



# Application for Undergraduate Admission

## University of the Virgin Islands

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Updated 1/28/04

**GENERAL INSTRUCTIONS:** Applicants seeking admission to the University must submit the completed application form, a non-refundable \$25.00 application fee (payable by check or money order to the *University of the Virgin Islands*) and evidence of previous academic experience. All documents must be received in the Admissions Office by April 30 for the Fall semester and October 30 for the Spring semester. "Official" documents should be mailed directly to the Admissions Office from the sending institution. Every effort should be made to submit required documents in a complete package, when possible. Admitted students will be required to submit a \$100.00 non-refundable enrollment deposit fee to confirm their intent to enroll.

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**To apply to the St. Croix campus** - forward the application to: Admissions Office, RR02 - Box 10,000 Kingshill, St. Croix VI 00850

**To apply to the St. Thomas campus** - forward the application to Admissions Office, #2 John Brewer's Bay St. Thomas, VI 00802-9990

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**FRESHMEN:** Freshman applicants must submit to the Admissions Office:

- ❑ An official secondary school transcript or GED transcript/certificate. Official transcripts must be sent directly from the sending institution to the Admissions Office.
- ❑ Official results of the Scholastic Aptitude Test-SAT I (UVI code 0879) or the American College Testing Assessment-ACT (UVI code - 5288). Exam should be taken so that the results are available **prior** to the admission deadline. Students with more than 12 college level credits, including English and Math, are not required to take the SAT.
- ❑ Official transcripts of all college credits earned.

**TRANSFER STUDENTS:** Applicants who have previously matriculated and earned at least 12 semester or 16 quarter hours of university credits, and achieved at least a "C" average (2.00 on 4.00 scale), will be considered as transfer students. Only credits earned within 10 years of the date of matriculation will be considered for transfer. Appeals should be submitted to the campus Chancellor. Admitted transfer student transcripts are evaluated upon receipt of the enrollment deposit. Transfer students must submit:

- ❑ Official transcript from each college or university you have attended.

**INTERNATIONAL STUDENTS:** The application fee of \$25.00 must be submitted in U.S. dollars by certified check or money order. Students are urged to apply 4-6 weeks in advance of stated deadlines in order to facilitate timely Admissions and U.S. Dept. of Justice, Immigration and Naturalization Service (INS) processing. International students must submit:

- ❑ Official certified copies of General Certificate of Education (GCE), Caribbean Examination Council (CXC) or Caribbean Advanced Proficiency Examination (CAPE) results directly to the Admissions Office. Passes in five (5) "O" level GCE or CXC (General I and II), or a combination of both (including English Language) is acceptable for admission. The CXC (General III) will also be accepted if based on the six-point scale. Transfer credit is granted for CXC A-level work. The British Virgin Islands Grade I certificate is required from the BVI High School.
- ❑ Scholastic Aptitude Test – SAT (UVI code 0879) or the American College Testing Assessment-ACT (UVI code - 5288). Students should check with the Ministry of Education in their home country for test dates. Careful planning is required to ensure official results are forwarded to the Admissions Office **prior** to the admission deadline.
- ❑ Test of English as a Foreign Language (TOEFL) is required of applicants from countries where English is not the official language. For information about TOEFL write to: **Educational Testing Service Box 899, Princeton, NJ 08540 USA.**
- ❑ The Certificate of Finances form Documentation of financial support must be submitted along with the Certificate of Finance form to verify the availability of funds for at least the first year of study; and projected support for the remainder of the program. Documentation should include an official statement from the bank, or lending institution, to confirm the availability of funds; and a notarized letter of support from the sponsor if residing off-campus. These must reflect the availability of funds for tuition, fees, and living expenses while attending the University of the Virgin Islands.

**Please note:** The I-20 Immigration Form will not be issued until the applicant has been accepted for admission and submitted evidence of their ability to pay tuition, fees and miscellaneous expenses. The I-20 is then taken to the nearest embassy, where students may be issued approval to pursue academic study in the U.S. INS regulations governing non-immigrant "F-1" students require that all persons in this status must pursue a full-time course of study, the equivalent of 12 undergraduate credits per semester. Failure to do so will render the student in violation of their "F-1" visa status. You may not attend the University full-time on a B-2 visa.

