

2016-2017

Departmental Instructions for Admitting International Students



INTRODUCTION

The University of Cincinnati (UC) is a large and exciting international community. More than 3,900 students from over 100 different countries study at UC each year.

This guide has been developed by UC International Services to help departmental personnel understand the policies and procedures to be followed when an international student applies to UC.

It is important that all new students attend Immigration Check-In upon arrival to campus with their passport, visa, I-94 card and certificate of eligibility (if applicable).

UC International Services Staff (3134 Edwards Center)

| | |
|---|----------|
| Ronald B. Cushing, Director | 556-2879 |
| Janice Adams, Program Coordinator | 556-8413 |
| Lorri Blanton, Program Coordinator..... | 556-1997 |
| Christy Harrison, Advisor | 556-2859 |
| Nicole Jenkins, Program Manager..... | 556-2206 |
| Deborah Jones, Sr. Advisor | 556-1004 |
| Jennifer Kutzko, Sr. Advisor..... | 556-3649 |
| Janet Schneider, Advisor | 556-4339 |
| James Tenney, Assistant Director | 556-4655 |
| Dave Schroer, Receptionist | 556-4278 |

URL: www.uc.edu/international/services

iBearcatsGlobal: <https://ibearcatsglobal.uc.edu>

TABLE OF CONTENTS

| | Page |
|--|-------|
| Overview of the Application/Admission Process for International Students | 2-3 |
| English Proficiency..... | 4-5 |
| The Financial Certification Process | 5-6 |
| Key Issues Surrounding International Students | 6-10 |
| Study by F-2 Dependents and B Tourists..... | 10 |
| Appendices | 11-30 |
| Prospective Student Letter..... | 12-13 |
| Estimated Annual Expense Sheets | 14-21 |
| Financial Certification Form | 22-23 |
| Frequently Asked Questions Regarding I-20 Issuance | 24-25 |
| Sample Admit Letters for Graduate Students..... | 26-29 |
| English Proficiency Test Score Comparisons | 30 |

OVERVIEW OF THE APPLICATION/ADMISSION PROCESS FOR INTERNATIONAL STUDENTS

The application/admission process for international students is a cooperative effort involving the admitting department/college, the Graduate School (for graduate admissions), the International Admissions Office (for undergraduate admissions) and UC International Services. It is important that staff understand the processes to be followed, including the following basic concepts:

1. All general inquiries are received electronically in Radius. The program/department is responsible for answering inquiries.
2. Applications are created and completed in Radius. Supplemental materials are also submitted in Radius.
3. Applications are loaded directly to Catalyst on a nightly basis. UC International Services will be sent daily reports detailing who has been admitted, confirmed, declined or offered scholarships.
4. International students must prove English Proficiency prior to being admitted. English proficiency can be documented in several ways and varies based on the level of intended study. Further details can be found in the English Proficiency section beginning on page 4. Students will typically take one of three English proficiency tests. The most common test is by Test of "English as a Foreign Language" (TOEFL) test. They can also take the "International English Language Testing System" (IELTS) or the "PEARSON Test of English" (PTE). A conversion table is attached in the appendices for your convenience. The appropriate English proficiency score must meet University, College, and Departmental requirements prior to being admitted. English proficiency can be demonstrated by completing Level 112 of English instruction at ELS Language Centers.

TOEFL, IELTS, GRE, GMAT and other required scores will be loaded into Radius. Radius feeds those scores into Catalyst, but admitting departments will view scores in Radius.

Campus Solutions>Student Admissions>Applicant Summaries>Academic Test Summary

5. Supplementary materials not submitted in Radius can be sent to the Graduate School for scanning and loading to ONbase.
6. When a student is admitted the Program Action field should be updated to ADMT (Admit) Use the COND Program Action for conditionally admitted students who will attend ELS. Upon full admission the status should be changed to ADMT. When the student confirms online in Radius the status will be changed to DEIN and then MATR for full matriculation into the program once registered for classes.

