



International Undergraduate and Transfer On-Line Application Instructions

Thank you for your interest in the University of Northern Colorado (UNC)! We look forward to helping you pursue your educational goals. The simple student-administered step-by-step process is described below. If you have questions, please contact the Graduate School and International Admissions at (970) 351-2831, Monday-Friday, 8:00 a.m. – 5:00 p.m.

You will receive online acknowledgement of your application upon receipt. To ensure timely processing, you must submit **ALL** materials required for admission screening along with the non-refundable \$60 application fee made payable to the UNC Graduate School.

Listed below are basic requirements for Undergraduate and Transfer International admission. Music, Theatre and Art applicants must contact those schools for additional requirements.

Step 1. Complete the Application Form

All sections of the application must be completed before it can be submitted. And, the electronic application cannot be submitted until you have paid the application fee of \$60 by credit card or indicated you will send payment separately. You must then receive confirmation from the on-line administrator that your application has been successfully submitted.

Your application will not be evaluated for admission until it is complete, including required test scores, if any. Failure to submit all required materials may delay evaluation of your application.

Step 2. Obtain Official Transcripts

Incoming Freshmen:

Submit one official copy of secondary school transcripts and mark sheets after completion of junior year.

Transfer Students:

Submit one official copy of transcripts, mark sheets, diplomas and certificates from every accredited college or university attended since completing high school. Applicants transferring less than 12 units must submit a high school transcript as well.

If transcripts are written in a language other than English, include a notarized English translation. Transcripts should be mailed to:

**Graduate School and International Admissions
501 20th Street
University of Northern Colorado
Greeley, Colorado 80639-0064**

Step 3. Document your English proficiency. Documentation accepted:

(Refer to the following website for details: <http://www.unco.edu/cie/esl/requirements.htm>.)

- a. TOEFL score – 520 Paper Based Test (PBT), 190 Computer Based Test (CBT), 70 Internet Based Test (IBT); Intensive English Language Test (IELT) of 7; submitted to UNC from testing agency. UNC school code is 4074.
- b. Completion of a degree program from an accredited US institution within the previous two years.
- c. Students without the above can apply for admission to UNC’s Intensive English Language Program.

Step 4. Provide Copy of Passport and Student Visa (if have one)

International Students must obtain F-1 or J-1 visas to study in the United States. Before UNC can issue visa documents (forms I-20 or DS-2019) to admitted students, we must receive: 1) financial documents verifying funding to support the cost of attending UNC, and 2) copies of the biopage of your passport and your student visa (if you have one).

Step 5. Complete SEVIS Transfer Form (Transfer Students Only)

Is you are transferring from a US college or university, complete the SEVIS (I-20) transfer form at <http://www.unco.edu/cie/docs/doc/TransfertoUNCForm.doc>. Submit the transfer form to the international advisor at your current school. That advisor will then transfer your SEVIS record to UNC so a new I-20 may be issued.

Admission decisions to the University of Northern Colorado are made without regard to age, race, color, gender, religion, national origin, disabling condition, sexual orientation, military service, or political affiliation. In fact, convinced that diversity fosters individual growth and social maturation, UNC actively seeks to enroll a diverse student body.

INTERNATIONAL UNDERGRADUATE AND TRANSFER APPLICATION CHECKLIST:

Check below to ensure that your application is complete.

- _____ Completed Undergraduate and Transfer Application for Admission submitted.
- _____ Official transcripts, mark sheets, certificates, and diplomas with notarized English translation of foreign language transcripts requested.
- _____ Bank statement or scholarship verification sent.
- _____ TOEFL test scores or other evidence of advanced English proficiency requested.
- _____ Bank Statement plus supporting documentation for one year of study in the U.S. (See financial page) sent.
- _____ Non-refundable processing fee (\$60 international) paid.
- _____ Copy of passport and student visa sent.
- _____ Music, Theatre, or Art program contacted (if applicable) and appropriate documents sent.