

Graduate Admissions Update

October 14, 2022

Two major updates this year have taken place for international applicants.

1. To aid the international applicants and streamline the processing of I-20 paperwork, Admissions and International Students and Scholars have made some processing changes that will be described in full detail below.
 - a. Any questions about this new process please connect with Christy Oliver, plumb@uwyo.edu or 766-5166.
2. After research done by our colleagues in the Global Engagement Office, we have added some countries to the list of applicants that will be exempt from providing proof of English proficiency. Students who are from these countries or received a bachelor's degree from these countries will not need to provide proof of their English proficiency. The new countries are:
 - a. Nigeria, Ghana, and Singapore. The entire list of countries can be found at <https://www.uwyo.edu/admissions/international/english-alternatives.html>.

International Processing of Admissions and I-20 Documentation for Graduate Applicants

When an applicant applies to a graduate program, it will look as it has in the past for them. Once they are recommended for admissions by their department, they will get an email to log back into their application to fill out a few additional sections in the application that pertains to issuing them an I-20. As departments get questions about the I-20 process, a prospective student should be directed to go back into their application.

- Even if they will be receiving a full GA that covers all their costs, they need to fill this information out to process their I-20. Besides financial data, there will be questions about possible family members coming with them as well as a place to upload their passport.

Departments Recommending International Students as well as Providing Funding Information

- When an applicant is recommended for admissions, a department needs to mark the *applicant departmental approved* as yes on the application record in Salesforce.
- If a department is providing funding, this information also needs loaded to the application.
 - In the Departmental Approval Section, the department should load the following:
 - *Graduate Assistantship: Yes*
 - *Assistantships Level: Full Time (or Part Time)*
 - *GA Allocation: Leave Blank unless giving additional GA funding from department*
 - *GA Allocation Per: Academic Year (or 12 months if paying summer)*
 - No additional documentation proving this funding needs uploaded to Salesforce or sent to Admissions for the I-20.
 - If a department gives a Graduate Scholarship, add the information on this line. This is funding outside of the GA.

Office of Admissions and Accepting a Recommended Applicant

- Once an applicant has been recommended for admissions, the Admissions Office will request and review all official transcripts along with any required test scores such as GRE and English proficiency as needed. After receiving these documents, a student can be admitted. The Office of Admissions will no longer hold admissions for I-20 processing.

International Students and Scholars Office and Working on I-20 Documentation

- Once a recommended applicant has submitted their I-20 information and been admitted, ISS will review the documentation that is needed for the I-20. It is anticipated that there will be a two day turn around on processing of I-20s. Also keep in mind that I-20s are still being emailed so once this step is complete, applicants will have their I-20 in their email immediately after processing.

International I-20 Processing FAQ

- **How does the student know to go back to their application to complete this process?**

- When a department marks the student “Applicant Department Approved” as *Yes*, there is an automatic email that is sent to the student letting them know they need to complete this process now.

- **Email:** Thank you for applying to the University of Wyoming! We are excited you have chosen UW and we look forward to working with you. The information provided in the application indicates that you want UW to issue a Form I-20 (F-1 visa holders) or Form DS-2019 (J-1 visa holders) for you.

Our Admissions Office will be working with you to review your academic credentials for admissibility, International Students and Scholars (ISS) will be working with you to collect the information needed to issue the Form I-20 or DS-2019. Please start gathering the required documentation now that your Form I-20 or DS-2019 can be issued as soon as admissions has made a decision on your acceptance to UW.

To start the process, please log back into your application click on the I-20 Processing section on the initial home page. Once you have been admitted and submitted this information, ISS will issue the Form I-20 and email it to you, or the Form DS-2019 and ship it to you.

Best Wishes,
Admissions and International Students and Scholars Office

- **Is there specific wording a department should use in a letter to a student to help guide the process?**

- If a department would like to add text to a letter that they send the student to help them through the process, here is some example text.

- **Example text:** Please Note, your Form I-20 or DS-2019 cannot be issued until all financial and passport documents are received and reviewed by UW. Please go back into your admissions application to complete this process. It can take a few days for UW to review these documents so please complete this as soon as you can. Once your documents are reviewed and approved your Form I-20 or DS-2019 should be issued within two business days. Form I-20s will be emailed directly to you at the email address entered in their online application, and DS-2019s will be shipped to you as a paper form is required for visa application and travel.