Two navigations will be available in Catalyst:

1. Campus Solutions>Student Admissions>Applicant Summaries>Application Summary
2. Campus Solutions>Student Admissions>Applicant Summaries>Applicant Progression

Program Action and Status codes define the stage an applicant is in throughout the admissions lifecycle.

Program Action

APPL-Applicant
ADMT-Admit
COND-Conditional Admit
DDEF-Defer Decision
DEFR-Defer Enrollment
DEIN-Intention to Matriculate
DENY-Deny

Status

Applicant
Admitted
Admitted
Active
Active
Prematric
Cancelled

| <u>Program Action</u> | <u>Status</u> |
|--------------------------------|---------------|
| MATR-Matriculation | Active |
| WADM-Administrative Withdrawal | Cancelled |
| WAPP-Applicant Withdrawal | Cancelled |
| WAIT-Waitlist | Waitlisted |

7. When a student is offered financial support the admitting department will notify the applicant AND UC International Services. A new screen similar to the INTL-FIN-AWARD function in UniverSIS is being developed by the Catalyst Development Team. Once it is available for use you will be notified and given guidance/training on how to use it.
8. International students have special requirements to fulfill in order to obtain documents needed to apply for student visas. As such, their admission/award letters have to be carefully constructed. Among other things, the admission letter should indicate the field of study and the specific degree level (Master's or Doctoral). Letters should not simply state the "graduate program". It is also important that you make clear the exact worth of any awards (assistantships/scholarships) in correspondence with students. You should also inform them about mandatory orientations they must attend.
9. No I-20 will be issued unless the student demonstrates financial capabilities for their program of study. UC International Services has developed a "Financial Certification Form" that students can use to prove financial support. To help facilitate this process, it is important that you make clear the exact worth of any assistantships/scholarships in correspondence with students. Don't use percentages, state exact dollar amounts. The "Financial Certification Form" should be properly completed, notarized and returned to UC International Services in electronic form (scanned PDF documents). This includes the section for funding of subsequent years of study. You will be notified of any increases in tuition fees, and anyone admitted after that date will be required to prove financial support to meet those new figures. Students who receive scholarships or assistantships that exceed the minimum amount required to be issued an I-20 form do not need to complete the "Financial Certification Form". More information about the financial certification process follows on page 6.
10. It is important that admission decisions and financial awards be made as early as possible for international students. The visa application process for many students can take 90 days or more to complete. In addition, many times a student's decision to attend one school over another is determined by which school gets the I-20 form to him/her first. If your admission decision for Fall Semester is not sent to the student until April or May, chances are good that the student will have already received an offer from another school or he/she will not be able to get a visa in time to reach the University before classes begin. Admit decisions should be made in January if possible.

NOTE: NO I-20 WILL BE SENT UNTIL THE FOLLOWING HAS BEEN DEMONSTRATED:

(1) THE STUDENT HAS APPLIED TO UC; (2) ENGLISH PROFICIENCY HAS BEEN DEMONSTRATED; (3) THE STUDENT HAS BEEN ADMITTED TO UC; (4) THE STUDENT HAS CONFIRMED (ACCEPTED) THE OFFER OF ADMISSION; (5) THE STUDENT HAS DEMONSTRATED ADEQUATE SOURCES OF FINANCIAL SUPPORT.

All I-20's are issued with a start date that corresponds with the start date of the term in question. If a program has required activities (summer research institutes, etc.) that require students to get to UC more than 30 days before the start date of the term, the department must contact UC International Services at international.students@uc.edu with the name of the student, the date of arrival that is necessary, and the reason the early arrival is necessary so that the I-20 can be issued accordingly. Please contact us at the point of admission with these details.

ENGLISH PROFICIENCY

English proficiency is required of all applicants whose native language is not English. How English proficiency is demonstrated varies by degree level.

English Proficiency Requirement for Graduate Students

Students can prove English proficiency in a number of ways at the graduate level including the “Test of English as a Foreign Language” (TOEFL), the “International English Language Testing System” (IELTS), or the “PEARSON Test of English”.

