



# APPLICATION INSTRUCTIONS

## For **undergraduate** and **graduate** students

1. Complete and sign your application form. Use your full legal name and answer questions in their entirety. Please **type** or print clearly.
2. Include your \$60 application fee; your application will not be processed without it. Students currently living outside of the United States are also encouraged to pay the \$80 international express mailing fee. This allows our office to send decision letters via express services with a tracking number to ensure your documents reach you in a timely manner.
3. Include official transcript(s) from previous and/or current school(s). All transcripts must be in English. Students currently enrolled in a U.S. English language program must submit a letter from a school official verifying enrollment if a transcript is not available.
  - a. **Freshmen:** Send an official high school transcript and verification of graduation/diploma. Students in their senior/final year will need to submit a final official high school transcript by Sept. 1.
  - b. **Transfer/Graduate:** Send official transcripts from every college/university/technical/vocational school you have attended (whether credits were earned or not). Transcripts must show all coursework completed, including grades/marks as well as credits/hours earned.
4. Complete and sign the Financial Affidavit of Support.
5. Financial documentation: Students must submit an official copy of personal or parent's/sponsor's bank statement showing at least \$45,000 available in either a standard checking/savings account. If you receive scholarships/ grants, then official award letters showing the amount you are/will be offered is required. The current tuition at Western Oregon University is approximately \$28,000 per academic year not including fees. Tuition is subject to change at the beginning of each academic year. The cost of WOU housing/living expenses per year are estimated at \$17,000. Students bringing a spouse and/or children will need to show an additional \$10,000 (spouse) and \$6,000 (per dependent).
6. Include a photocopy of your current passport ID Page. Students currently in the United States also should include a copy of their visa and I-20/DS-2019 form, if applicable.
7. Include proof of English language proficiency: All non-native English speaking students must provide proof of proficiency in the English language as outlined in the admission requirements.



Use this **checklist** to organize your application materials.

Complete and sign application form

Complete and sign Financial Affidavit of Support

Official transcript(s) from all previous and/or current school(s)

Proof of English language proficiency

\$60 Application fee

\$80 Optional international express mailing fee

Financial documentation

Copy of passport ID page

## ADMISSION REQUIREMENTS

### Academic records policy

Original documents are preferred, but certified copies are acceptable. Certified copies must be certified as official by either the institution or an official of the United States Embassy.

Certified copies of exact English translations are required if your transcripts are not available in English. Photocopies and/or faxed/emailed copies are **not acceptable** and are not considered official unless sent directly from the institution.

- Submitted transcripts become the property of Western Oregon University and cannot be returned.
- WOU reserves the right to cancel an applicant's admission if they fail to disclose all prior educational institutions on their application for admission

# ADMISSION REQUIREMENTS

## Academic records requirements

**Freshmen:** Must graduate from a standard or accredited high school/secondary school. Transcripts must show all coursework completed and date of graduation.

**Transfer students:** Students with 36 or more college-level quarter credits (or 24 semester credits) must have a cumulative 2.25 GPA or higher as well as be in good academic and disciplinary standing at all prior institutions. Transfer applicants are required to have a writing course of WR121 (or the equivalent) with a grade of C- or better; and college algebra (or the equivalent of Math 105) with a grade of C- or better.

- Students with fewer than 36 transferable quarter credits must meet all freshman admission requirements (including submission of high school transcripts) and have a 2.25 GPA in all college-level course work.
- Students transferring from community college may transfer a maximum of 124 quarter credits. A maximum of 24 credits of electives will be granted for technical or vocational classes taken at an accredited two-year U.S. college.

**Graduate students:** Students must have a degree equivalent to a four year U.S. bachelor's degree from an accredited college/university with a cumulative B average (equivalent 3.0 on a U.S. 4.0 grading scale). Students completing baccalaureate degrees in a country that is signatory to the Bologna Declaration are considered to have a degree equivalent to a four-year U.S. bachelor degree. Applicants holding a master's degree will have the 3.0 GPA requirement waived.