- **What does the application section look like for the student?**

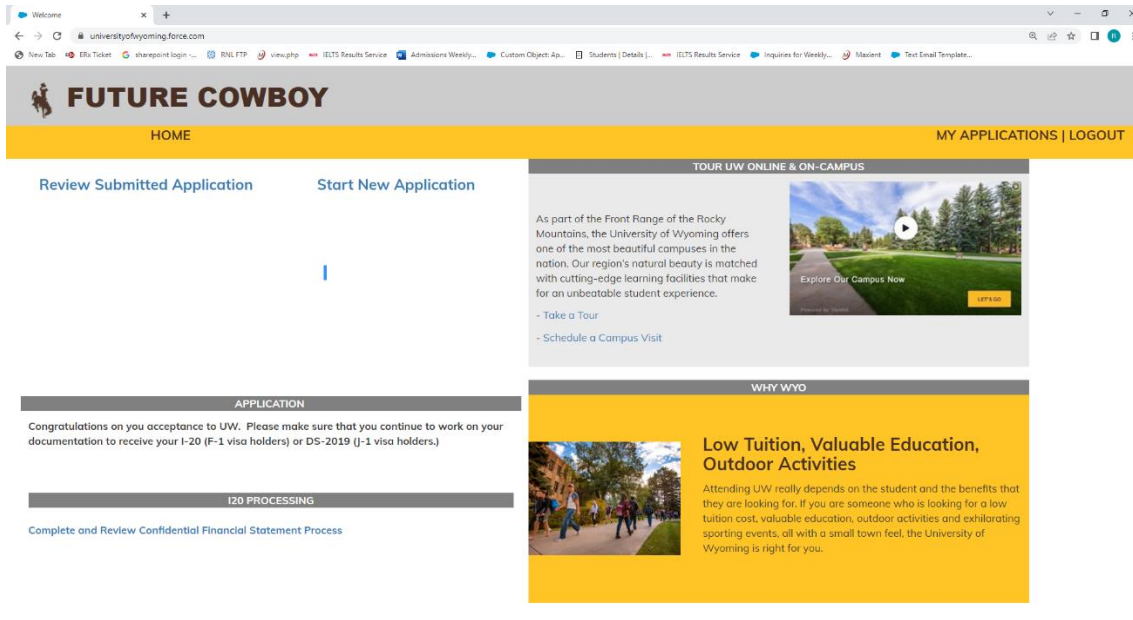
- **Applied but not recommend yet**

- **I20 Processing Section:** If your department makes a recommendation to proceed with admissions, the additional information needed for I20 processing will be available.

The screenshot displays the University of Wyoming application portal. At the top, there is a navigation bar with "HOME" and "MY APPLICATIONS | LOGOUT". Below this, there are two main sections: "Review Submitted Application" and "Start New Application". The "APPLICATION CHECKLIST" section shows several items checked, including "Curriculum Vitae", "Unofficial College Transcripts", "Research Statement", "Recommendation 2; Rashed Abdullah", "Recommendation 1; Md Sakaouth Hossain", and "Recommendation 3; Rumana Yeasmin". The "I20 PROCESSING" section is highlighted, and a message states: "If your department makes a recommendation to proceed with admissions, the additional information needed for I20 processing will be available." To the right, there is a "TOUR UW ONLINE & ON-CAMPUS" section with a video player and a "WHY WYO" section with the heading "Low Tuition, Valuable Education, Outdoor Activities".

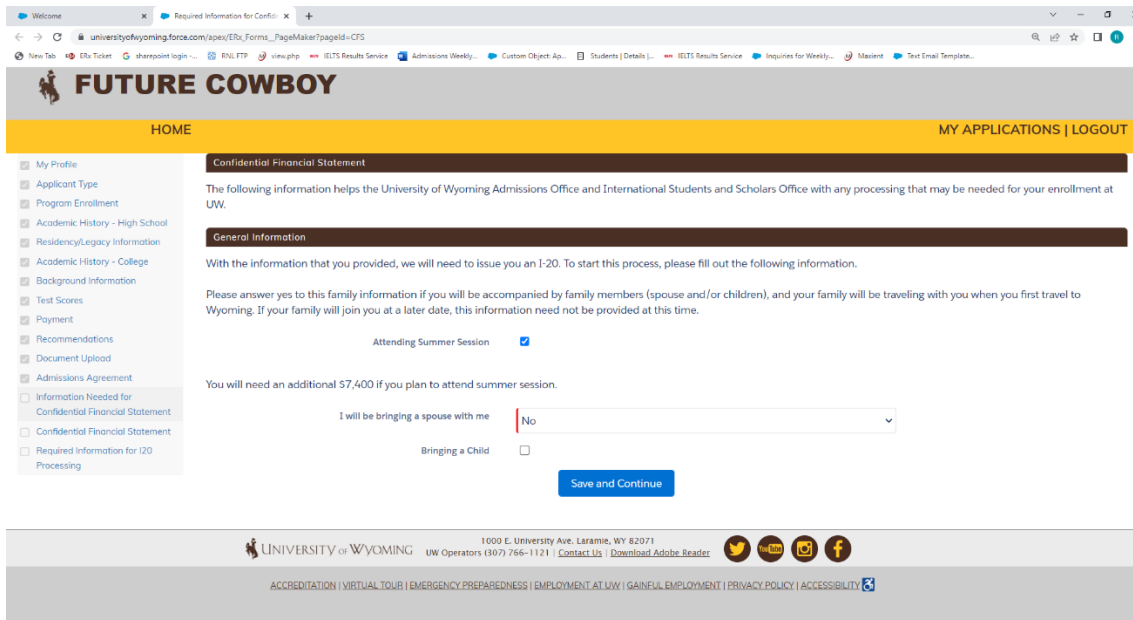
- **Applicant Department Approved**

- I20 Processing Section: Link to *Complete and Review Confidential Financial Statement Process*.