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**PROGRAM MAJORS AND CODES****PAGE 2 of 5**

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**ST. THOMAS CAMPUS****ST. CROIX CAMPUS****A.A./A.S. Degree Programs****A.A./A.A.S./A.S. Degree Programs**

| <i>Code</i> | <i>Degree Programs</i>              | <i>Code</i> | <i>Degree Programs</i>              |
|-------------|-------------------------------------|-------------|-------------------------------------|
| ACT         | Accounting                          | ACT         | Accounting                          |
| BMT         | Business Management                 | BMT         | Business Management                 |
| CIS         | Computer Information Systems        | CIS         | Computer Information Systems        |
| CSC         | Computer Science, A.S.              | CSC         | Computer Science, A.S.              |
| ECE         | Inclusive Early Childhood Education | ECE         | Inclusive Early Childhood Education |
| HRM         | Hotel and Restaurant Management     | NED         | Nursing Education, A.S.             |
| PHY         | Physics, A.S.                       | PSA         | Police Science Administration       |
| PSA         | Police Science Administration**     | PRT         | Process Technology, A.A.S.          |

\*\*Program not currently offered full-time.

**B.A./B.S. Degree Programs****B.A./B.S. Degree Programs**

| <i>Code</i> | <i>Degree Programs</i>                   | <i>Code</i> | <i>Degree Programs</i>  |
|-------------|------------------------------------------|-------------|-------------------------|
| ACC         | Accounting                               | ACC         | Accounting              |
| BAM         | Applied Mathematics, B.S.                | BUS         | Business Administration |
| BIO         | Biology, B.A.                            | EDU         | Elementary Education    |
| BSB         | Biology, B.S.                            | CSC         | Computer Science, B.S.  |
| BUS         | Business Administration                  |             |                         |
| CBS         | Chemistry, B.S.                          |             |                         |
| CSC         | Computer Science, B.S.                   |             |                         |
| EDU         | Elementary Education                     |             |                         |
| ENG         | English                                  |             |                         |
| HUJ         | Humanities with Journalism Concentration |             |                         |
| HUM         | Humanities                               |             |                         |
| MAT         | Mathematics, B.A.                        |             |                         |
| MAT         | Mathematics, B.S.                        |             |                         |
| MBI         | Marine Biology, B.A.                     |             |                         |
| MBS         | Marine Biology, B.S.                     |             |                         |
| EDM         | Music Education                          |             |                         |
| NUR         | Nursing, B.S.                            |             |                         |
| SCT         | Speech, Communication & Theater          |             |                         |
| SOC         | Social Science                           |             |                         |
| SWK         | Social Work                              |             |                         |
| PSY         | Psychology                               |             |                         |

A secondary teacher preparation certificate is offered for students majoring in a specific subject baccalaureate degree program.

\*\* Program not currently offered full-time.

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# University of the Virgin Islands

Division of Enrollment Management - Admissions and New Student Services

## APPLICATION FOR UNDERGRADUATE ADMISSION

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### CHECK ONE

☒ Fall 20\_\_

☒ Spring 20\_\_

Official use only  
Fee Received

Legal name: \_\_\_\_\_  
(Type or print) Last Name First Name Middle Initial

Maiden or other name(s): \_\_\_\_\_ Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Current Mailing Address: \_\_\_\_\_  
Address City State Zip Code

Permanent Address: \_\_\_\_\_  
Address City State Zip Code

E-mail Address \_\_\_\_\_ Phone Number ( ) \_\_\_\_\_

Sex: ☐ Male ☐ Female Marital Status: ☐ Single ☐ Married

Date of birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Place of birth: \_\_\_\_\_  
Month Day Year

Citizenship: ☐ U.S.A. ☐ Other \_\_\_\_\_ Permanent Resident # \_\_\_\_\_ Naturalized U.S. # \_\_\_\_\_

Ethnicity (Check One): ☐ American Indian ☐ Hispanic ☐ Black ☐ Black non-Hispanic ☐ White ☐ White non-Hispanic ☐ Asian/Pacific Islander

Residence Classification (See Resident Classification Information sheet): ☐ U.S.V.I. Resident ☐ Non-Resident

Next of kin: ☐ Parent(s) ☐ Legal Guardian ☐ Other, please specify: \_\_\_\_\_  
Last Name First Name Middle Initial (Area Code) - Phone Number  
Address City State Zip Code

Campus: ☐ St. Thomas ☐ St. Croix Status: ☐ Full-time ☐ Part-time Undergraduate degree: ☐ BA ☐ BS ☐ AA ☐ AS ☐ AAS

Intended Major (see Program Majors and Codes sheet) \_\_\_\_\_

Have you previously applied for admission to UVI? ☐ Yes ☐ No If yes: ☐ Accepted ☐ Rejected

Former UVI students - indicate *last* semester attended: ☐ Fall \_\_\_\_\_ ☐ Spring \_\_\_\_\_ ☐ Summer \_\_\_\_\_

Do you intend to apply for campus housing? ☐ Yes ☐ No

Do you intend to apply for Financial Aid? ☐ Yes ☐ No

Have you taken the SAT or ACT? \_\_\_\_\_ ☐ Yes \_\_\_\_\_ ☐ No If yes, when? \_\_\_\_\_