For IELTS, an overall band score of 6.5 is the minimum for graduate admission. For PEARSON a score of 47 is the minimum requirement. For TOEFL, requirements vary. The minimum University requirement is:

- 520 (paper-based test), or
- 190 (computer-based test), or
- 68 (internet-based test)

However, many colleges and programs have higher score requirements than those listed above. Students must have a score that meets departmental and/or college requirements if higher than the university minimum.

The English proficiency requirement is met for applicants with degrees (e.g. a Bachelor's or Master's) earned in English from accredited universities and colleges in the U.S., Canada, United Kingdom, Australia, New Zealand and other English speaking countries. The English proficiency requirement is also met for students who have passed the ELS (English Language Services) level 112 exam. Any English proficiency score not meeting the University minimum requirement of 520 (paper test), 190 (computer test), or 68 (internet test) must be approved for a waiver from the Associate Dean of the Graduate School. Departments must request this waiver in writing and include supporting documentation that the student has studied English. The waiver must be approved **BEFORE** admitting the student. Any TOEFL score not meeting a departmental requirement must be waived by the Department Head or Graduate Program Director. A TOEFL score not meeting a college requirement must be waived by the Associate Dean of the College

English Proficiency Requirement for Undergraduate Students

International students must submit proof of English proficiency that meets University and College requirements prior to being admitted. Students can demonstrate English proficiency in a number of ways at the undergraduate level. Most students fulfill the English requirement by taking the Test of English as a Foreign Language (TOEFL), the International English Language Testing System (IELTS), or the PEARSON Test of English (PTE).

For IELTS, an overall band score of 6.0 is sufficient for most undergraduate programs. For the PEARSON Test of English, a score of 46 is sufficient for most undergraduate programs. For TOEFL, requirements vary. Most undergraduate programs require a minimum TOEFL score of:

- 515 (paper-based test), or
- 187 (computer-based test), or
- 66 (internet-based test)

The colleges of Design, Architecture, Art, and Planning (DAAP), Business and Engineering require higher IELTS (6.5 overall band score), PTE (score of 53) and the TOEFL scores:

- 550 (paper-based test), or
- 213 (computer-based test), or
- 79 (internet-based test)

In addition to the overall ban score for both the TOEFL and IELTS, all colleges also require a minimum score of a 5.5 (IELTS) or 15 (TOEFL) on all sub-sections (i.e. Listening, Reading, Speaking, Writing).

In addition, the English Proficiency Requirement is met if:

- Students who have taken the SAT and have a minimum 480 on the Critical Reading section;
- Students who have a Certificate in advanced English (C grade or above), or Certificate of Proficiency in English (C grade or above) or a passing score on the O Level exam;
- Students who complete one full academic year of study in a U.S. high school or college/university.
- Student who has passed level 112 of the ELS exam.

NOTE: An English proficiency test score comparison table for TOEFL, IELTS and PEARSON is in the appendices.

Students from the following countries are exempt from the English proficiency requirement at all levels of study:

| | | |
|------------------------|-------------------|------------------------------|
| Antigua & Barbuda | Fiji | St. Lucia |
| Australia | Grenada | St. Vincent & the Grenadines |
| Bahamas | Ireland | United Kingdom |
| Barbados | Jamaica | |
| Belize | Liberia | |
| Bermuda | Malawi | |
| British Virgin Islands | New Zealand | |
| Canada (except Quebec) | Singapore | |
| Cayman Islands | South Africa | |
| Dominica | St. Kitts & Nevis | |

THE FINANCIAL CERTIFICATION PROCESS

Federal regulations require that international students on F-1 or J-1 visas be fully financed at all times while in the U.S. (not just the first year or only during the academic year). International students on F-1 or J-1 status must therefore demonstrate they have the ability to meet all estimated expenses as determined by UC International Services, including the cost of tuition, fees and living expenses. Below are the estimated annual expenses currently established for the 2016-17 year by level of study.

