer students who have fewer than 24 transferable credit hours, must also meet freshman admission standards and submit secondary school/high school transcripts. Some individual programs and majors have different course requirements and higher grade point average requirements; please review the various program requirements.
- Grades and credits are transferable for college-level courses from regionally accredited U.S. institutions.

Applicants must submit academic records from all secondary and post-secondary institutions attended regardless of whether grades were issued, or credit was received. WVU requires that original or certified copies of the original academic documents from non-U.S. institutions be submitted. The required documents include the official academic record (showing course titles, dates taken, and grades received) and diploma(s) or certificate(s) showing degree awarded. These documents must be in the original language of issue; official English translations must be included. Translations must be literal, word-for-word translations and must indicate actual grades received, not an interpretation of the grades. Applicants who have studied in the United States are required to have the institution(s) in the U.S. send the official transcript directly to the WVU Office of Admissions.

## English Language Proficiency

All applicants whose **native** language is not English, as determined by WVU, must provide proof of English language proficiency. Applicants can be considered for 1) regular academic admissions, 2) Accelerated Mountaineer Program for English as a Second Language (AMP ESL (<https://elli.wvu.edu/programs/accelerated-mountaineer-program-for-esl/>)) admission, or 3) Intensive English Program (IEP (<https://elli.wvu.edu/programs/intensive-english-program/>)) conditional admission depending on their scores based on the table below. Direct admissions to WVU's Intensive English Program or Accelerated Mountaineer Program for English as a Second Language does not guarantee admission to the University.

	IEP Conditional	AMP ESL 2 Semesters	AMP ESL 1 Semester	Regular Admission
Academic IELTS ( <a href="https://www.ielts.org/">https://www.ielts.org/</a> )	Below 5.5	5.5 (no section scores below 5.5)	6.0 (no section scores below 6)	6.5
TOEFL Internet-Based ( <a href="https://www.ets.org/toefl/">https://www.ets.org/toefl/</a> )	Below 61	61 - 73	74 - 78	79
Duolingo English Test ( <a href="https://englishtest.duolingo.com/applicants/">https://englishtest.duolingo.com/applicants/</a> )	Below 90	90 - 104	90 - 104 and review by WVU English Language Learning Institute ( <a href="https://elli.wvu.edu/">https://elli.wvu.edu/</a> )	105
PTE Academic ( <a href="https://pearsonpte.com">https://pearsonpte.com</a> )	Below 44	44 - 49	50 - 52	53
ACT English ( <a href="http://www.act.org/">http://www.act.org/</a> )	Below 19	19 - 23	19 - 23 and review by WVU English Language Learning Institute ( <a href="https://elli.wvu.edu/">https://elli.wvu.edu/</a> )	24
SAT ( <a href="https://collegereadine:sat/">https://collegereadine:sat/</a> ) EBRW	Below 490	490 - 560	490 - 560 and review by WVU English Language Learning Institute ( <a href="https://elli.wvu.edu/">https://elli.wvu.edu/</a> )	570

### OTHER OPTIONS FOR ESTABLISH ENGLISH PROFICIENCY ARE:

- GCSE or GCE English exam - Letter grades A, B or C, or numerical grades 4-9
- International Baccalaureate Diploma
- Average grade of B (3.0) or higher in two introductory English composition courses including adequate coursework as determined by WVU, on research and the writing process taken at a regionally accredited U.S. university.

## Financial Documents and Student Visa

Before WVU can issue the document necessary to apply for a student visa (Form I-20 or Form DS-2019), students must provide proof that they have the adequate financial resources to provide for their expenses incurred while studying at WVU. All financial documents and a copy of the visa or passport must be submitted to the International Students and Scholars Services Office. For more on the student visa process, visit the International Students and Scholars Services (<https://iss.wvu.edu/>) webpage.

## **Student Health Insurance**

International students will be automatically enrolled in our student health plan unless an appropriate waiver has been submitted and approved. Information regarding the plan, enrollment information, waiver forms, etc., can be found at the Student Health Insurance Plan (<http://studentinsurance.wvu.edu/>).