

# Admissions

- **Office of Admissions**
- Office: BA 115
- Telephone: 801-863-8706

## Admissions Policy

Utah Valley University maintains an open admissions practice, admitting all applicants whose qualifications indicate they may benefit from the instructional programs offered.

The University does, however, have enrollment standards. In order to help students enroll in courses that match their academic preparation and ability, admission to the University requires that every student adhere to the established admission deadlines and provide all application materials as stipulated by the university including: ACT/SAT scores, an official high school and/or college transcripts, and a \$35 application fee. Returning/Transfer students are required to submit transcripts from all colleges/universities they have attended. After being admitted, most students are required to meet with an advisor to be guided through a personalized enrollment process.

## State Authorization Requirements for Online courses and programs

Utah Valley University delivers online education programs and courses throughout the United States and abroad. Recent amendments to the Higher Education Act of 1965 include changes to a regulation on State authorization that impacts online and distance education providers. The regulation changes are designed to address the growing population of students residing at a distance and pursuing university-level education online by requiring institutions to meet any State requirements to be legally offering online education in that State.

UVU is working to comply with these changes by seeking authorization to deliver online courses and programs outside Utah borders. If you wish to register for UVU online courses while residing outside of Utah, please visit our State Authorization [<http://www.uvu.edu/otl/state-authorization.html>] website to check UVU's status for your state.

## Admissions Procedure

UVU is committed to the concept of equal opportunity without regard to race, color, disability, religion, age, sex, national origin, or other legally impermissible factors.

## Age Exception

New freshmen under the age of 17 and who have not graduated high school seeking admission must apply for exception through the Admissions Office. The student must submit all required documents for admission and demonstrate through assessment testing the ability to succeed. After meeting with the student in person, the Director or Assistant Director of Admissions will make the final determination for admittance.

Students are required to be in the non-degree seeking status High School Concurrent Enrollment (HSCE) until they graduate from high school, receive a GED or are beyond compulsory high school age. Students are required to take ACT/ACT-R testing and at a minimum must qualify to enter English and Math at a college level (1010 or above.)

## Enrollment

Admission to the University does not constitute admission into an individual major or program of study. Some programs of study may require an additional program admission process. In programs or courses with limited openings (or seats), enrollment is based on a "first-come, first-served" procedure, assuming prerequisites have been satisfied.

## Specific Program Screening

Some programs or majors of the institution are accredited by professional or technical organizations which may recommend certain minimum standards for entrance into the program. Other programs may require prerequisite skills or knowledge that are specific to entry-level courses required for that major.

## Admission Steps

To be officially admitted to the University, an applicant must submit the following to the Office of Admissions:

1. Complete the online Application for Admission available at: [www.uvu.edu/admissions](http://www.uvu.edu/admissions).
2. Application Fee: Nonrefundable, \$35 application fee accompanying first undergraduate, \$15 for each returning/readmitting undergraduate application for admission, \$45 for each graduate application for admission, \$100 for international application for admission, \$145 for each international MBA application. Application deadline for undergraduate admissions: fall semester, Aug. 1st; spring semester, Dec. 1st. Application deadlines for graduate admissions are set by the school to which the applicant is applying.
3. Official Transcripts: All High School/College/University transcripts must arrive at UVU in an unopened envelope from the sending institution and must be printed with in the last six months to be considered official. High school transcripts can be considered official if they are emailed from the high school counselor to [admissions@uvu.edu](mailto:admissions@uvu.edu) or faxed, with a cover sheet from the high school, to 801.863.8913. Items must be received or postmarked before the admissions deadline.
4. Official ACT or SAT scores: Current ACT or SAT test scores are required for all students under the age of 20. Send official test scores to the Office of Admissions. If the ACT or SAT have not been completed, the ACT-R can be taken at Testing Services in the Wolverine Services Center. Expired test scores (two years for math and three years for English) will not prohibit admission to UVU. However, current placement scores may be required prior to registration of math or English courses.

Acceptance and resident status will be determined by the Office of Admissions. A declaration of major is accomplished through the Application for Admission. Students desiring to change their major after acceptance to the University are required to do so with the academic advisor for their newly desired major.

## Resident Classification

Resident tuition applies to residents of the State of Utah.

Utah Valley University will determine student residency in accordance with Utah Law and the State Board of Regents Policy R512.

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Nonresident students should note that residency does not change automatically. Students are required to submit a Residency Application with appropriate documentation to the Office of Admissions for review and approval before residency status can be changed.

Applicants for residency classification should allow three to four weeks for a review and determination of his/her residency. All communication regarding residency will be through myUVU. Students should check their myUVU account regularly, for updated information or documentation requests.

