

## Admissions Requirements

**To be considered for admission to Wayland, the documents below must be submitted. Some of the documents may not be relevant to your situation; please see the items with More Information.**

**No I-20 will be issued until a student is admitted to the university.**

Complete the WBU Application at <https://admissions.wbu.edu/apply/>.

Submit your school records. Most applicants will need to have their school records evaluated for U.S. equivalency. (More information under *School Record Evaluations*)

Submit English proficiency scores. (More information under *English Proficiency*).

Complete, sign, and return Wayland's financial support documents.

Provide a certified document showing that you can pay for your part of study and living at Wayland for the first year. (More information under *Funding*)

### School Record Evaluations

If you are transferring to Wayland from a U.S. high school or from another U.S. college or university, an evaluation of your school records may not be necessary. Please contact the Wayland DSO for more information.

**If you have not attended any U.S. high school or college, you must have your school records evaluated for U.S. equivalency. This includes advance-level records, transcripts, exit exam scores, and graduation certificates. The evaluation should be conducted by one of the agencies noted below:**

World Education Services (WES) – [www.wes.org](http://www.wes.org)

Request an ICAP Basic Document evaluation if you have only attended high school.

Request an ICAP Course-by-Course evaluation if you have attended college.

InCred Evaluation Services - [www.incredevals.org](http://www.incredevals.org)

You must use InCred if you are expecting to participate in athletics at Wayland.

Request a Basic evaluation along with a Certified Add-On if you have only attended high school.

Request a Course-by-Course evaluation along with a Certified Add-On if you have attended college.

SpanTran Evaluation – [www.Spantran.com](http://www.Spantran.com)

Request the Course Analysis Evaluation.

Evaluation agencies will likely require a translated copy of your records. You must pay for the evaluation and specify Wayland as the recipient of the evaluation and the translated copies of your school records. Do not send the records yourself to Wayland; they must be sent to the evaluation agency which will inform Wayland's international office when they can be downloaded.

## English Proficiency

Wayland does not offer ESOL classes or an intensive English program for those wishing to strengthen their English speaking and writing skills.

If English is not the native language of your country, you must provide English proficiency scores to Wayland to be considered for admission to the university. To be considered official, the test scores must come to Wayland from the test agency, not from you. Most English proficiency scores are valid for 2 years only; if your scores are older than that, you must take another exam.

Below is a list of English proficiency tests that are approved by Wayland.

Duolingo <https://www.duolingo.com/englishtest>

The minimum score for Admission consideration is 100.

TOEFL iBT <https://www.ets.org/toefl/test-takers/ibt/test-day/at-home-test-day.html?WT.dcsvid=MTAzNjM2MjM4Njk5OQS2>

The minimum score for Admission consideration is 61 on the internet-based exam.

IELTS <https://www.ielts.org/en-us/#>

The minimum score for Admission consideration is 6.0.

## Funding

After you apply, Wayland's International Office will email financial estimates for your first year of living and study including any scholarships for which you are eligible. The estimates will include costs for tuition, fees, housing, meals, books, and required health insurance.

Federal regulations require that you provide certified and recent documents showing you can pay for your part of the expenses unless you are fully scholarshiped by the university.

These documents are most generally bank statements. The statement must be on bank letterhead. It must be current, signed and dated by a bank official. The statement must clearly indicate the amount of money available to the student.

If your financial support includes all or some funds from the government or an agency, please have a letter sent to us on the agency's letterhead specifying the following information:

- The date of the letter
- Your name and date of birth
- The amount you will be provided
- The beginning and end dates for the funding
- The signature of the certifying officer

## Scholarships

Undergraduate students may be eligible for scholarships based on their high school (secondary) grade point averages or on their SAT scores. Please see the link below for information about Undergraduate Scholarships.

<https://www.wbu.edu/admissions/financial-aid/scholarships/academic.htm>

### **After Acceptance to the University**

After you are admitted to the university, Wayland's DSO will email an I-20 document to you along with additional instructions to get your visa from a U.S. embassy. The I-20 proves that you have been admitted to a U.S. school; you must have one to apply for an F-1 visa.

During the process of getting a visa appointment at the embassy, you can expect to pay a SEVP (Student Exchange Visitor Program) fee of \$350 and a visa application fee of \$160.

First-time F-1 students may not enter the country initially more than 30 days from the first day of class.

