

# West Liberty University International Student Application



P.O. Box 295, 101 Campus Service Center, Route 88 N  
West Liberty, West Virginia 26074, USA  
(304) 336-8076, Fax (304) 336-8403

E-mail: [admissions@westliberty.edu](mailto:admissions@westliberty.edu) Website: [www.westliberty.edu](http://www.westliberty.edu)

## Application Instructions:

**COMPLETE ALL BLANKS IN CAPITAL LETTERS.** Please type or print clearly all answers, in English and provide all required information on this form. If you do not have enough space for any answer on this form, please continue on a separate sheet. Be sure to sign and date the form. **Your application will be returned if not properly completed.** Applicants under 18 must also have parent or guardian sign form before returning it. **No application fee is required.**

## PERSONAL INFORMATION

**Name** (Please print as it appears in your passport)

Family Name First Middle Maiden (if applicable)

Date of Birth (Month-Day-Year) Place of Birth (City and Country)

Native Language(s)

U.S. Social Security Number (if applicable): \_\_\_\_\_ Gender:  Male  Female

**ATTACH HERE  
PHOTOGRAPH  
TAKEN WITHIN THE  
PAST YEAR**

**Please indicate Year/Term for which you are applying:** YEAR \_\_\_\_\_  Fall Semester (August – December)  
 Spring Semester (January - May)

**What is your intended Major/ Field of Study?** \_\_\_\_\_  
(Please refer to list of majors on page four of application. If Dental Hygiene, please indicate whether two-year or four year)

If you are a transfer student please list the school you are transferring from to WL: \_\_\_\_\_

**International Home Address** (Permanent Address)

Number, Street, Apartment and/or PO Box

City State/Province Postal Code Country

Home Phone (Country/City Code/Number) Permanent Email Address

**Present Mailing Address** (If different from above)

Number, Street, Apartment and/or PO Box

City State/Province Postal Code Country

For how long will this be your mailing address: \_\_\_\_\_ Telephone/Cell phone: \_\_\_\_\_

**PERSONAL INFORMATION (Continued)**

**Ethnic Status:**

- White, Non-Hispanic
- Black, Non-Hispanic
- Hispanic
- Asian/Pacific Islander
- American Indian/Alaskan
- Other: \_\_\_\_\_

**Citizenship Status:**

- Country of Citizenship: \_\_\_\_\_
- Permanent resident with Alien Card  
*Please enclose copy of both sides of green card*
  - Non-immigrant/Other Visa Type
- Specify: \_\_\_\_\_
- Will you need a depended I-20 form?  Yes  No
- If yes, please provide below information about spouse or children to be included on Form I-20*

**Dependent Information:**

- Spouse's Name:** \_\_\_\_\_  
*Last First Middle*
- Gender: \_\_\_\_\_ Birthday: \_\_\_\_\_  
*Male/Female Month/Day/Year*
- Place of Birth: \_\_\_\_\_  
*City and Country*
- Children's Name:** \_\_\_\_\_  
*Last First Middle*
- Gender: \_\_\_\_\_ Birthday: \_\_\_\_\_  
*Male/Female Month/Day/Year*
- Place of Birth: \_\_\_\_\_  
*City and Country*

**FAMILY INFORMATION**

*(In Case of Emergency Information)*

\_\_\_\_\_  
**Father's** Family Name First Middle

\_\_\_\_\_  
(Father's Address) Number, Street, Apartment and/or PO Box

\_\_\_\_\_  
City State/Province Postal Code Country

\_\_\_\_\_  
Home Phone (Country/City Code/Number) Permanent Email Address

\_\_\_\_\_  
Father's Occupation (Job Title) Employer

\_\_\_\_\_  
**Mother's** Family Name First Middle

\_\_\_\_\_  
(Mother's Address *if different*) Number, Street, Apartment and/or PO Box

\_\_\_\_\_  
City State/Province Postal Code Country

\_\_\_\_\_  
Home Phone (Country/City Code/Number) Permanent Email Address

\_\_\_\_\_  
Mother's Occupation (Job Title) Employer

**Do you have family or friends currently residing in the United States?**  Yes  No

If yes, please list a local contact:

\_\_\_\_\_  
Contact's Name Relationship Telephone/Email

\_\_\_\_\_  
Address: Number and Street and/or PO Box City State Zip

**How did you find out about West Liberty University?**

- Website
- School Publication
- Education Fair
- Education USA Center
- Admissions Counselor
- Advertizing
- School Mail
- Friend/Family
- Hobsons
- Other: \_\_\_\_\_

## EDUCATIONAL INFORMATION

1. What are your academic and career goals? \_\_\_\_\_
- 
2. List chronologically each educational institution that you have attended beginning with the first year of secondary education and ending with the institution you most recently attended, or are currently attending. All institutions must be reported whether or not credit was earned or transfer credit to West Liberty is desired. **Print the name of each certificate, diploma, or title in English and in original language.** Please attach an extra sheet of paper if necessary. If your education was interrupted by any reason, please attach a summary of your activities.

Attendance dates (Month/Year to Month/Year) ____/____/____ to ____/____/____	Your Age	Name of School	School Address (Complete)	Date of Graduation (Month/Day/Year)	Degree Received or expected (e.g. High school diploma, college diploma, certificate etc)

3. Are you currently enrolled in the last school listed above:  Yes  No
4. Please list all work and military experience you have had since you have graduated from high school (if any):
- | <i>Name of Employer</i> | <i>Location (City, Country)</i> | <i>Job Title</i> | <i>Dates</i><br>From Month/Year To Month/Year |
|-------------------------|---------------------------------|------------------|---|
| _____                   | _____                           | _____            | ____/____/____                                |
| _____                   | _____                           | _____            | ____/____/____                                |
5. Highest level of education your parents completed: \_\_\_\_\_
6. Are you currently under suspension or dismissal for disciplinary or academic reasons from any college, university, or other post high-school educational program?  Yes  No (If your answer is yes, please attach a statement of explanation)
7. Have you taken or plan to take (please check):
- SAT:**  Yes  No Date taken: \_\_\_\_/\_\_\_\_/\_\_\_\_ Date you will take test: \_\_\_\_/\_\_\_\_/\_\_\_\_ Scores: \_\_\_\_\_
- ACT:**  Yes  No Date taken: \_\_\_\_/\_\_\_\_/\_\_\_\_ Date you will take test: \_\_\_\_/\_\_\_\_/\_\_\_\_ Scores: \_\_\_\_\_
- TOEFL:**  Yes  No Date taken: \_\_\_\_/\_\_\_\_/\_\_\_\_ Date you will take test: \_\_\_\_/\_\_\_\_/\_\_\_\_ Scores: \_\_\_\_\_
- IELTS:**  Yes  No Date taken: \_\_\_\_/\_\_\_\_/\_\_\_\_ Date you will take test: \_\_\_\_/\_\_\_\_/\_\_\_\_ Scores: \_\_\_\_\_

If other English language proficiency test was taken please list: \_\_\_\_\_ Date taken: \_\_\_\_\_ Score: \_\_\_\_\_

**Official Test Score Reports must be sent to West Liberty Admissions Office.  
Our institutional code is: 003823 (ACT/SAT) and 5901 for TOEFL/IELTS**

8. Your application must be accompanied by official records and/or examination results of your secondary education and university education undertaken. Academic records:  are enclosed  will be sent by: \_\_\_\_\_ (Month/Day/Year)

**I certify the information I have provided is complete and true. I further understand that any willful misrepresentation of information given in this application may be grounds for denial of my admission or suspension from the university.**

APPLICANT  
SIGNATURE



Date: \_\_\_\_\_ If Applicant \_\_\_\_\_  
Month/Day/Year Under 18 Parent/Guardian Signature

## PROGRAMS OF STUDY

### LIBERAL ARTS AND SCIENCES – (Non-teaching) Bachelor of Arts (B.A.) or Bachelor of Science Degrees (B.S.)

Majors available in the following fields of study:

Biology (B.S.) General Biology Track Pre-Professional Track Biotechnology Track Microbiology Track Forensic Science Track	Chemistry (B.S.) Environmental Science Track Communications (B.S.) Broadcasting Concentration Journalism Concentration Theater Concentration Criminal Justice (B.S.)	English (B.A.) Exercise Physiology (B.S.) Graphic Design (B.S.) Digital Media Design Concentration Mathematics (B.S.) Psychology (B.A. or B.S.)	Social Science (B.A. or B.S.) - Geography Concentration - History Concentration - International Studies Con. - Political Science Con. - Pre-Law Concentration - Sociology Concentration
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### PROFESSIONAL

#### -- I. BUSINESS ADMINISTRATION – Bachelor of Science (B.S.) with specializations available in:

Accounting	General Business	Hospitality and Tourism Management	Sports Management
Administrative Mathematics	Health Services Management	Management	Golf Management
Administrative Science	Health Care Management Track	Marketing	
Banking, Finance and Economics	Long-Term Care Management Track		
Computer Information Systems			

Business Information Systems (B.S.) Degree Program

#### -- II. HEALTH PROFESSIONS

Four-Year Bachelor of Sciences (B.S.) Clinical Laboratory Science Nursing Speech Pathology/Audiology	Dental Hygiene Management Track Marketing Track Education Track Gerontology	Two-Year Associate in Science (A.S.) Dental Hygiene
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#### -- III. TEACHER EDUCATION (B.A.)

##### A. Secondary Education – Fields of Study:

Art	English	Mathematics	Physical Education
Biology	General Science	Music	Social Studies
Chemistry	Health		

##### B. Elementary Education – (K-6)

##### D. Early Education Endorsement

##### C. Special Education Endorsement

##### E. Multi-Categorical Special Education

-- IV. OTHER – Interdisciplinary Studies (B.A. or B.S.) – Regents' Bachelor of Arts Degree Program (B.A.) – Bachelor of Applied Science (B.A.S.). Open only to A.A.S. degree graduates.

### PRE-PROFESSIONAL (Initial course work of 2-3 years – not degree programs)

Pre-Dentistry	Pre-Law	Pre-Occupational Therapy	Pre-Pharmacy
Pre-Engineering	Pre-Medicine	Pre-Optometry	Pre-Physical Therapy
			Pre-Veterinary Science

**UNDECLARED:** For applicants who are not certain about which program to follow

## SCHOLARSHIPS

Submission of your application for admission also serves as your application for academic scholarships. Minimum requirement for high school applicants are a cumulative grade point average (GPA) of 3.75 (on a 4.00 scale) and a composite score of 22 on the ACT or a combined Verbal/Critical Reading and Math score of 1030 on the SAT. Minimum requirement for transfer applicants is a cumulative grade point average (GPA) of 3.50 (on a 4.00 scale).

Please have your high school diploma evaluated by a Credential Evaluation Service Provider in order to determine diploma equivalence and your cumulative grade point average (GPA). (E.g. World Education Services (WES), Global Credential Evaluators (GCE), Association of International Credentials Evaluators (AICE) etc)

## FINANCIAL SUPPORT

West Liberty University is required by the United States Immigration and Naturalization Service to obtain verification of financial resources from each international student before it can issue the Certificate of Eligibility (**Form I-20**) necessary to apply for an F-1 student visa.

Each international student must prove availability of sufficient funds to support all living and educational expenses for his or her entire period of study at West Liberty University. Currently, each international student needs approximately **\$22 420 (U.S.)** for each year enrolled at West Liberty University (not including optional summer terms). Below is an estimate for one academic year (2009-2010) at West Liberty University. Please note that these figures are subject to change yearly.

### Estimate of Student Expenses 2009-2010

<b>Tuition and Fees (2 semesters):</b>	<b>\$11 950</b>
<b>Room and Board:</b>	<b>\$ 6870</b>
<b>Books and Supplies:</b>	<b>\$ 1200</b>
<b>Personal Expenses/Travel:</b>	<b>\$ 2000</b>
This cost is estimated for local transportation, entertainment, clothing etc.	
<b>Health Insurance:</b>	<b>\$ 400</b>
All international students are required to have health insurance. Students who do not have health insurance will be required to purchase insurance before registering to classes.	
<b>Total support required for issuance of I-20:</b>	<b>\$22 420</b>

All students requiring an I-20 must complete the Declaration and Certification of Finances and submit adequate documentation of financial support. Documentation of financial support can take one or a combination of the following forms:

- A) If your parent or spouse will fund your studies at West Liberty, you must provide official bank statement showing the availability of the required amount. Bank statements can be no older than six months.
  
