



Thank you for your interest in pursuing a degree at Wilmington University that offers both undergraduate and graduate programs in a wide range of instructional areas. For a complete list of programs please visit our website www.wilmu.edu.

Please review information below for instructions on how to apply to Wilmington University.

First time F-1 Student Applicants

Applying for admission as an F-1 visa applicant is a multi-step process. Your Designated School Official (DSO) will provide you with information and assistance through this process. It is advisable that you send **all** the required documents listed on the **Document Admission Checklist** within the following guidelines:

Fall Semester Applicants by June 30

Spring Semester Applicants by October 30

Summer Semester Applicants by February 28

Once you submit all the required documents and any additional program requirements, you will be issued a Form I-20.

With your Form I-20, you will pay the Student Exchange Visitor Information System (SEVIS) fee.

After the issuance of both Form I-20 and payment of SEVIS fee, you will need to schedule a visa interview at the U.S. Embassy with the jurisdiction over your location. Please visit the following website for updated information about US

Embassy and F-1 visa application information: <http://usembassy.state.gov>

Once granted the F-1 Student Visas, you can enter the U.S. up to thirty (30) days prior to the program start date on your Form I-20.

Transfer Students

If you are currently holding a valid F-1 visa and transferring your SEVIS record from another institution **in the US** to Wilmington University, you must submit **all** the required documents listed on the **Document Admission Checklist** in addition to the program- specific admission requirement. Once all the required documents are submitted, you will receive the *Transfer Form* to be filled out by the students and the transfer school official (DSO).

Application must be received by the following deadlines:

August 17 for Fall Semester (or next business day)

December 18 for Spring Semester (or next business day)

April 25 for Summer Semester (or next business day)

All required documents to be submitted by the above deadlines accordingly to be considered for admission.

You must work with your transfer institution and Wilmington University to ensure the timely transfer of your SEVIS record. If you have any questions or concerns, please contact your DSO in the Office of Wilmington University Admission for Assistance.

Wilmington University Attn: International Admissions at 320 N. DuPont Hwy, New Castle, DE 19720

Phone: (302) 356-6741, E-mail: International@wilmu.edu



F-1 STUDENT ADMISSION DOCUMENT CHECKLIST

ALL APPLICANTS

⇒	Wilmington University Application for Admission and \$35 non-refundable application fee.....	<input type="checkbox"/>
⇒	Official High School Transcript and its General Evaluation (for Undergraduate students ONLY) (<i>MUST</i> be completed and sent directly from any member of www.NACES.org in a sealed envelope or uploaded in the system to be verified.....	<input type="checkbox"/>
⇒	Official Course-By-Course Evaluation of Overseas College Transcript (<i>MUST</i> be completed and sent directly from any member of www.NACES.org in a sealed envelope or uploaded in the system to be verified.....	<input type="checkbox"/>
⇒	Proof of Language Proficiency: Verified TOEFL (iBT 46 or greater) or IELTS (BAND 5.5 or greater) OR proof of a US degree OR successful completion of specific courses from a US institution (ENG 101, ENG 102, Research Writing Course completed within 7 years of admissions)	<input type="checkbox"/>
⇒	Affidavit of Support (signed and stamped by Notary Public/Legal Official).....	<input type="checkbox"/>
⇒	Financial Documents (See the Tuition Form).....	<input type="checkbox"/>
⇒	F-1 Visa Compliance Form.....	<input type="checkbox"/>
⇒	Tuition Form.....	<input type="checkbox"/>
⇒	Proof of Immunization against measles, mumps, and rubella (MMR), (HBV and Tetanus, Health History form for Nursing students only).....	<input type="checkbox"/>
⇒	Color Copy of Passport.....	<input type="checkbox"/>

FOR US SCHOOL TRANSFER STUDENTS ONLY

⇒	Official transcript of all US college(s) All transcripts <i>MUST</i> be sent directly from the US institution in a sealed envelope.....	<input type="checkbox"/>
⇒	Copies of all previous I-20s.....	<input type="checkbox"/>
⇒	Color Copy of F-1 Visa and I-94 card	<input type="checkbox"/>
⇒	Transfer Form with Approved SEVIS Release Date (<i>ONLY</i> available after all the above documents submitted)	<input type="checkbox"/>

***Graduate students may be required to complete other Program Specific Requirements**

Please submit all required documents electronically for verification
or mail them to Wilmington University, 320 N DuPont Highway, New Castle, DE 19720
If you have any questions, please contact us at International@wilmu.edu



F-1 Visa Compliance Form

As an international student at Wilmington University, I understand and agree to adhere to the following USCIS (United States Citizenship and Immigration Service) rules regarding maintaining my student visa status. Failure to comply with USCIS rules and regulations may result in my becoming “out of status” and result in possible USCIS action against me. By signing this form, you acknowledge that you accept and understand the requirements and responsibility of a lawful F-1 visa holder.

