




## PROSPECTIVE GRADUATE F-1 STUDENT ADMISSIONS PROCESS



*In* the summer, the sun shines at midnight. In the winter, northern lights draw a shimmering curtain across the stars. On a spring morning, snow capped peaks glow pink with the rising sun. On an autumn evening, the low golden light seems to set even the waters ablaze.

It is a beautiful here in a thousand different ways, and just when you learn to appreciate them all, you'll discover the thousand and first.




The University of Alaska Anchorage is a comprehensive metropolitan university situated at the heart of a vast and magnificent state. Located on the edge of the nation's last great wilderness, UAA is far from remote in the things that matter to students. Innovative programs, a world class faculty, and a brand new state-of-the-art library are just the beginning.

### Admission Contacts

**DONI WILLIAMS**  
International Student Advisor  
(907) 786-1573  
[doni@uaa.alaska.edu](mailto:doni@uaa.alaska.edu)



**CECILE MITCHELL**  
Director of Enrollment Services  
(907) 786-1558  
[ancom@uaa.alaska.edu](mailto:ancom@uaa.alaska.edu)




*All admission materials must be sent directly to:*  
**Attention: Doni Williams**  
3901 Old Seward Highway, Suite 106  
Anchorage, AK 99503

**Fax: (907) 786-4888**  
<http://www.uaa.alaska.edu/iss>

*(Faxed copies will not fulfill admission requirements  
and will be considered unofficial)*

# HOW TO APPLY

- 1 Complete the application for admission online at [https://uaonline.alaska.edu/banprod/owa/bwskalog.P\\_DispLoginNon](https://uaonline.alaska.edu/banprod/owa/bwskalog.P_DispLoginNon), and visit the Graduate School web site at <http://www.uaa.alaska.edu/academics/graduatestudies/> to find your major and additional academic requirements.
- 2 Your sponsor (or you, if you will be a self-sponsoring student) must complete **2 Affidavits of Support** (forms included with this document) and have them notarized. Send one completed, notarized Affidavit to Enrollment Services and keep the other one for your visa interview or other government approval process.
- 3 You must complete and sign the **Admissions Agreement** in this packet.
- 4 Your sponsor (or you, if you are a self-sponsoring student) must provide an **original bank letter or bank statement, dated within six months of the term in which you plan to enroll, showing at least US \$24,884 in available funds** (for estimated expenses the first year of study).
  - ▶ The names of the **bank account holder** and the **sponsor** must be the same.
  - ▶ Evidence of additional funds of \$6,669 must be shown for each accompanying dependent adult and \$3,568 for each accompanying dependent child.
- 5 Arrange to have official college transcripts sent to UAA. To be considered official, transcripts must be sealed in an envelope from the issuing institution. If the schools for which you are submitting transcripts are outside the United States, you must also have them evaluated by an international credential evaluation service to determine that they are the equivalent of a Bachelor's degree in the United States. A list of such services is on page 8 of this document. You must request that a second official copy of your transcripts be sent from your school to the agency you choose, and ask the agency to send an official evaluation directly to Enrollment Services.
- 6 Arrange to take the TOEFL or IELTS exam and have the results forwarded to UAA. UAA's TOEFL reporting code is 4896. Please provide this number when you take the test so that TOEFL will send us an OFFICIAL copy of your score. To request TOEFL information, please contact 

TOEFL/TSE Publications PO Box 6154 Princeton, NJ 08541-6154 USA Telephone: (609) 771-7100 Web: <a href="http://www.toefl.org">http://www.toefl.org</a>
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- 7 Each department has particular academic requirements for graduate degrees (i.e. letters of recommendation, GRE scores, etc.). Visit the web site of the department that offers the degree to find complete academic admission requirements.
- 8 *If you are transferring from another United States school*, the International Student Advisor from your previous school must complete a **UAA F-1 Student Transfer Eligibility Form** and forward it directly to the Enrollment Services office.
- 9 *If you are seeking a change of status*, submit a completed I-539 form with your application materials. I-539 forms can be obtained from the USCIS web site at <http://www.uscis.gov>