### **Maintaining Your F-1 (Student) Status**

Because you have qualified to study in the U.S., it's critical that you obey immigration rules relevant to your type of visa so you can continue to stay in the U.S. to complete your education. Failure to do so will put you out of immigration status. At that point, you will have only 2 options – go home immediately or request reinstatement through USCIS. The application for reinstatement is costly and generally takes a year to be processed; it can be approved or denied depending on why you lost your status. Please follow the guidelines below for maintaining your F-1 status.

#### **Maintain a Passing GPA and a Good Behavioral Record**

If you fail all of your classes for a semester, you could be suspended from the university. That will put you out of immigration status. You must maintain at least a 2.0 GPA. If you are suspended because of behavioral problems or violation of school policies, you will be out of status.

#### **Enroll in Classes for Each Semester as a Fulltime Student**

This means that Undergraduates, those seeking a Bachelors' Degree, must enroll in at least 12 credit hours of class per term ~~semester~~. And 9 of those hours must be in face-to-face settings. The remaining 3 hours may be in online settings. If you drop below the 12 hours ~~of class per week~~, you are out of status. If you take fewer than 9 hours of face-to-face classes, you are out of status.

Graduate students, those seeking a Masters' Degree, must enroll in at least 6 credit hours of class per term ~~semester~~. And 3 of those hours must be in face-to-face settings. Anything less will put you out of status.

Please do not drop any classes until you speak with the DSO.

### **Seek Help**

#### **For Grades**

Waiting until the second or third week of the term to seek help for challenging assignments could jeopardize your grade. Please see the professors for assistance with your class work or sign up for tutoring. The tutoring sessions are paid for by your fees. Visit the tutoring center on the second floor of the library. You must maintain at least a 2.0 GPA.

**For Spiritual Needs**

Any faculty or staff will be happy to speak and pray with you. Should you want to speak with the Director of Spiritual Life, please see Donnie Brown whose office is located in the Brown Family Conference Center across from Jimmy Dean Dorm.

**For Health Problems**

Please see our Director of Health Services for any health issues. The office is located on the second floor of the University Center – above the Cafeteria. Remember, you have a health insurance policy so if you need to see a doctor, your out-of-pocket costs will be reduced.

**For Mental/Emotional Concerns**

Our counseling office is located next to the Health Services Office. Again, there is no direct cost to you because the services are covered by fees that you have paid. These are confidential visits; please do not hesitate to get the help you need.

**For Disciplinary or Harassment Issues**

Should you need to speak with an official regarding disciplinary or harassment issues, please see Wayland's Dean of Students on the second floor of the University Center. These records are confidential; do not hesitate to seek help. If you need immediate police help, call 911.

**For Housing Issues**

Please visit the Housing Office on the second floor of the University Center.

**Work Only on Campus**

F-1 students may work only on campus for up to 20 hours weekly. Exceptions to that rule are for students participating in CPT and OPT; see the DSO about these options. Students must have a Social Security card before they can begin work. The DSO can assist with that process. If you work, you must file a U.S. tax return for each year of work in the U.S. You should plan to use a tax-preparation source external to Wayland.

**Pay Your Wayland Bills**

Please check with Wayland's Business Office regarding the payment of your bill. You must have cleared the balance for your current term before you are allowed to enroll in the next term. The Business Office is on the first floor of Gates Hall.

**Inform the DSO of Changes, Immigration Issues, or Transfer Plans**

The Student Exchange Visitor Information System (SEVIS) is the U.S. government's web-based system for tracking and managing your non-immigrant status while in the U.S. Inform the DSO immediately of any changes in address, degree, major, phone number or email. These changes must be noted in your SEVIS record. Too, if planning to travel out of country, please contact your DSO. For any issues with your I-20 or if you plan to transfer out of Wayland, please see the DSO.

**Return and Report**

Students must report to the DSO when returning to campus for the first day of classes following a holiday. Likewise, you must report to the DSO should you plan to leave early to return home after your finals.

### **Know Your End Date and Email Any Extension Requests**

Stay aware of your Program End Date; it is noted on the first page of your I-20. The End Date is the date by which you should complete your degree at Wayland. You are required to leave the country 60 days after your End Date unless you are participating in OPT, re-enrolling in a university, or changing your visa type.

Consult with your academic advisors regularly to stay current about your academic requirements and graduation date. Should you need additional time to complete your degree, past the end date, you must speak to the DSO **at least a semester** before you plan to finish your degree. If approved by the DSO, email the DSO your formal request with the finish date.

### **Check Your I-20 Before You Travel**

The DSO signature on the second page of your I-20 should not be over a year old when you return through the Port of Entry. See the DSO if you need another signature before you leave for a holiday or summer break.