Undergraduate Students

| | <u>Main Campus</u> | <u>UC Blue Ash</u> | <u>Clermont College</u> |
|-----------------------------|------------------------|------------------------|-----------------------------|
| Tuition (subject to change) | \$26,334 | \$14,808 | \$12,548 |
| Living Expenses | 16,125 | 16,125 | 16,125 |
| Other Fees | <u>2,322</u> | <u>2,322</u> | <u>2,322</u> |
| TOTAL | \$44,781 | \$33,255 | \$30,995 |

Graduate Students All Colleges Except Medicine

| | <u>Most Programs Including MS Architecture</u> | <u>Master of Architecture</u> | <u>12-Month Programs</u> |
|-----------------------------|--|-----------------------------------|------------------------------|
| Tuition (subject to change) | \$26,210 | \$32,470 | \$39,315 |
| Living Expenses | 16,125 | 16,125 | 16,125 |
| Other fees | <u>2,322</u> | <u>2,322</u> | <u>2,322</u> |
| TOTAL | \$44,657 | \$50,917 | \$57,762 |

College of Medicine Graduate Students

| | <u>Most Programs</u> | <u>M.S. Physiology</u> | <u>MS Pharmacology</u> |
|-----------------------------|----------------------|------------------------|------------------------|
| Tuition (subject to change) | \$25,842 | \$38,710 | \$26,954 |
| Living Expenses | 16,125 | 16,125 | 16,125 |
| Other Fees | <u>2,322</u> | <u>2,322</u> | <u>2,322</u> |
| TOTAL | \$44,289 | \$57,157 | \$45,401 |

Professional Students

| | <u>College of Law</u> | <u>Medicine (M.D.)</u> | <u>PharmD</u> |
|-----------------------------|-----------------------|------------------------|---------------|
| Tuition (subject to change) | \$29,010 | \$47,944 | \$31,218 |
| Living Expenses | 19,268 | 16,125 | 16,125 |
| Other fees | <u>2,322</u> | <u>2,322</u> | <u>2,322</u> |
| TOTAL | \$50,600 | \$66,391 | \$49,665 |

Students must certify financial support with UC International Services. To help facilitate the financial certification process, at the time the department/college sends the admit/award letter, the student is sent links to our iBearcatsGlobal system where this information is explained in detail. Students are provided access to the "Sources of Support" eForm that can be used to scan and upload documentation of their support to our office. Copies of forms explaining the process are in the Appendices and can be found on the UC International Services website at www.uc.edu/international/services. Departments should forward all original financial documents sent by prospective students to UC International Services. Students should be encouraged to send financial documents in electronic form (PDF) using the iBearcatsGlobal database.

KEY ISSUES SURROUNDING INTERNATIONAL STUDENTS

Numerous regulations and Presidential directives have been implemented that significantly change the compliance environment in which the University operates relative to the enrollment of international students. Some of the key regulations and presidential directives are discussed below.

Important Arrival Dates

Students have to balance a number of required events upon arrival. In addition to any college/departmental programs you want them to attend, students must attend an Immigration Check-in, a college orientation/new international student conference, and Onboarding if they are receiving a Graduate Assistantship. Please make sure you accommodate for these programs as you plan for your departmental/college arrival activities.

IMMIGRATION CHECK-IN

All international students must attend immigration check-in with UC International Services upon arrival. For Fall 2016-17, the check-in dates are:

August 10, 2016

August 12, 2016

August 15, 2016 (undergrads and exchange students)

August 16, 2016

Graduate students can attend any one of the three dates not specified as being for undergraduates or exchange students. Undergraduate and exchange students must come to Immigration Check-in on August 15, 2016.

COLLEGEORIENTATION/NEW INTERNATIONAL STUDENT CONFERENCE

Graduate students are required to attend the New International Student Conference on August 18, 2016. Undergraduate and exchange students must attend College Orientation on August 16 and 17, 2016.

GA ONBOARDING

All graduate students August 19, 2016

The Student and Exchange Visitor Information System (SEVIS)

The “Student and Exchange Visitor Information System” (SEVIS) is a national monitoring and tracking system for F and J students. UC is required to electronically report information and events on all F and J students, and many notifications will require departmental certification first. Highlights include:

Requirement to Pay a \$200 SEVIS Fee

F-1 students must pay a \$200 SEVIS fee (J-1 students pay \$180) to the U.S. Department of Homeland Security (DHS). There are three ways students can pay the SEVIS fee: by credit card over the internet, by Western Union, or by check or money order.