How did you learn about academic opportunities and programs at UVI? ☐ advertisement ☐ workshop ☐ alumna  
☐ college fair ☐ open house ☐ Internet ☐ summer program ☐ other \_\_\_\_\_

List below ALL educational institutions (include UVI) attended. Include dates attended and degree(s) received. High School Graduates: List high school(s) attended, most recent first. Transfer Students: List all universities and colleges attended, most recent first. Also, include the high school from which you graduated.

| Name of high school/college/university (in chronological order) | Dates of Attendance |              | Hours already completed | Degree(s) earned |
|-----------------------------------------------------------------|---------------------|--------------|-------------------------|------------------|
|                                                                 | From                | To           |                         |                  |
|                                                                 | Month / Year        | Month / Year |                         |                  |
| 1                                                               |                     |              |                         |                  |
| 2                                                               |                     |              |                         |                  |
| 3                                                               |                     |              |                         |                  |
| 4                                                               |                     |              |                         |                  |

If you are currently enrolled at another college or university, how many hours are you taking for Fall? \_\_\_\_\_ Spring? \_\_\_\_\_

THIS CERTIFICATION MUST BE SIGNED AND DATED BY THE APPLICANT BEFORE ANY ADMISSION ACTION CAN BE TAKEN. I understand that withholding information requested on this application or giving false information may make me ineligible for admission to the University of the Virgin Islands, or subject to dismissal. I certify that the statements I have made on this application are correct and complete.

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Parent's Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

#2 John Brewer's Bay, St. Thomas, V.I. 00802-9990

TEL: (340) 693-1150 ■ Fax: (340) 693-1155

RR 02-Box 10,000, Kingshill, St. Croix, V.I. 00850

TEL: (340) 692-4158 ■ Fax: (340) 692-4115

Visit us at <http://www.uvi.edu>

Revised 10/2003



## RESIDENT CLASSIFICATION INFORMATION

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Updated 1/28/04

**IN-TERRITORY** The following student classification will be used for administrative purposes. For the purpose of assessing tuition, students are classified as In-Territory or Out-of-Territory.

1. A U.S. citizen or Permanent Resident 18 years of age or older may register as an In-Territory student if she or he has been a legal resident of the United States Virgin Islands for a period of at least 12 months immediately preceding the date of registration.
2. A U.S. Virgin Islands resident who has left the territory to attend school and has their permanent residence as the Virgin Islands will be considered an In-Territory student.
3. A U.S. citizen or Permanent Resident who marries a U.S. Virgin Islands resident who is eligible for In-Territory status will be considered an In-Territory student.

### OUT-OF-TERRITORY

1. A U.S. citizen or Permanent Resident 18 years or older who has not lived in U.S. Virgin Islands for 12 consecutive months prior to registration will be considered an Out-of-Territory student.
2. International students who are on student visas (F-1, J-1 or H-1) will be considered Out-of-Territory students.
3. No person will be granted resident student status while attending the University of the Virgin Islands without clear demonstration of established legal residence in the Virgin Islands. Students residing in University housing are not eligible for reclassification as resident students.

### CHANGE OF STATUS

Students requesting reclassification must present evidence establishing residence in the Virgin Islands and maintenance of that for the preceding 12 months. Applicable documents, listed below, may be considered as evidence of establishing legal residence and permanent ties in the United States Virgin Islands. Documents identified below with an asterisk ( \* ) are considered permanent ties and must be dated twelve (12) months **prior to the 1<sup>st</sup> day of the classes for the term for which residency reclassification is sought.**

The most recent Income Tax returns and W-2 form; parent's most recent tax returns (if student is under the age of 25); letter stating independent status from the Financial Aid Office (if receiving financial aid and under the age of 24).

- ☐ United States Virgin Islands Voter's Registration.\*
- ☐ Declaration of Domicile\*-this document is obtained from the Clerk of the Territorial Court of the United States Virgin Islands.
- ☐ United States Virgin Islands Driver's License.
- ☐ Official I. D. card issued by agencies within the United States Virgin Islands.
- ☐ Lease agreement, rent receipts and/or cancelled checks.\*
- ☐ Proof of continuous physical presence during periods of non-enrollment.\*
- ☐ Full-time permanent employment, or part-time permanent employment, or acceptance thereof in the United States Virgin Islands (an official letter on company stationary and paycheck stubs are required.)
- ☐ United States Virgin Islands vehicle registration and/or Title.
- ☐ Purchase of permanent home: (a) deed; (b) tax receipts; purchase of real property, (e.g. land).
- ☐ United States Virgin Islands Business Incorporation and/or License.
- ☐ Professional or Occupational License obtained in the United States Virgin Islands, (e.g. membership in the USVI Bar Association).
- ☐ Accounts at a local financial institution (Savings and/or Checking), utility statements ( e.g. power, telephone), cable statements. The applicant's name must appear on documents.
- ☐ Proof of marriage to a resident along with proof of the spouse's U.S. Virgin Islands resident status.\*

Reclassification will begin the semester following approval of the request. Please refer to the University of the Virgin Islands Catalog for further details regarding residency requirements. Submission of fraudulent documents to obtain residency will result in expulsion from University of the Virgin Islands.