- While the Admissions Office of Wilmington University provides international students with superior level of services that pertain to students in F-1 status, we do not provide legal services. For legal issues and services, please refer to a qualified immigration attorney.
- The PDSO/DSO is responsible for monitoring my compliance with USCIS rules and regulations. I further understand that I am responsible for knowing and adhering to these rules, and that there may be serious consequences to me should I fail to comply with these rules.
- I understand that my reason for being in the United States is to be a student and make normal academic progress towards completion of the program.
- I am responsible for successfully completing a full course of study (minimum 12 credits for undergraduate students and minimum 9 credits for graduate students in each the fall and spring semesters).
- I understand that I will be tested prerequisite courses and if the test results indicate, I may have to take additional classes prior to, or concurrent with, courses that are required for my major.
- It is my responsibility to monitor my own registration status to remain compliant with USCIS regulations of full-time enrolment.
- It is also my responsibility to notify the PDSO/DSO should I have emergencies or medical conditions that happen unexpectedly to be able to document these problems as soon as they occur.
- I understand that I must notify PDSO/DSO of any change of address, telephone number, or e-mail address within 10 days of the change.
- I am solely responsible for making sure that my visa documents are current and in order-including the expiration date on my I-20- and for providing this office with copies and changes, such as new I-94 card and updated visa.
- I will not travel outside the US during any academic term unless there is a documented emergency and an approval from both my instructors and the PDSO/DSO of Wilmington University.
- The F-1 student visa is not a work visa, I understand that I cannot work without the permission from USCIS. I will refer to the PDSO/DSO for assistance in this matter.
- I will not engage in any activity that might endanger my visa status. Examples of these activities include committing, or helping to commit, a crime or illegally working.
- I understand that I will act as required by the university policies and regulations stated in the student handbook.
- I understand that violations of local, state and federal laws will be referred to and handled by the proper authorities.
- I understand that all documents submitted to Wilmington University become the property of Wilmington University and cannot be returned.

Student's Name (please print)

Student's Signature

Date



Tuition Form

Student Name _____ DOB _____

Home Country Address _____

Country of Birth _____ City of Birth _____ Country of Citizenship _____

Emergency Contact Person

Must Provide the Name, Phone Number, and Relationship to Student

In Home Country: _____

(Must Provide the Name, Phone Number, and Relationship to Student)

In the USA: _____

(Must Provide the Name, Phone Number, and Relationship to Student)

Estimated Cost per Academic Year Based on 12 Credits for Undergraduate Students and 9 Credits for Graduate Students Per Semester.

Campus	Tuition and Fees For Undergraduate Students	Tuition and Fees For Graduate Students	Tuition and Fees For Doctorate students
All Locations	\$419.00 per credit	\$537.00 per credit	\$712.00 per credit
TOTAL Estimated Tuition per semester	\$5,028.00 other fees may apply	\$4,833.00 other fees may apply	\$4,272.00 other fees may apply

Estimated Tuition and Expenses for 2019-2020 Academic Year

Tuition and Other Fees..... \$10,780.00-\$11,550.00

Estimated Living Expenses.....\$11,000.00

Books and Supplies.....\$1,000.00

Total\$22,780.00-\$23,550.00

Please add \$3,000.00 per each dependent on your application

(Only a child or a spouse may accompany you in the USA as a dependent)

Dependent Information

Family Name	First Name	Date of Birth	Country of Birth	City of Birth	Country of Citizenship	Relationship

I understand that by law I cannot expect to work to support my studies and that I cannot expect to receive financial aid after my arrival. I have established sponsor ties through: personal or family sponsorship in the form of **Original Bank Letter** written on a bank letterhead, or **Original Bank Statement** dated within past 3 months that includes the specific current amount in the **USD**, and **Letter From the Sponsor's Employer**, on company letterhead, verifying employment and salary, **ALL** written in English and accompanied by an official/certified translation if needed. If applicable, an **Award Letter from a Government or Agency Sponsorship** written on official letterhead that includes the amount and duration of support may be used.

