



Application for Graduate Admission

University of the Virgin Islands

PAGE 1 of 3

Updated 1/28/04

GENERAL INSTRUCTIONS: Applicants seeking admission to the University must submit completed application form, a non-refundable \$25.00 application fee (payable by check or money order to the University of the Virgin Islands) and all supporting documents. 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 Admission Office from the sending institution. Every effort should be made to submit required documents in a complete package, when possible.

To apply to the St. Croix campus – forward the application to: Academic Services, RR02 Box 10,000 Kingshill St. Croix VI 00850

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

Master of Arts in Education, Master of Business Administration and Master of Public Administration are required to submit the following:

- ❑ An official transcript sent directly from each college or university that you have attended. College course descriptions of any graduate transfer course you wish to be considered for credit at UVI (up to 6 credits are transferable) must also be submitted.
- ❑ The Graduate Management Aptitude Test (GMAT) of candidates for the **Master of Business Administration** and the **Master of Public Administration Programs**. Test results older than five years are invalid. The UVI code (0879) should be used so that the test scores will be sent directly to the Admissions or Academic Services Office. Contact GMAT about computer-based testing program at (609) 771-7330 or visit www.gmat.org.
- ❑ A pending application prior to registering in a graduate course. Students who have not received an acceptance to the graduate program will be allowed to register for up to six credits in the semester that their application is pending. A student may take up to 9 credit hours. To continue in the program after 9 credit hours a student must be admitted.

INTERNATIONAL STUDENTS: Applicants must adhere to all graduate admissions policies. Students are urged to apply 4-6 weeks in advance of stated deadlines in order to facilitate timely admissions and immigration processing. Upon receipt of your letter of acceptance for admission, you will also receive a Certificate of Finance form which must be submitted along with official documents to verify the availability of funds for study. Documentation should include an official statement from a bank, or lending institution to confirm the availability of funds. If you anticipate living off-campus, please provide a notarized letter from your sponsor which affirms their ability to provide living expenses and accommodations. Documentation must reflect the availability of funds for all tuition, fees and living expenses that are incurred while a student at the University of the Virgin Islands.

- ❑ Students who are admitted to a degree program and provide evidence of their ability to pay tuition, fees and living expenses will be issued an I-20 U.S. Immigration form. The I-20 is to be taken to the nearest U.S. embassy, where students may be issued approval to pursue academic study in the U.S., and granted a student visa. U.S. immigration regulations governing non-immigrant "F-1" students require all persons in this status to enroll in full-time course load (9 graduate credits/semester) for the duration of study. Failure to do so will render the student in violation of their "F-1" visa status. No one may attend the University who is in the U.S. on a B-2 visa.

PROGRAM MAJORS, CODES AND ADMISSION REQUIREMENTS

Degree Programs	Codes	Prerequisites (Required for admission)
Master of Business Administration	MBA	1. A Bachelor's degree and a minimum combined average of 2.50 on a 4.00 scale from all accredited institutions. 2. Economics 221, 222 Introduction to Macro- and Micro-Economics 3. Business 325 Statistics for Management Decisions, Mathematics 231 Introduction to Statistics or Social Science 327 – 328 Quantitative Research Methods In the Social Sciences. 4. Accounting 121 – Introduction to Accounting
Master of Public Administration	MPA	1. A Bachelor's degree and a minimum combined average of 2.50 on a 4.00 scale from all accredited institutions. 2. Economics 221, 222 Introduction to Macro- and Micro-Economics Business 325 Statistics or Management Decisions, Mathematics 231 Introduction to Statistics or Social Science 327-328 Quantitative Research Methods in Social Sciences
Master of Arts in Education	MAE Concentration: 1. Administration and Supervision 2. Counseling and Guidance 3. Teaching (reading, special education, and computers & technology)	1. A Bachelor's degree and a minimum combined average of 2.50 on a 4.00 scale from all accredited undergraduate institutions.

An equal opportunity, affirmative action, Title IX, Section 504 educator and employer.

Historically American. Uniquely Caribbean. Globally Interactive.

www.uvi.edu



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.

IN-TERRITORY

- ❑ 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.
- ❑ A U.S. Virgin Islands resident who has left the territory to attend school and has their permanent residence as the U.S. Virgin Islands will be considered an In-Territory student.
- ❑ 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 the University housing are not eligible for reclassification as resident students.

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 (INS) processing. International students must submit:

- ❑ 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:
TOEFL – 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 9 graduate credits per semester. Failure to do so will render the student in violation of their “F-1” visa status. You may attend not attend the University full-time on a B-2 visa.

GRADUATE TUITION AND FEES		
	In-Territory	Out-of-Territory
Tuition (per credit)	\$250.00	\$500.00
ADDITIONAL FEES		
Registration Fee	30.00	30.00
Technology Fee	50.00	50.00
Property Fee	50.00	50.00
Books (estimates only)	300.00 - 600.00	300.00 – 600.00
Students are required to pay all bills at the time of registration. U.S. currency is required for payment of all bills.		



University of the Virgin Islands

Division of Enrollment Management - Admissions and New Student Services

APPLICATION FOR GRADUATE ADMISSION

PAGE 3 of 3 Updated 1/28/04

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, name _____ 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): ☐ 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

Graduate degree: ☐ M.B.A. ☐ M.P.A. ☐ M.A.E. _____
Concentration

Intended Major (see Program Majors, Codes and Admission Requirements sheet) _____

Have you previously applied for admission to University of the Virgin Islands? ☐ Yes ☐ No

If yes, indicate semester last applied applied ☐ Fall _____ ☐ Spring _____ ☐ Summer _____

How did you learn about academic opportunities and programs at UVI?

☐ alumna ☐ workshop / presentation ☐ advertisement ☐ college fair ☐ open house ☐ Internet ☐ summer program ☐ other _____

List below ALL undergraduate educational institutions attended.

Name (in chronological order)	City	State (or county)	Dates of Attendance		Hours already completed	Degree(s) earned
			From Month / Year	To 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? ____ Summer? ____

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 ____/____/____

Mail Applications for the St. Thomas Campus to:
#2 John Brewer's Bay, St. Thomas, V.I. 00802-9990
TEL: (340) 693-1150 ■ Fax: (340) 693-1155

Mail Applications for the St. Thomas Campus to:
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