- B) If you will be supported by a private sponsor (relative, friend), the sponsor must complete DHS Form I-134, Affidavit of Support declaring intent of sponsorship and provide bank stamen showing availability of the required amount. Bank statements can be no older than six months.
  
- C) If you will be supported by a government agency or public or private sponsoring institution, please attach an official copy of your sponsorship award letter. This letter in English must indicate in details which fees will be provides through the agency or institution. Additional certification must be provided for any amount not covered by the agency.

**Important Note:** West Liberty University must have the original or certified/legalized copy of the original financial support document in order to issue the Form I-20. Please keep a copy of all supporting financial materials for your records and take with you to the U.S. Embassy or Consulate when you apply for your visa.

### Declaration and Certification of Finances

For non-United States citizens and non-permanent residents of the United States

Financial Fund Provider	Amount of assured financial support in U.S. Currency (\$)
Personal/Family Savings (please print the name of the bank): .....	..... (Attach original bank letter/statement verifying availability of funds)
Private Sponsor/Relative, Friend (please print the name of person and relationship): .....	..... (We require that sponsor completes an Affidavit of support: I-134 Form .Download form at: <a href="http://www.uscis.gov">www.uscis.gov</a> )
Sponsoring Organization/Employee/Government/Agency (please print name of organization): .....	..... (We require an official copy of the terms of support, specifying the amount of tuition, fees, living expenses and length of time covered by the award)

I, (print name) \_\_\_\_\_, certify that I have the financial resources to cover all expenses during my studies at West Liberty and that all the information provide is True.

**Student's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## HEALTH AND IMMUNIZATION INFORMATION

Each student at West Liberty University must provide proofs of measles and rubella vaccination. Please send your vaccination records with your application for admission.

All West Liberty University students have to complete as well a required health certificate that must be completed by your doctor and must be returned to West Liberty Health Services before or on your first day of school. You can download the health certificate from our website: [www.westliberty.edu](http://www.westliberty.edu) or we can mail/email it to you upon your request. Failure to submit this form before or on your first day of school at West Liberty may result in your being denied treatment at the Health Service, participation in intercollegiate sports, or entry into some academic programs.

### Measles and Rubella Immunization

Please attach or send proof of immunization. You must check one of the following:

- Proof of vaccination is being provided from my family physician (a letter listing date of the immunization is required).
- Proof of vaccination is being provided as part of my high school transcript (in this case you must authorize the high school to release this information).
- I have had the measles (must be certified by the family physician)
- I will be a part-time student (not residing in college residence halls) which exempts me from the requirement.
- I request an exemption from this requirement because of religious beliefs. (A special form is needed if you use this option. Contact the Office of Admissions to obtain the necessary form)
- My birthday is prior to January 1, 1957, which exempts me from the requirement.
- I meet none of the above and I understand that I will need to be immunized and provide proof of such immunization by the end of my first semester of enrollment.

### Important Information about Measles and Rubella Immunization

Vaccine preventable diseases (VPDs) have declined dramatically during the past 20 years as a cause of morbidity and mortality in the United States. While these declines have been dramatic, significant morbidity and some mortality from these VPDs persist. College-aged students remain particularly susceptible to measles and rubella and these diseases continue to be associated with outbreaks on college campuses. During the recent past, there have been numerous outbreaks on college campuses in the United States and some deaths have occurred. In view of these circumstances, the West Virginia Commissioner of Health requested that proof of valid measles and rubella immunization be an enrollment requirement for students enrolling in West Virginia state colleges and universities. In the interest of student health, the State College System Board, at the request of and in collaboration with the West Virginia State Department of Health, establishes the following immunization policy with regard to measles and rubella.