## After submitting all application materials:

- If more information or documentation is needed, you will be contacted with specific details on how requirements can be met.
  - If the application materials are complete and you are admitted, you will receive an acceptance letter, I-20 form, and instructions on how to apply for an F-1 visa and what to do upon arrival in Anchorage.
- ! DO NOT make an appointment at an embassy or consulate until your admissions process is complete and you have an I-20. Doing so could result in a delay in your enrollment.
- ! DO NOT make airline reservations or buy non-refundable airline tickets before your F-1 visa has been approved.

### How much does it cost to study at UAA and live in Anchorage?

Applicants are required to show evidence of available funds equal to estimated expenses for one year of study. This is U.S. Citizenship and Immigration Service (USCIS) policy.

Estimated Expenses for One Academic Year (Fall and Spring Semesters)	
Tuition and Fees	\$11,852.00
Room and Board	\$8,600.00
Books	\$800.00
Insurance & Personal Expenses	\$3,632.00
<b>Total</b>	<b>\$24,884.00</b>

### Does UAA have student housing?

Yes, but space is limited and fills up quickly. Visit [www.uaa.alaska.edu/housing/](http://www.uaa.alaska.edu/housing/) or call (907) 751-7200 for more information and an application.

### How will UAA evaluate my level of English proficiency? What if I am not proficient in English?

Graduate applicants **MUST** take the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) exam and achieve minimum scores for admission into a graduate program.

<p><b>Minimum TOEFL Scores:</b></p> <ul style="list-style-type: none"> <li>▶ 213 on the computer-based test</li> <li>▶ 79-80 on the internet-based test, <i>or</i></li> <li>▶ 550 on the paper-based test</li> </ul>	<p><b>Minimum IELTS Scores:</b></p> <ul style="list-style-type: none"> <li>▶ 6-6.5</li> </ul>
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However, students with lower TOEFL or IELTS scores may be admitted with the condition that they complete ESL (English as a Second Language) courses prior to beginning program courses. Admissions decisions with ESL conditions will be made on a case-by-case basis and are not guaranteed.

### Is financial assistance available to international students to meet college expenses?

There are some scholarships for which international students may be eligible. Visit [www.uaa.alaska.edu/scholarships/](http://www.uaa.alaska.edu/scholarships/) for detailed information.

### Is health insurance required?

Yes. International students are required to have medical insurance. Students who do not already have insurance (and acceptable documentation) must purchase it through UAA.

### Is an F-1 student eligible to work?

F-1 students are eligible to work on campus, but are restricted to part-time employment (20 hours per week) while classes are in session. UAA does not guarantee campus jobs. F-1 students should not rely on campus employment to meet school or personal expenses.

### I have studied at another college. How can I transfer credits to UAA?

If the college or university is outside of the United States, you must request that one transcript be sent directly to UAA and request another to go to an international credential evaluation service. To be considered for transfer credit the international credential evaluation must be a “course-by-course” evaluation. If you are only documenting your undergraduate degree, you will need only an overall evaluation indicating that your degree is equivalent to a U.S. Bachelor’s degree. Transcripts from schools within the United States should be sent directly to Enrollment Services from your previous school. Talk with the department that offers your major to determine whether you may transfer graduate credits.

# APPLICATION CHECKLIST

## Required Documentation

New F-1 students are accepted for fall and spring semester admission only (this does not include summer sessions). The entire admission process may require 8 to 10 weeks. PRIORITY attention is given to complete applications (with all required documents submitted) received by the following dates:

Fall Semester:           **June 1**  
Spring Semester:       **October 15**

INCOMPLETE APPLICATIONS or APPLICATIONS SUBMITTED AFTER THESE DATES may delay the desired semester of enrollment until the next school term, or, in some cases, indefinitely.