- If the applicant's cumulative GPA is below 3.0, but a calculation using the most recent 90 quarter credits (60 semester credits) is 3.0 or higher, the latter will be used as the basis for admission.
- Applicants not meeting minimum GPA requirements may be considered with passing scores on either the Miller Analogies Test (MAT) or Graduate Record Exam (GRE). MAT minimum score: 395. Minimum required scores for the GRE; Verbal Reasoning: 148, Quantitative Reasoning: 147, Analytical Writing: 3.5.
- Students with a GPA of 2.5 to 2.99 may be admitted conditionally for the first 9 credit hours. Students can petition for conditional graduate admission via the graduate student general petition.

## Change of entry term

The non-refundable \$60 application fee is valid for one academic year (summer through spring). If you plan to begin attending WOU during a term within the same academic year other than the one for which you applied, you must request in writing that we defer your application. If deferring within the same year, you will not need to pay an additional \$60, however, you may want to pay the \$80 international mailing fee, if those services are required. If you wish to enroll during a subsequent academic year, you must submit a new application, updated documents and a new application fee.

## Notification

The Office of International Education and Development strives to complete the review process within two weeks of receipt of a completed application. Students applying for graduate programs may need to wait longer as admission is dependent upon acceptance to both the university and the graduate program. Applications for admission will be reviewed on a rolling basis, however, certain programs may have their own application deadlines. Please contact your program of interest for specifics on their application time lines.

## English proficiency requirement

All non-native English-speaking students must provide proof of English proficiency. Applicants are exempt if either (a) they are a citizen of, or (b) they received, or will receive a bachelor's degree or higher from an institution located in an English-speaking country. (Students studying in the U.S., must have received or will receive an associate degree or higher from an accredited U.S. institution.)

Minimum English Test Score Requirements		
	Undergraduate	Graduate
Paper-based TOEFL	500	550
Internet-based TOEFL	61	79
IELTS	5.0	6.0

Antigua & Barbuda	Cayman Islands	Liberia	Singapore
Australia	Dominica	New Zealand	Trinidad & Tobago
Bahamas	Ghana	Nigeria	United Kingdom
Barbados	Grenada	St. Kitts & Nevis	United States
Belize	Guyana	St. Lucia	
Bermuda	Ireland	St. Vincent & the Grenadines	
Canada (except Quebec)	Jamaica		
	Kenya		

# INTERNATIONAL APPLICATION (For **undergraduate** and **graduate** students)

**1 Name:** *(Print your name as it appears in your passport)*

Last name (*Family*)

First name (*Given*)

Middle name

**2 Date of birth:** Month \_\_\_\_ / Day \_\_\_\_ / Year \_\_\_\_ **3 Country of citizenship:** \_\_\_\_\_

**4 Place of birth:** City \_\_\_\_\_ Country \_\_\_\_\_

**5 Mailing address:** *(Address you want documents sent)*

Street address

City

State/province/territory

ZIP or postal code

Country

Telephone number

**Foreign address in your home country:** *(Required of all applicants)*

Street address

City

State/province/territory

ZIP or postal code

Country

Telephone number

**6 Applicant email\*:** \_\_\_\_\_

**\*Required of all applicants.** *This must be a valid email address that you check regularly. If it changes, notify the OIED as soon as possible at [global@wou.edu](mailto:global@wou.edu).*

To comply with mandatory federal and state statistical reporting requirements, WOU must ask for the following information (questions 7-11). We encourage you to provide the information, but doing so is voluntary, and your application will receive the same consideration.