Applications for residency for any given semester must be received before the deadline posted on the Residency Application. In accordance with the residency policy, all changes in residency classification must be completed before the 3rd week of each semester. Applications/Supporting documentation received after the 3rd week of the semester will not be considered until the next semester. Residency changes are not retroactive. Please check your status and deadlines before registering for classes.

## Returning Students

Students returning to UVU after a break of seven semesters or more are required to reapply for admission. A \$15 readmission fee will be assessed to returning students. If the student has attended a College/University since their last attendance at UVU an official transcript from each institution attended is required before acceptance back into UVU.

## Veterans

Veterans considering enrollment are encouraged to contact the UVU Veterans Services Office (WB 100) during the admissions process to receive assistance in planning programs of study and applying for educational benefits.

## Senior Citizens

Utah residents, age 62 and over, may enroll on an audit basis in any University class offered (as space is available) by completing an Application for Admission and paying the \$35 application fee. One Stop will issue an audit form to be signed by the instructor. A \$20 registration fee, which covers all costs except books and special lab and course fees, is required each semester. This policy does not apply to specialized workshops.

Senior citizens desiring credit for courses taken should register according to regular admissions policies and procedures.

## Non-Degree Seeking Students

Students that desire to attend courses at UVU for personal or professional enrichment only or to gain credit to transfer back to their home institution and are not seeking a formal degree or award from UVU may enroll as non-degree seeking students for three consecutive semesters. After this time period, non-degree seeking students must reapply following regular admission procedures if they wish to continue enrolling in courses at UVU. Non-degree seeking students are not eligible to receive financial aid or apply for graduation from UVU.

## International Students: F-1 Immigration Status

The University is authorized under federal law to enroll non-immigrant alien (international) students. An international student is defined as an individual who is legally domiciled in a country other than the United States of America at the time of application for admission to UVU. International students must be 18 years or older for admittance.

### **I-20 Certificate of Eligibility**

This document issued by the designated international student admissions officer to international students with non-immigrant status, is to be used to apply for an F-1 Visa to the United States.

Only persons who do not intend to remain permanently in the United States and who have adequate financial resources are eligible for such status.

### **Educational Costs**

An estimate of an academic school year costs, as determined by UVU, is stated on the I-20 form prior to issuance to the student. The American Consul uses this information to determine the adequacy of the applicant's financial resources.

### **Affidavit of Support**

UVU requires international applicants (with their sponsors) to submit an "Affidavit of Support" for an International Student at UVU. The affidavit states that a sponsor is legally bound to financially support the applicant. Upon satisfactory completion of other admission requirements, the affidavit is returned to the prospective student with the I-20, which may then be presented to an American Consul or Embassy to gain an F-1 Visa.

### **Transcript of Credits**

This is an official copy of the permanent academic record of the student's high school (12th grade equivalency) and/or college grades. It is used by UVU to determine admission qualifications.

### **TOEFL or IELTS**

The TOEFL (Test of English as a Foreign Language) is a confidential examination given through procedures designed to protect its security before, during, and after its administration. Scores over one-year old are not acceptable. Information for TOEFL may be obtained by contacting [www.ets.org/TOEFL](http://www.ets.org/TOEFL). We will also accept the IELTS test for English proficiency. Information for IELTS can be obtained at [www.ielts.org](http://www.ielts.org).

A minimum score of 520 written test, 184 computer based, or 66 for internet based test for TOEFL an IELTS score of 6.0 is required for admittance to an undergraduate level program at UVU. No scores are needed for admittance to the Intensive English program. Certain majors may require higher scores before acceptance into major.

Graduate level programs individually determine scores required for entrance to their program.

**Note:** Assessment tests are administered to all incoming students. The results of that exam determine first semester classes.

## **Financial Aid & Scholarships**

International students are not eligible for scholarships or financial aid from the United States Government.

## **Academic Load**

An international student is required to carry a full time course load (minimum of 12 hours of credit for undergraduate students and minimum of 9 credits for graduate students) that applies toward a major each academic semester of fall and spring. Summer is optional unless it is the student's first semester at UVU or the student has attended school for more than one year and uses a semester other than summer as a vacation. The 12 credit-hour requirement may not include repeated classes or audit classes.

## **Hospitalization & Health Insurance**

UVU recommends that international students acquire appropriate insurance while in school. Information can be obtained at the UVU Student Health Services Office.

## **Tuberculin Skin Test**

Each international student must independently acquire a Tuberculin Skin Test after entering the United States. This may be obtained at the Student Health Services office on campus or the Utah County Health Department. Written results must be submitted to Student Health Services prior to registering for classes. An international student transferring from another institution within the United States may present written results from a previous skin test.