Forward All Required Items to → Doni Williams  
3901 Old Seward Highway  
Suite 106  
Anchorage, AK 99503

- Application for Admission (online or by mail)
- Application Fee (\$60.00, online or by mail)
- Affidavit of Financial Support for International Students
- Remember:** Keep the second Affidavit for the visa interview or other governmental approval process
- Original bank letter or bank account statement (on official letterhead) showing a minimum of \$24,884 in available funds. The **bank account holder** and **sponsor** (or self-sponsoring student) must be the same person.
- Admissions Agreement for Prospective F-1 Students
- Official College Transcripts, with evaluations (and translations if applicable).
- Official TOEFL or IELTS Score
- Program-specific requirements (i.e. letters of recommendation, GRE scores, etc)
- Transfer Students Only: F1 Transfer Eligibility Form** must be forwarded by your previous or current college or university



# AFFIDAVIT OF FINANCIAL SUPPORT FOR INTERNATIONAL STUDENTS

Please type or print answers clearly, in ink.

Student's Name: \_\_\_\_\_  
Last First Middle

Sponsor's Name: \_\_\_\_\_  
Last First Middle

Sponsor's Address: \_\_\_\_\_

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

\_\_\_\_\_  
Phone Number E-Mail Address

**Declaration of Support (check all that apply):**

- I, \_\_\_\_\_ (student) am at least 21 years old and I will financially sponsor myself.
- I, \_\_\_\_\_, am the Sponsor for the applicant/student named above, and I agree to assume PRIMARY FINANCIAL RESPONSIBILITY for all expenses (tuition, fees, books, living expenses, and health insurance) of the person named above during his or her attendance at the University of Alaska Anchorage. I guarantee that he or she will not be without adequate financial support and necessary resources during his or her stay in the United States. I am aware that the estimated financial cost for an F-1 student attending UAA is US \$24,884.00 (additional funds required for each accompanying dependent). I am aware that this estimate is subject to change without prior notice.
- I am the sponsor of \_\_\_\_\_ additional students.
- It is my intention to sponsor the applicant's accompanying dependent(s):

Name (last name, first name)	Birth Date (mm/dd/year)	Country of Birth/ Citizenship	Relationship

I understand that this Affidavit of Support is a binding document and that eligibility for continuation of studies depends upon satisfactory academic progress and the financial support of the sponsor or the self-sponsoring student. Loss of financial sponsorship will result in the student being advised to return to his or her home country.

\_\_\_\_\_  
 Signature of Sponsor or Self-sponsoring Student / Relationship to Student

**Notary Public/Attorney/U.S. Consular Certification**

[Official Notary Stamp or Seal Below]

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_,

20\_\_\_\_\_, at \_\_\_\_\_.

\_\_\_\_\_  
 Signature of Official Administering Oath

\_\_\_\_\_  
 Printed Name



# AFFIDAVIT OF FINANCIAL SUPPORT FOR INTERNATIONAL STUDENTS

Please type or print answers clearly, in ink.

Student's Name: \_\_\_\_\_  
Last First Middle

Sponsor's Name: \_\_\_\_\_  
Last First Middle

Sponsor's Address: \_\_\_\_\_

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

\_\_\_\_\_  
Phone Number E-Mail Address

**Declaration of Support (check all that apply):**

- I, \_\_\_\_\_ (student) am at least 21 years old and I will financially sponsor myself.
- I, \_\_\_\_\_, am the Sponsor for the applicant/student named above, and I agree to assume PRIMARY FINANCIAL RESPONSIBILITY for all expenses (tuition, fees, books, living expenses, and health insurance) of the person named above during his or her attendance at the University of Alaska Anchorage. I guarantee that he or she will not be without adequate financial support and necessary resources during his or her stay in the United States. I am aware that the estimated financial cost for an F-1 student attending UAA is US \$24,884.00 (additional funds required for each accompanying dependent). I am aware that this estimate is subject to change without prior notice.
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[Official Notary Stamp or Seal Below]

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20\_\_\_\_\_, at \_\_\_\_\_.