Requirement to Report Address Changes to UC International Services

Students are required to report any address change to the University **within 10 days** of the address change. This includes address changes of any dependents as well. Students can do this by completing our “Change of Local U.S. Address” eForm at <https://ibearcatsglobal.uc.edu>.

Authorization from UC International Services to Drop Below a Full Course of Study

Students are required to pursue a full course of study during normal enrollment periods (Fall, Winter and Spring Quarters). The Reduced Courseload Certification must be completed prior to dropping below a full time status. Full time at the University of Cincinnati is 12 credit hours for undergraduate students or 10 credit hours for graduate students. Students are allowed to deviate from this full course of study **only with PRIOR authorization from a UC International Services advisor**, and only under very limited circumstances. Students will need to complete a “Reduced Courseload for Academic Reasons” eForm which can be found at <https://ibearcatsglobal.uc.edu>. This process also requires certification by the academic department.

Requirement to Report Departure Date and Reason to UC International Services

Sometimes, and for a variety of reasons, students leave the University early or unexpectedly. Some of these reasons include early graduation, leave of absence, suspension, expulsion, or family emergencies. Students are required to inform UC International Services if they plan to leave the University before the date on their immigration document (I-20 or DS-2019), and the reason for doing so. They can do this by completing the “Departure Certification” eForm at

<https://ibearcatsglobal.uc.edu>. Departments should notify UC International Services anytime a student is terminated for academic or other reasons.

Requirement to Abide by Employment Regulations

Students may work **no more than 20 hours per week on-campus** while school is in session. These 20 hours include the work they do for assistantships, if they have one. All students must have their employment eligibility verified by UC International Services. All students need to be added to the “New Hire Checklist” upon hire. Students will then submit an “Employment Eligibility Verification” request at <https://ibearcatsglobal.uc.edu>. Students are not permitted to work off-campus without receiving PRIOR authorization from the U.S. Federal Government and/or UC International Services, depending upon on their visa status type. Employment possibilities are very limited. Students with required co-ops, internships or other work requirements can be authorized via Curricular Practical Training. Students are **NOT** permitted to work off campus until authorized and must submit a “Curricular Practical Training” eForm at <https://ibearcatsglobal.uc.edu>.

Requirement To Transfer To Another School

Enrolled students are currently authorized to study at the University of Cincinnati. If they decide to study at another school in the U.S., they must notify UC International Services of their intent to transfer and indicate to which school they intend to transfer. They can do this by completing a SEVIS “Transfer Out” eForm request at <https://ibearcatsglobal.uc.edu>.

Requirement to Apply for an Extension of Program

Students must apply for an extension of their program **prior to** the expiration date on their Form I-20 or Form DS-2019 if they cannot complete their program by that date. Requests for extensions should be submitted at <https://ibearcatsglobal.uc.edu> and will require departmental certification.

Requirement for Changing Academic Program or Degree Level

Students must obtain a new Form I-20 or Form DS-2019 **before** changing their academic program from one degree level to another (e.g., from Bachelor’s to Master’s level) or one major/field of study to another (e.g., from Chemical Engineering to Physics). They must receive a new I-20 from a UC International Services advisor **within 15 days** of beginning the new program/degree level. Students must follow the instructions for the “Notification of Change of Degree Level or Program” of Study eForm found at <https://ibearcatsglobal.uc.edu>. Departmental staff must update UniverSIS appropriately when such changes in program or degree level are made.

Interagency Panel for Science and Security (IPASS)

Students could have a visa denied based on national security issues if they are from countries that sponsor terrorism or if they are studying in fields that fall on the “Technology Alert List”. At the very least, such individuals will have to undergo a “security clearance” by the U.S. Department of State before a visa can be issued. This security clearance could take several months to complete.

The Technology Alert List consists of a “Critical Fields List” (Tab A) as well as a Department of State list of designated “State Sponsors of Terrorism” (Tab B). Studying or conducting research in a critical field or originating from a designated state in Tab B will make a student or scholar subject to a Security Clearance Check before their visa is issued. Additional information on these technologies is also available online from the TecWorld homepage on the Department's intranet site at <http://tecworld.inr.state.gov/>.