**7 What is your legal sex designation? (Select one):** Male Female No response

**8 Please indicate your ethnic identity by checking one of the following: Are you Hispanic or Latino?** Yes No

**9 What is your race? Please choose one or more:**

American Indian or Alaska Native Black or African American Asian

Native Hawaiian or Pacific Islander White *(original peoples of Europe, the Middle East or North Africa)*

**10 What is your gender identity? Select one:**

Man Woman Agender Trans Man Trans Woman Transgender Genderqueer

Non-Binary, including gender fluid & gender non-conforming Questioning or unsure

Identity or identities not listed. *Please specify:* \_\_\_\_\_ Prefer not to answer

**11 Do you consider yourself to be (select one):**

Asexual Lesbian Same gender loving Bisexual Pansexual Gay Queer

Prefer not to answer Heterosexual/Straight Questioning or unsure

Identity or identities not listed. *Please specify:* \_\_\_\_\_ Prefer not to answer

**12 Academic level** Freshman Transfer (at least 24 semester credits) Second bachelor's degree Master's degree

**13 Term and year you plan to enter WOU** Fall 20\_\_ (September) Winter 20\_\_ (January) Spring 20\_\_ (March) Summer 20\_\_ (June)

**14 Intended major** \_\_\_\_\_

**15 Have you ever attended WOU before?** Yes No  
If yes, last term of attendance \_\_\_\_\_ WOU Student ID Number: V \_\_\_\_\_  
(month / year)

### TOEFL or IELTS information

I have not yet taken the TOEFL or IELTS I will take the TOEFL or IELTS on \_\_\_\_\_ (date)  
I have requested my TOEFL or IELTS score to be sent to WOU (ETS school code 4585)

### How did you learn about WOU?

Study abroad fair Agent \_\_\_\_\_ WOU partner institution \_\_\_\_\_  
Internet U.S. overseas advising center Other \_\_\_\_\_  
Friend/family Another U.S. college

### Academic history

Please list, in order of attendance, all high/secondary schools, colleges, universities, or other post-secondary institutions you have ever attended or will attend before enrolling at Western Oregon University. Do not exclude any institutions attended, regardless of the length of study, number of credits completed, or the nature of the program. Failure to disclose all schools, colleges, universities, and institutions of higher education you have attended may result in the denial of admission to the university. Attach an additional page if you need to add more schools than the form allows.

#### High school/secondary education

List all schools attended at the high school level. This generally refers to grades 9-12 or 10-12 depending on the educational system in your country.

Name of school	Location (city, state, country)	Dates of attendance	Grade level completed	Date of graduation
1. _____				
2. _____				

#### College/university/other post-secondary institution

List all colleges, universities, technical schools, language programs, or other institutions you attended after completing high/secondary school level studies. If you have taken or will take any classes at a college or university before attending WOU, even if it is only one course, you are required to list that school and provide official transcripts for that coursework. Attach additional sheet if necessary.

Name of school	Location (city, state, country)	Dates of attendance	Grade level completed	Date of graduation
1. _____				
2. _____				

### Signature statement

By signing this form, I certify that the statements I have made in this application are complete and true to the best of my knowledge. I acknowledge that it is my responsibility to be aware of all pertinent admission and application requirements and that I have read and understood the application instructions. I acknowledge that failure to disclose complete and accurate information, or failure to submit all required application materials—including those outlined above—may result in the denial of admission or subsequent dismissal from Western Oregon University.

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Date

# FINANCIAL AFFIDAVIT OF SUPPORT/IMMIGRATION INFORMATION

(For **undergraduate** and **graduate** students)

International students who will study at WOU on an F-1 visa must first obtain an I-20 form from WOU before they apply for a student visa at a U.S. Consulate. The U.S. government requires WOU to obtain verification of a student's financial capability to live and study for the first year at WOU. An I-20 document will not be issued without the completion of the information on both sides of this form and submission of the necessary supporting documents. All expenses are subject to change. Students should not plan to attend Western Oregon University until they have been issued an I-20 by WOU and have secured the appropriate visa from a U.S. Consulate.

**1 Applicant's name:** *(Print your name as it appears in your passport)*

\_\_\_\_\_

Last name (*Family*)

\_\_\_\_\_

First name (*Given*)

\_\_\_\_\_

Middle name

## Dependent information

**2 Will any of your family (dependents) accompany you to the U.S.?**  Yes  No

**3** If yes, certain biographical details are required for immigration documents preparation. Please provide the requested information exactly as written on your dependent's passport. Indicate date of birth in this format: month/day/year. Copies of passport(s) are also required.