\_\_\_\_\_  
 Signature of Official Administering Oath

\_\_\_\_\_  
 Printed Name



# ADMISSIONS AGREEMENT FOR PROSPECTIVE F-1 STUDENTS

Please read carefully, complete the required information, and sign.

- ▶ I have read "Prospective F-1 Student Admission Procedures" (or the document has been translated and explained to me), and I understand the terms of acceptance to University of Alaska Anchorage.
- ▶ I agree to comply with the University's policies regarding student conduct and academic standards during my enrollment, as stated in the Student Handbook and College Catalog.
- ▶ I agree to comply with U.S. Citizenship and Immigration Service policy, and regulations that apply to non-immigrant students attending colleges and universities in the United States.
- ▶ I certify that all information provided by, or on behalf of, the applicant is true and correct.
- ▶ I understand that loss of financial sponsorship without immediate and adequate replacement may result in a student being advised to exit the United States and return to his or her home country.
- ▶ I acknowledge that the University and/or its representatives may engage in an exchange of information regarding student enrollment, academic progress, conduct, or unmet obligations with persons made known to the University as financial sponsors as well as United States federal and local government law enforcement agencies working under the authority of the Department of Homeland Security.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address (Home Country)

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

\_\_\_\_\_  
Current E-Mail Address



# INTERNATIONAL TRANSFER CREDIT EVALUATION INFORMATION

Students who have attended a post secondary institution in a country other than the United States of America or Canada must provide an official statement of educational equivalence from one of the agencies listed to the right before they can either be admitted to a graduate degree program or be considered for undergraduate credit. The type of evaluation that is needed is called a “course-by-course,” “comprehensive,” or “detailed” evaluation.

The agency must include the following information in their report for the University Alaska Anchorage (UAA) to accurately evaluate foreign transfer credit or a foreign degree:

- 1 Course-by-course breakdown
- 2 Course credits equated to semester hours
- 3 US grade equivalent for each course
- 4 Lower/Upper course level recommendations (for students who have completed more than two years of full-time study)

The agency must send an official evaluation report to UAA. Please note that these agencies are not translation services, although some may translate documents for an additional fee. Students need a separate copy of their school records for the agency they choose (i.e., the transcripts that the agency requires are in addition to the **official** transcripts that UAA must receive as part of a student’s application for admission). Each agency has its own forms, policies, and fees. For more information, please contact an organization on this list.

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International Student Advisor  
(907) 786-1573  
[doni@uaa.alaska.edu](mailto:doni@uaa.alaska.edu)



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<http://www.uaa.alaska.edu/iss>

**Fax: (907) 786-4888**

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**Center for Applied Research,  
Evaluations & Education, Inc.**  
P O Box 18356  
Anaheim, CA 90817  
Phone: (714) 237-9272  
Fax: (714) 237-9279  
Email: [eval\\_caree@yahoo.com](mailto:eval_caree@yahoo.com)  
[www.iescaree.com](http://www.iescaree.com)

**Educational Credential Evaluators, Inc.**  
PO Box 514070  
Milwaukee, WI 53203-3470  
Phone: (414) 289-3400  
Fax: (414) 289-3411  
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[www.ece.org](http://www.ece.org)

**Global Services Associates**  
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**SpanTran Educational Services, Inc.**  
7211 Regency Square Blvd., Suite 205  
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Fax: (713) 789-6022  
Email: [info@spantran-edu.org](mailto:info@spantran-edu.org)  
[www.spantran-edu.com](http://www.spantran-edu.com)

**World Education Services, Inc**  
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Fax: (212) 739-6100  
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[www.wes.org](http://www.wes.org)