Tab A – Critical Fields List

- (1) Conventional Munitions: technologies associated with warhead and large caliber projectiles, fusing and arming systems, electronic counter measures and systems, new or novel explosives and formulation, automated explosive detection methods and equipment.

- (2) Nuclear Technology: technologies associated with the production and use of nuclear material for peaceful and military applications include. This includes materials, equipment or technology associated with nuclear physics or nuclear engineering.
- (3) Rocket Systems: technologies associated Rocket Systems and unmanned Air Vehicles including ballistic missile systems, space launch vehicles and sounding rockets, cruise missiles, target drones and reconnaissance drones.
- (4) Rocket System and Unmanned Air Vehicle Subsystems: technologies associated with propulsion including solid rocket motor stages and liquid propellant engines. Other critical subsystems include re-entry vehicles, guidance sets, thrust vector controls and warhead safing, arming and fusing.
- (5) Navigation, Avionics and Flight Control Usable in Rocket Systems and unmanned Air Vehicles: These capabilities directly determine the delivery accuracy and lethality of both unguided and guided weapons. Associated technologies include: Internal navigation systems, Tracking and terminal homing devices, Accelerometers and gyroscopes, Rockets and UAV and flight control systems, and Global Positioning system (GPS).
- (6) Chemical, Biotechnology and Biomedical Engineering: associated technologies used to produce chemical and biological weapons.
- (7) Remote Sensing, Imaging and Reconnaissance: technologies associated with satellite and aircraft remote sensing including military and intelligence reconnaissance activities, drones and remotely piloted vehicles.
- (8) Advanced Computer/Microelectronic Technology: Advanced computers and software that play a useful role in the development and deployment of missiles and missile systems, and in the development and production of nuclear weapons, over-the-horizon targeting, airborne early warning targeting, and Electronic Countermeasures (ECM) processors.
- (9) Materials Technology: technologies related to the metallic, ceramic and composite materials for structural functions in aircraft, spacecraft missiles, undersea vehicles and propulsion devices.
- (10) Information Security: technologies associated with cryptographical systems to ensure secrecy of communications video, data and related software.
- (11) Laser and Directed Energy Systems: technologies associated with laser guided bombs, ranging devices, and lasers having critical military applications.
- (12) Sensors: technologies associated with marine acoustics, missile launch calibration, night vision devices, high speed photographic equipment and magnetometers.
- (13) Marine Technology: technologies associated with submarines and deep submersible vessels, marine propulsion systems designed for undersea use and navigation, radar, acoustic/non-acoustic detection;
- (14) Robotics: technologies associated with artificial intelligence, automation computer-controlled machine tools, and pattern recognition technologies.
- (15) Urban Planning: technologies associated in the construction or design of systems necessary to sustain modern urban societies including architecture, civil engineering, community development, environmental planning, geography, housing, land use and urban design.

Tab B: Department of State's List of State Sponsors of Terrorism: Iran, Sudan, and Syria.

STUDY BY F-2 DEPENDENTS AND B TOURISTS

B tourists are not permitted to study at the collegiate level unless they apply for and receive a change of immigration status to F-1 prior to classes beginning. Such changes of status can take 4 months or more to process with the Department of Homeland Security. It is imperative that departments admit such students early enough to get a change of status approved prior to classes beginning. An F-2 dependent spouse or child can study part-time for a degree. Those who want to study full-time must apply for and receive a change of status to F-1 student.

APPENDICES



UC International
University of Cincinnati
51 W. Corry Street
Room 3134, Edwards Center One
Phone (513) 556-4278
Fax (513) 556-2990

Dear Prospective Student:

Congratulations on your acceptance to the University of Cincinnati. This letter has been prepared to assist you in completing the documents necessary for the issuance of a Certificate of Eligibility for a student visa (form I-20 or DS-2019).