Family Name

Given Name

Gender

Date of Birth

Country of Birth

Country of Citizenship

Spouse: \_\_\_\_\_

Child 1: \_\_\_\_\_

Child 2: \_\_\_\_\_

Child 3: \_\_\_\_\_

## Current visa information

**4** Please check the appropriate box below describing your current immigration status:

I am living outside of the U.S. and do not have a student visa (F-1) yet.

I am currently attending school or I have attended school in the U.S. on an F-1 visa within the past five months.

SEVIS Identification number N \_\_\_\_\_

Name of institution issuing I-20 \_\_\_\_\_

I am currently in the U.S. on a visa other than an F-1 student visa. Specify visa type: \_\_\_\_\_

Are you planning to change your visa to an F-1 student visa before enrolling at WOU?

Yes      No

## Application/immigration documents information

**5** Would you like to give anyone permission to ask about your application?    Yes    No

If yes, please list name(s): \_\_\_\_\_

\_\_\_\_\_

**6** If accepted, would you like your admission letter/I-20 to be picked up?    Yes    No

If yes, by whom: \_\_\_\_\_

Name

Phone number

\_\_\_\_\_

Email address

# FINANCIAL AFFIDAVIT OF SUPPORT/IMMIGRATION INFORMATION

(For **undergraduate** and **graduate** students)

**Sources of Funding:** You must document your sources of funding for the first year of study at Western Oregon University. Please check all that apply and provide appropriate documentation. **Personal or sponsor documentation must be from a savings or draft/checking account** and indicate the current balance in the account in the currency in which it is held. An original letter or bank statement on bank stationary is required. The document must list: date the account(s) opened, name(s) of account holder(s), and present balance. The bank statement must be no more than twelve (12) months old. **Real estate holdings, personal property, solvency certificates and common stock holdings cannot be used to confirm financial support.**

Funding source	Required documentation	Amount U.S. dollars
Personal funding	Original bank statement is required	\$
Family/private sponsor	Original bank statement, plus Affidavit of Support section completed below	\$
Government or agency sponsor	Original official letter of billing authorization is required. Full disclosure of the extent, amount and inclusive dates of government or agency support is necessary. The letter must be addressed to Western Oregon University.	\$
Loans	Authorized/approved loan guarantee forms or letters are required. Inclusive dates of the authorization and distribution of funds are required.	\$
University support	Students receiving scholarships/graduate teaching assistantships must submit a copy of the official letter of offer.	\$
<b>Total:</b>		\$

\*Total funding should be at least \$45,000 for one academic year. If you are married and plan to bring your spouse and/or children, an additional \$10,000 for your spouse and \$6,000 for each child must be included in the total amount.

## Statement of financial support

If the name appearing on the financial document belongs to someone other than the student, the following information must be completed by the sponsor whose name appears on the document.

I certify that I am willing and able to provide a minimum of \$ \_\_\_\_\_ (U.S. dollars) each year for the educational expenses of \_\_\_\_\_ (student's name), who is my \_\_\_\_\_ (relationship), while at Western Oregon University (WOU). Official documentation of my financial resources accompanies this statement of support. I promise to notify WOU immediately if at any time I must discontinue providing for the educational expenses of this student.

Signature of sponsor: \_\_\_\_\_ Date: \_\_\_\_\_

Printed name of sponsor: \_\_\_\_\_

Address of sponsor: \_\_\_\_\_

Email of sponsor: \_\_\_\_\_ Phone: \_\_\_\_\_

## Applicant's pledge

I have read and understand the information regarding the estimated cost of attending Western Oregon University as an international student. I certify that I have sufficient funds to meet my expenses at WOU. I further understand and agree that all fees associated with Western Oregon University must be paid by me at the time of registration for classes. If I do not pay at the appointed time, I understand that my enrollment may be canceled.

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Date

**Attach all required application/financial documents and send to:**

Office of International Education & Development  
Western Oregon University  
345 N. Monmouth Ave.  
Monmouth, OR 97361 U.S.A.