**TUITION AND FEES**  
**EFFECTIVE FALL 2004 SEMESTER**

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*Updated 1/28/04*

| <b>FULL-TIME - Per Semester</b> | <b>In-Territory</b> | <b>Out-of-Territory</b> |
|---------------------------------|---------------------|-------------------------|
| Tuition                         | \$1,500.00          | \$4,500.00              |
| Student Activity Fee            | 15.00               | 15.00                   |
| Student Association Fee         | 20.00               | 20.00                   |
| Medical Insurance Fee           | 28.00               | 28.00                   |
| Health Services Fee             | 20.00               | 20.00                   |

|                  | <b>St. Thomas</b> | <b>St. Croix</b> |
|------------------|-------------------|------------------|
| Room (Single)    | 1,375.00          | 1,375.00         |
| Room (Double)    | 1,100.00          | 1,100.00         |
| Room (Triple)    |                   | 900.00           |
| Room (Quadruple) |                   | 700.00           |

**Fall Semester 2004 (for students who reside on-campus)**

|                        |          |          |
|------------------------|----------|----------|
| Plan A-20 meals weekly | 2,770.00 | 2,770.00 |
| Plan B-14 meals weekly | 1,940.00 | 1,940.00 |

| <b>PART-TIME - Per Semester</b>            |        |        |
|--------------------------------------------|--------|--------|
| Tuition (per credit)                       | 100.00 | 300.00 |
| Student Activity Fee                       | 8.00   | 8.00   |
| Health Services Fee - (per Doctor's visit) | 20.00  | 20.00  |

**Additional Fees**

|                                                              |        |               |
|--------------------------------------------------------------|--------|---------------|
| Registration Fee (All Students)                              | 30.00  | 30.00         |
| Late Registration Fee (All Students)                         | 75.00  | 75.00         |
| Enrollment Deposit Fee (non-refundable) - applied to tuition | 100.00 | 100.00        |
| New or Transfer Student Orientation Fee (STT & STX Campus)   | 75.00  | 75.00         |
| Property Fee (All Students)                                  | 50.00  | 50.00         |
| Technology Fee (All Students)                                | 50.00  | 50.00         |
| Room and Key Deposit (one time-refundable upon request)      | 100.00 | 100.00        |
| Housing Reservation Deposit                                  | 50.00  | 50.00         |
| Computer Lab Fee (per course)                                | 40.00  | 40.00         |
| Nursing Lab Fee (per course)                                 | 50.00  | 50.00         |
| Office Systems Fee (per course)                              | 30.00  | 30.00         |
| Science Lab Fee (per course)                                 | 50.00  | 50.00         |
| Practice Teaching Lab Fee (per course)                       | 50.00  | 50.00         |
| Physical Education Lab Fee (per course)                      | 25.00  | 25.00         |
| Books (estimates only)                                       | 400.00 | 400.00        |
| Travel and Transportation                                    | 200.00 | 200.00-600.00 |

**Students are required to pay all bills at the time of registration. U.S. currency is required for payment of all bills. If you are applying for Financial Aid, please contact the Financial Aid Office.**

**Mail Admissions Applications for the St. Thomas Campus to:**

Admissions Office  
 #2 John Brewer's Bay  
 St. Thomas, V.I. 00802-9990  
**Tel:** (340) 693-1150 **Fax:** (340)693-1167

**Mail Admissions Applications for St. Croix Campus to:**

Admissions Office  
 RR 02 Box 10,000, Kingshill  
 St. Croix, VI 00850  
**Tel:** (340)692-4158 **Fax:**(340)692-4115

**Addresss Financial Aid inquiries for St. Thomas Campus to:**

Financial Aid Office  
 #2 John Brewer's Bay  
 St. Thomas, V.I. 00802-9990  
**Tel:** (340) 693-1090 **Fax:** (340)693-1095

**Address Financial Aid inquiries for St. Croix Camopus to:**

Financial Aid Office  
 RR 02-Box 10,000 Kingshill  
 St. Croix, V.I. 00850  
**Tel:** (340)692-4193 **Fax:** (340) 692-4145