The attached "Estimated Annual Expenses Form" details the expenses you will have each year during your stay at the University of Cincinnati. Before your Certificate of Eligibility can be issued, you must prove that you have the resources available to meet those expenses for each year that is required to earn your degree. Any financial award being given by your department/college is included as a source of support. The amount of the award should be detailed in your letter of admission. **Make sure you understand the exact worth of your award before you complete the "Financial Certification Form"**. Funding for subsequent years of study cannot be based on your hope to obtain increased funding from the University. Only current levels of support can be counted for subsequent years of study.

The "Financial Certification Form" should be completed indicating your sources of support and **returned to UC International Services, not your department. Make sure both sides of the form are completed and properly certified.** You must attach any documents that help show your sources of support, including bank statements, letters of employment for sponsors, investments, etc. Please make sure any supporting documentation is provided in English and that amounts include the U.S. dollar equivalency. Sponsors must have their signature certified by a notary (or equivalent) on the form, including a notary stamp or seal. Further instructions on completing the Financial Certification Form are on the back of this letter.

Documentation of financial support must be received prior to issuing the Certificate of Eligibility. Please scan and email all financial documents to us at international.students@uc.edu. Documents should be scanned as PDF files (not JPEG, RAR, etc.) and all documents should be scanned as one PDF file. Do not send a separate PDF file for each document you are submitting. The name of the student should appear somewhere in the title of the PDF file. You should keep the original documents for your visa interview.

We recommend that you have your I-20 or DS-2019 mailed by express mail. Regular mail overseas takes 4- 6 weeks. To request express mail service, you need to go to the following website: <https://study.eshipglobal.com>. We have discounted express mail rates negotiated for UC students with DHL and FedEx, but you must use the eshipglobal service. Do not go through the DHL or FedEx websites directly. You will need your UC student ID number, mailing address, email address, phone number and a credit card (Visa, Mastercard or Discover cards only) to set up a user account. Our office will be notified once you have requested a shipment. If you experience any difficulty in registering and processing a shipment, please use the "Help" link in the site for step by step instructions. If you have additional questions about how to use this service, please email support@eshipglobal.com.

You will receive periodic updates on the status of your I-20 via email. Upon admission to UC, you will receive an email from us indicating what documents, if any, are missing. Each time additional documents are received, you will receive an update on the status of your I-20. When your I-20 is issued, you will receive an email indicating that your I-20 has been mailed and to what address it was mailed.

Congratulations on your acceptance to the University of Cincinnati, and we look forward to seeing you soon.

Sincerely,

UC International Services



INSTRUCTIONS FOR COMPLETING THE “FINANCIAL CERTIFICATION FORM”

Side One

Personal Information: Print your family/surname and your first/given name. It should be consistent with your passport.

Country of Birth: Country in which you were born. **Date of Birth:** Month/day/year you were born.

Country of Citizenship: Country of which you are a citizen.

Are You Currently in the United States?: Indicate ‘yes’ or ‘no’. If ‘yes’, indicate your immigration status. If “no”, leave the immigration status line blank.

Email Address/Telephone: Provide your electronic mail address and telephone number.

Mailing Address: List the address where you want the I-20 or DS-2019 mailed. Include street number, city, province, state/country and zip code.

Funding Information: The amount of funding must be equal to or greater than the amount indicated on the estimated annual expense sheet or no I-20 or DS-2019 will be issued. Funds can come from a combination of sources (University, personal funds, sponsors, etc.).

Personal Funds: Your own money in a personal bank account(s). If personal funds are being used as support, enough funds for all years of study must be available.

Sponsor(s): Any person (family member or friend) who will be providing you with financial support.

University: Any scholarship, assistantship, fellowship or another form of support being given by the University of Cincinnati to you. Make sure you understand how much you have actually been awarded.

Other: Typically reserved for funds being provided by an employer, home government, or an international organization.