The primary purpose of a mandatory measles and rubella immunization requirement for college students is to prevent the introduction and spread of these vaccine preventable diseases among students in state colleges. Accordingly, these regulations require proof of immunity as a requirement for enrollment in the institutions in the State College System. The Admissions Officers shall administer the requirement as an aspect of the enrollment and registration process for their respective institutions.

All students in the State College System who were born after January 1, 1957, except those exempted by this rule, shall be required to provide proof of immunity to measles and rubella. To facilitate the implementation of this rule, the student shall be requested to provide proof of immunity on or before the date of enrollment. **The student shall have proof of immunity by the following semester or will not be permitted to enroll in classes.**

This immunization requirement applies to all undergraduate students who are enrolling for the first time in a state college who are classified as full-time students. It also applies to all part-time newly enrolled students (those enrolled in fewer than 12 semester hours of coursework) who will be or are residing in college residence halls. This immunization requirement also applies to undergraduate students who transfer in from out-of-state, regardless of undergraduate grade level.

The student may be exempted from proof of immunity or from the requirement to receive measles or rubella vaccine for three reasons: medical, religious, and student enrollment classification.

**Medical exemption:** Students presenting a statement from a licensed physician which certifies that the immunization is or may be detrimental to a person's health shall be exempt.

**Religious exemption:** If the bona fide religious belief of the student is contrary to these immunization requirements, the student shall be exempt. Upon submission of a written, signed and notarized statement of the bona fide religious beliefs and opposition to the immunization requirements, the person may attend college without proof of immunity.

**Student classification:** Part-time students (those enrolled in fewer than twelve credit hours of course work) not residing in college residence halls.

Students who are unable to provide proof of immunity may obtain the required immunization free of charge. Students may obtain the required immunization free of charge at any county health agency which administers immunizations. (WV Code 18B-1-6, 18B-1-8).

## CHEKLIST and REQUIRED APPLICATION MATERIALS

This checklist will help you review all the required admission documents that you have to submit to West Liberty's Admissions Office and avoid delays with your admission process. No admission decisions can be made until all of your documents listed below have been received.

Check if you  
attached to the  
application:

### Application Materials:

- 1) Completed West Liberty application for international student admission
- 2) Results of the Test of English as a Foreign Language (TOEFL) or International English Language Testing (IELTS).
- 3) Original or certified copies of all official academic records (transcripts, certificates, diplomas) in original language of issue. (Applicants who have studied in the United States are required to have the institution(s) in the United States send their official transcripts directly to West Liberty.)
- 4) Official English translations of all academic records submitted (transcripts, certificates, diplomas)
- 5) Submit official results from either SAT (Scholastic Aptitude Test) or ACT (American College Test). SAT and ACT test scores are used in placing students in English and mathematics and for determining eligibility for scholarships and loans.
- 6) Credit Certification. All international student applicants, including first-time freshmen and degree seeking transfer students, must have all previously earned credit evaluated in order for West Liberty to award the transfer of credit.

For first time college applicants, the high school transcript/diploma from an institution outside the United States must be translated into English, and evaluated to determine equivalence and GPA. For this evaluation a document-by-document report will be sufficient. The high school GPA will be used in determining eligibility for scholarships. Please have your high school diploma evaluated by a Credential Evaluation Service Provider in order to determine diploma equivalence and your cumulative grade point average (GPA). (E.g. World Education Services (WES), Global Credential Evaluators (GCE), Association of International Credentials Evaluators (AICE) etc)

For transfer students, all transcripts from colleges or universities outside of the United States must be translated into English and evaluated by an accredited U.S. evaluation service before an admission decision can be made. The evaluation should be a course-by-course report. If you are currently enrolled in a term or semester, you should contact the evaluation service about getting a partial evaluation done. A final evaluation will be required during the first semester of study.

- 7) Confidential Mandatory Health Form and Immunization record with inoculations against measles and rubella.
- 8) Certification of Financial Support. Students that need to obtain an F-1 visa need to submit evidence of financial support in order for West Liberty to issue and send you the I-20 document. Funds may come from any dependable source, including sponsoring agencies, personal and family funds.