Student Signature _____ Date _____



WILMINGTON UNIVERSITY

Affidavit of Support

For an F-1 International Student

Name of Student: _____
Last First Middle

Address: _____
Number and Street City State Zip code

Name of Sponsor _____ **Relationship to Student** _____
Last First Middle

Address: _____
Number and Street City/Country State Zip code

I am employed with: _____
Name of the Employer

Title of Position Sponsor's Annual Income in US Dollars

Affirmation of Oath

I hereby affirm or swear that the contents of the statements in this affidavit are true and correct and I, the sponsor, will provide at least USD \$23,550 per year to meet the educational needs of the above named student. I understand that educational needs include the cost of tuition, fees, books and living expenses for the duration of the student's academic program – including any inflationary costs. Furthermore, I understand that I am responsible for all debt incurred by the student. I also understand that by law the international student I am sponsoring cannot expect to work to support his/her studies and that he/she cannot expect to receive financial aid after arrival.

Signature of Sponsor		Date:
To be completed by Notary Public or Legal Official: Sworn and subscribed to before me on this date:	Signature of Notary or Legal Officer	Seal/Stamp

This affidavit will not be accepted unless it has been signed by the sponsor in the presence of a notary public and signed and sealed by the notary. (If sponsor is living outside of the United States, then this form must be signed and stamped or sealed by a legal official such as a bank or consular official, making this a legally binding document).



SEVIS FEE PROCEDURES

For First-Time International Students

The US Department of Homeland Security (DHS) now charges a fee of \$200 per student to use the Student and Exchange Visitor Information System (SEVIS). Before you apply for your first F-1 visa for entry into the United States, you must pay the SEVIS fee.

DO NOT SEND THE ORIGINAL FORM I-901 TO WILMINGTON UNIVERSITY.

The SEVIS fee must be paid in US dollars and may be done online or by postal mail. The procedure for paying the fee is:

1. **Obtain the fee payment Form I-901**

- Access Form I-901 on the internet at www.fmjfee.com, or
- If you are unable to access Form I-901 on the internet, contact a International Student Advisor at Wilmington University.

2. **Complete Form I-901, answering all questions**

- You must have a Form I-20 to complete the I-901
- F-1 applicants must include the Wilmington University school code **PHI214F00138000**

3. **Pay the \$200 SEVIS Fee**

- **By personal check, money order or foreign draft drawn on a US bank** (must be made payable to “**I-901 Student/Exchange Visitor Processing Fee**”:

Print **your name** and **your SEVIS number** on the check or money order

Mail the payment and Form I-901 to: **I-901 Student/Exchange Visitor Processing Fee**

P.O. Box 970020

St. Louis, MO 63197-0020

You will receive a receipt by mail at the address you give on the Form I-901

Take the receipt with you to your visa application interview

- **By credit card:** Follow the online instructions.

Include the required credit card information

Print out the payment screen to verify your payment

Take the payment verification printout with you to your visa application interview

- **By Western Union Quick Pay (where available):**

Western Union Office collects fee (in local currency), along with I-901 data, and electronically transmits payment and data to DHS. The Western Union office issues a receipt that serves as immediate proof of payment for the visa application interview and US entry

All receipts must be received (by mail) or confirmed (on the internet) **at least 3 US government working days before your visa application interview**

IMPORTANT:

KEEP THE RECEIPT FOR FUTURE PROOF OF PAYMENT! YOU WILL NEED TO PRESENT IT AT YOUR INTERVIEW AND US PORT OF ENTRY

4. Citizens of **Canada ONLY**

- a. No visa or visa application is required of Canadian citizens
- b. Pay the SEVIS fee as outlined in step 3 above and get the receipt
- c. Present the SEVIS fee payment receipt at your US Port of Entry

Further information is available on the SEVIS website at www.ice.gov/graphics/sevis/index.htm