- **Section 1 - Information Needed for Confidential Financial Statement**

- General Information required to calculate financial requirements



- Section 2 - Confidential Financial Statement
 - No Graduate Assistantship

Confidential Financial Statement

Every applicant to the University of Wyoming must have sufficient funds to meet his or her educational needs. For this reason, we ask you to complete the following Confidential Financial Statement. It is your responsibility to demonstrate that you have sufficient funding to meet all University and living expenses for at least the first year of your studies. We assume that this funding will be available for the duration of your degree program. This form must be completed before an I-20 or DS-2019 can be obtained for a visa allowing entry to the United States. This is in compliance with the regulations of the US Citizenship and Immigration Service. This also applies if you plan to transfer to the University of Wyoming from an institution within the US.

All International students are required to participate in the University's health insurance program. The cost is approximately \$2,482 per year and the program is mandatory with family rates also available for the student.

The University of Wyoming Trustees may change tuition and fees at any time. All amounts above are estimates only and may vary according to your habits and lifestyles. These estimates assume a modest standard of living and don't include any personal expenses students may incur. Please anticipate spending an average of \$2,500 on personal expenses per year. Personal expenses include local travel, entertainment, clothing and other costs that vary greatly with each individual.

Estimated Cost of Attendance

Your **estimated** financial cost for one academic year of study at the University of Wyoming is below:

- Tuition and Fees: Program Fees vary from \$3 to \$25 per credit hour.
- Living Expenses (includes room and board, health insurance and books)

TOTAL COST OF ATTENDANCE	
\$ 39936	

Sources and Amounts of Financial Support (indicate amounts in US dollars)

All amounts need to be in US Dollars. Although a Bank Statement or other documentation may be in a non-US currency please convert to US when you type it. Please use the following currency converter. When we review your documentation, this will be the one that is used.

Currency Converter

Amount from Savings: USD

Amount of Family Contribution: USD

Financial Aid from Government Agency, Private Foundation, Bank or Other Agency: USD

Financial support from the university or Wyoming: USD

SUPPORT AMOUNT STILL NEEDED (REFRESH BELOW TO UPDATE)	TOTAL SUPPORT DOCUMENTED
\$ 39936	

[refresh](#)

- Section 2 - Confidential Financial Statement
 - With Graduate Assistantship -If they do not need to provide any additional funding outside of their GA, they will be able to save and continue on the financial section without entering additional information.

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GRADUATE ASSISTANTSHIP LEVEL	
Full Time	

TOTAL COST OF ATTENDANCE	
\$ 12244	

Sources and Amounts of Financial Support (indicate amounts in US dollars)

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Currency Converter

Amount from Savings: USD

Amount of Family Contribution: USD

Financial Aid from Government Agency, Private Foundation, Bank or Other Agency: USD

SUPPORT AMOUNT STILL NEEDED (REFRESH BELOW TO UPDATE)	TOTAL SUPPORT DOCUMENTED
\$ -256	\$ 12500

[Save and Continue](#)

- **Section 3 - Required Information for I20 Processing**
 - This section allows for the student to upload their passport, if they've only supplied a U.S. address it will ask for a permanent address in their country and will allow for family information to be filled out for the documents.

Required Information for I20 Processing

UNIVERSITY OF WYOMING

HOME MY APPLICATIONS | LOGOUT

My Profile

Applicant Type

Self Identification

Program Enrollment

Academic History - High School

Residency/Legacy Information

Academic History - College

Background Information

Payment

Recommendations

Document Upload

Admissions Agreement

Information Needed for Confidential Financial Statement

Confidential Financial Statement

Required Information for I20 Processing

Passport Upload

Your passport is used to help ensure that the I-20 has the most up-to-date and accurate information.

Upload a Copy of your Passport No File Chosen

I do not have a passport to upload

Address Needed for I-20

The address that you provided to us appears to be a United States Address. In order to process your I-20, we must have your permanent address in your country.

Permanent Street 1

Permanent Street 2

Permanent City

Permanent Country

Family Information Form

With the information that you provided, we will need your family's information to issue you an I-20. Please provide the following information.

UNIVERSITY OF WYOMING 1000 E. University Ave. Laramie, WY 82071
UW Openworks (807) 766-1121 | Contact Us | Download Adobe Reader

ACCREDITATION | VIRTUAL TOUR | EMERGENCY PREPARATIONS | EMPLOYMENT AT UW | CAMPUS EMPLOYMENT | PRIVACY POLICY | ACCESSIBILITY