

UNIVERSITY OF ARKANSAS AT PINE BLUFF
1200 North University Drive • Pine Bluff, Arkansas 71601 • USA

INTERNATIONAL STUDENT ADMISSIONS CHECKLIST (GRADUATE)

2020-2021 Academic Year
(Revised, October 21, 2020)

(This information and the forms referenced in this document are valid through August 31, 2021.)

We are pleased to learn about your interest in the University of Arkansas at Pine Bluff (UAPB). To be considered for admission, you must submit the items listed below. Please respond to all relevant matters that pertain to your situation; otherwise, you may experience a delay in the processing of your application package. **International students are advised to complete all aspects of the application process at least 45 days prior to the desired program start date which is generally the first day of instruction.** Admission to the university will be granted only after receipt and evaluation of all required documents. An I-20 Form for visa application is then issued to successful applicants.

- If you do not already possess a **passport**, apply for one at the earliest possible convenience. Your application package will not be complete without a copy of your passport biodata (photo) page.
- Write down your **legal name and permanent home country address**. Share this information with the UAPB recruiters and/or academic program coordinators who are assisting you with the application process. Make sure that all of the forms and documents prepared to support your application correctly present and spell your legal name and permanent home country address. Unless indicated otherwise, always write your name in the order of first name, middle name and last name (surname).
- Pay the required **application fee** at the earliest possible convenience. This can be done via the on-line application process. Otherwise, payment arrangements must be made with the university Cashier's Office at (870) 575-8279.
- UAPB requires original copies of the **Test of English as a Foreign Language (TOEFL), the Test of English for International Communication (TOEIC) or the International English Language Testing Services (IELTS)** for all international applicants from countries whose official language is not English.

An applicant may request a waiver of the requirement for an English proficiency test in writing if he or she has received a "C" or better in an English course AND:

- ✓ You are a citizen of a country whose official language is English;
 - ✓ English is your first language;
 - ✓ You have been studying in an American educational system for at least 2 years;
 - ✓ You have completed an Intensive English Program (IEP) or English as a Second Language (ESL) Program at a regionally accredited institution for at least 1 year and have received a certificate of proficiency;
 - ✓ You have been studying in a high school or college/university for at least 3 full years at the time of your application and where the language of instruction is English.
- Submit all certified **official transcripts of post-secondary school results**, the **General Certificate of Education** (your Country's National Examination Board or Council) and **degree certificates** in their original language and corresponding English language translations.

- Each student is required to obtain **validation of academic transcripts** through a transcript evaluation agency. Students may choose the agency through which this service is provided. Examples of some reputable agencies include Worldwide Education Consultant Services, Inc., Transcript Research, Educational Perspectives and Educational Credential Evaluators. Prior to selecting a transcript evaluation agency, it is highly recommended that students research an agency's track record, fee structure, translation requirements, the general timeframe required to complete an evaluation and other relevant factors. Information regarding the costs and policies of a transcript evaluation agency may generally be obtained from its official website.

Note: Prospective student athletes may submit NCAA transcript evaluation documentation in lieu of an external transcript evaluation from agencies which typically provide this service for a fee.

- Consult with your academic department or adviser to determine if there are any required **standardized test scores**, e.g., the GRE, which you must submit as a part of your application package.
- The University of Arkansas at Pine Bluff requires that all international students certify that they have the necessary financial resources required to cover the estimated cost of matriculation as set forth on the UAPB Financial Statement. Available financial resources may include academic or athletic scholarships, research assistantships, personal savings, parental support or third party financial assistance. If you are seeking a scholarship or other financial assistance from UAPB, make sure that you are informed of the anticipated dollar amount of your award before you complete these forms. Otherwise, the information you provide on the form may be inaccurate or incomplete, requiring revision and resubmission at a subsequent date in the admissions review process.

✓ **UAPB Affidavit of Support:** This form demonstrates who will be responsible for financial support for the international student applicant and that sufficient funds are available to meet necessary expenses not covered through scholarship or other assistance. This form must be notarized.

✓ **Form I-134, Affidavit of Support:** This U.S. Government form complements the UAPB Affidavit of Support by providing detailed information of the financial assets held by the parent or sponsor. UAPB no longer requires notarization of this form. The following supporting documentation is also required:

- A letter from an officer of a bank or other financial institution where the sponsor has an account identifying the date account opened, total amount deposited for the past year and the present balance. The letter should have a bank stamp or, alternatively, be notarized.
- A letter from the sponsor's employer on business stationary showing the date and nature of employment, salary paid and whether the position is temporary or permanent.

Note:

If self-employed, the sponsor may submit a copy of the last income tax return or a report of commercial rating concern. If your sponsor does not have this documentation, they may submit other relevant information, e.g., audited financial statements or a notarized letter stating the source and nature of income received. If the sponsor is retired, it is important to indicate the nature or source of funds available to assist the student.

✓ **UAPB Financial Statement for Prospective International Students:** This form is required at the time of application. The University of Arkansas at Pine Bluff requires that all on-campus international undergraduate students certify that they have an estimated amount in U.S. dollars available to them for each year of study. This amount is determined on an annual basis by the Principal Designated School Official (PDSO) in the Office of International Programs. *This form must have a bank stamp or be notarized.*

- Your **measles, mumps, and rubella immunization record** is required. Arkansas law also requires proof of inoculations on two separate dates. Students should also receive a **mandatory TB Test**. These tests must be submitted along with other application materials.
- Provide copies of applicable paperwork that is relevant to any pending **immigration status change request**.
- Generally academic departments require **three (3) letters of reference**; however, policies may vary. Check with your academic department to verify the number of letters required.

*Also international students applying from **within** the US as transfer students from other educational institutions must submit the following:*

- Copy of the **passport visa page**;
- Copy of the most recent **I-94 Form**;
- Copy of current **I-20 Form**;
- The completed **UAPB Transfer-In Form**; and
- **Employment** status.

Note about Housing

Students are eligible to receive housing applications once they have been admitted to the University. However, acceptance to the University does not guarantee housing.

SEND ALL APPLICATION MATERIALS TO:

**International/Graduate Admissions Officer
University of Arkansas at Pine Bluff
Office of Admissions
1200 North University Drive, Mail Slot 4982
Pine Bluff, Arkansas 71601-2780, USA**