FREQUENTLY ASKED QUESTIONS

FOR INTERNATIONAL STUDENTS

- **What is a DSO or PDSO?** - *DSO is an acronym for Designated School Official. PDSO is an acronym for Primary Designated School Official. Your P/DSO is the admission counselor who will assist you in the admission process and serve as your international student contact throughout your entire academic career at Wilmington University.*
- **English is the official language in my home country. Do I need to take the TOEFL?** - *All international students who attend Wilmington University must submit an official TOEFL score unless the student is transferring 12 or more credits from an accredited institution within the U.S. or English is the native language in your home country.*
- **Do I need to take ACCUPLACER before I can register for classes?** *No, if you submit TOEFL/IELTS during admission, the score will be used for placement purposes. Please refer to ESL Page for course placements. No, if you compete a US accredited high school with the university approved SAT scores. No, if you have a degree from a US accredited college or university or show proof of completion of ENG Composition I and II. Those who do not demonstrate criteria above, have to take English AccuPlacer to determine the need for ESL classes.*
- **Can I register for or begin classes during the application process?** - *No, all students must complete the entire application and admission process and be issued the Form I-20 before registering for classes.*
- **How long does it take to complete the admissions process? Are there any deadlines?** - *The time it takes to complete the admissions process depends on many factors. If you are entering the United States to attend Wilmington University, please give yourself ample time for mailing documents and receiving replies. If you are transferring into Wilmington University from another institution within the United States, please begin the process as soon as possible to avoid missing registration deadlines and jeopardizing your visa status.*
- **How many credits do I have to take to maintain my F-1 Student Visa status?** - *International students must pursue a full-time course of study during the regular academic year. Undergraduate international students must complete at least 12 credits per semester; graduate students must complete at least 9 credits per semester. A grade must be received in each course, if you receive a grade of FA (Failure due to absence) in any of your courses this does not count as a completed course and you will be considered in violation of your status.*
- **What are the different course formats offered at Wilmington University?**
 - Semester courses meet for 15 weeks, once a week for two and a half hours.*
 - Block courses meet for 7 weeks, once a week for 5 hours.*
 - Modular courses meet for two 20 hour weekends during a specific month.*
 - Hybrid courses combine in class teaching and online learning and meet once a week for 7 weeks.*
 - Distance learning courses are 15 weeks and utilize video and audio tapes as well as textbooks, study guides and other materials with limited to no classroom time.*
 - Online courses conduct all learning activities via the internet.*
- **When can I apply for Optional Practical Training (OPT)?** - *It depends on your individual situation. If you are applying for pre-completion OPT (part-time OPT while you are still pursuing a full course of study), you can apply as soon as you have been in lawful F-1 Visa status for at least one academic year.*

If you are applying for post-completion OPT (full-time OPT after you complete your studies) you can, in most cases, submit your request up to 120 days before you complete your studies. Please consult with your P/DSO for more details and any changes in policy on OPT.

- **When can I apply for Curricular Practical Training (CPT)?** - *If you qualify, you can apply for CPT after you have completed at least one academic year in lawful F-1 Visa status. Please see your P/DSO for more information about qualifying for CPT.*
- **I have original transcripts with me, are these acceptable admissions documents?** – *All transcripts from a US institution must be in a sealed envelope. All transcripts from an overseas institution must be evaluated by any member or www.NACES.org and must be in a sealed envelope to be considered for admission.*
- **If I am in my last semester and only need one or two courses to graduate, do I still have to take a full-time course load to maintain my visa status?** - *No, if you are in your last semester, you only need to take the number of credits necessary to graduate. You must meet with the P/DSO to discuss the authorization.*
- **When do I register for classes?** - *Registration dates and deadlines are posted online, which is updated each semester before registration begins for the upcoming semester. It is your responsibility to keep track of registration deadlines. If you have any questions about registration procedures or deadlines, please contact your P/DSO.*
- **Is there financial assistance available to international students at Wilmington University?** - *In limited cases, some students may qualify for small academic or athletic scholarships; otherwise, financial assistance is typically not available. International students do not qualify for Federal Student Aid (Financial Aid), however, you can apply for international scholarship on your own.*
- **What are my payment options?** - *Payments may be made with cash, check, money order, VISA, MasterCard, American Express, or Discover cards. All students must either pay in full or apply for the payment plan. For more information on the payment plan please visit the Wilmington University website at <http://www.wilmu.edu/studentfinancialservices/payplans.aspx>*
- **Are there any on-campus employment opportunities for international students?** - *While international students are permitted to work part-time on campus, there are very few jobs available at Wilmington University. Please feel free to check the website and message boards around campus for any opportunities.*
- **Can I travel while in F-1 Student Visa Status?** - *Yes, students may travel during breaks or for emergencies. If you are traveling outside of the United States, you must consult your P/DSO for a travel endorsement on your I-20 and other information.*
- **How long can I remain in the United States after I finish my degree?** - *If you are not pursuing another degree or participating in optional practical training, you must depart the United States within sixty (60) days of completing your program of study. Note: your program of study ends when you finish all coursework for your degree – not after graduation ceremonies.*
- **Can I transfer to another school?** - *If you are “in status”, you can transfer your I-20 to another school within the U.S. Other situations may apply. You must meet entrance requirements for the school to which you are transferring. Therefore, you must maintain contact with Wilmington University and your transfer school P/DSOs.*
- **What happens if I fall out of status as an international student?** - *There are many ways one can fall out of status. If you think you are or will become out of status, please contact your P/DSO as soon as possible to get information about your options.*
- **Who is responsible for understanding and following the rules and regulations of being an F-1 Visa student?** - *You are! However, if at any time you have questions or are unsure about any issues concerning your visa status, please contact your P/DSO. Your P/DSO is here to help you succeed at Wilmington University!*

If you have any other questions, please contact the International Affairs Office of Wilmington University.