Subsequent Years of Study: No I-20 or DS-2019 will be issued unless support for all years of study can be provided. The first year of funds must be documented and available. Funds for subsequent years of study must be indicated and attainable (unless personal funds are being used, then funds for **ALL** years must be available). For example, if a sponsor promises to support you for a particular dollar amount for all years of study, the amount indicated must be documented and available for the first year of study and the sponsor willing and able to provide the same amount of support for all subsequent years of study as documented with income that will be earned or other investments. **Average time to complete a degree is:**

| <u>Degree</u> | <u>Years of Study</u> |
|--------------------------|-----------------------|
| Associate | 2 years |
| Bachelor's | 5 years |
| Master's (Most Programs) | 3 years |
| Doctorate | 6 years |
| Juris Doctorate (Law) | 3 years |

Signature/Date: Sign and date the form.

Side Two

Affidavit of Sponsorship: If a sponsor is providing any financial support this section must be completed. The sponsor must indicate name, relationship to the applicant (i.e., father, uncle, etc.) and address. The sponsor must indicate all persons whom they are financially responsible for and sign the form. If multiple sponsors are being used, each sponsor must complete a “Financial Certification Form”.

Affidavit of Oath: The signature must be certified (sealed/stamped) by a designated official. In the U.S. such officials are called Notary Publics. In other countries, a notary could be a bank official, a government employee, a lawyer, accountant, etc. The form will not be accepted if it is not notarized and sealed.

Official Certification of Support: Amounts of support must be documented and attached. Funds for the first year of study must be documented and available (unless personal funds are being used, then funds for all years of study must be available). A clear indication that support for subsequent years of study can be reasonably attained **MUST BE** documented. This is best accomplished by using employment/salary letters, investments, tax returns or other assets. **Please make sure the “Financial Certification Form” is completed fully with proper notarizations/certifications. Scan and email them to UC International Services at international.students@uc.edu with the appropriate supporting documentation.**

E:\Prospective Student

**UNIVERSITY OF CINCINNATI
UC INTERNATIONAL SERVICES**

Estimated Annual Expenses for International Graduate Students
2016-2017 Academic Year

| | Most Programs Including MS <u>Architecture</u> | Master of <u>Architecture</u> | 12-Month <u>Programs</u> |
|-----------------------------|--|----------------------------------|-----------------------------|
| Tuition (subject to change) | \$26,210 | \$32,470 | \$39,315 |
| Living Expenses | 16,125 | 16,125 | 16,125 |
| Other fees | <u>2,322</u> | <u>2,322</u> | <u>2,322</u> |
| TOTAL | \$44,657 | \$50,917 | \$57,762 |

NOTE

1. Tuition is assessed for most full-time students based on two semesters of study (an academic year). Enrollment during the summer is optional for these students. However, a few programs (such as the one-year MBA program) require enrollment in the summer. There are additional tuition and fees for these students. In addition, Master of Architecture students pay higher tuition fees. Tuition fees for other programs may vary slightly.
2. Other fees include a general fee of \$398 per semester (\$796 per year). All students are required to pay this fee unless otherwise indicated in an award letter.
3. Other fees include an Informational Technology and Instructional Equipment Fee (ITIE). All graduate students (except College of Medicine) are required to pay this fee for costs associated with labs, instructional equipment and supplies, and information technology. The fee will be \$184 per semester (\$368 per year) and will be included on your bill at the time of registration.
4. Other fees also include a Campus Life Fee. All students are required to pay the Campus Life Fee. The fee is \$257 per semester (\$514 per year).
5. Living expenses are estimated on a 12-month basis for all students. While Summer enrollment may be optional for some students, food, rent and other expenses are not.
6. Health Insurance.
All international students are required to carry the University Student Health Insurance policy unless they can prove coverage equal to or greater than the University policy. Such insurance must be provided by a U.S.-based company. Foreign-based policies **WILL NOT BE ACCEPTED**. Insurance

Estimated Annual Expenses for International Graduate Students
2016-2017 Academic Year

fees will be included on your bill. The fee is \$1,161 per semester (\$2,322 year). Students are responsible for paying this fee each semester. Students who qualify for a waiver of the policy must follow the guidelines established by the Student Health Insurance Office for obtaining a waiver. Summer coverage is free for students who pay during Spring semester.

7. The first month in the United States demands more financial outlay than any other single period. An additional \$1,000 should be available to meet these expenses.
8. A student with a family should budget approximately \$4,000 per year for a spouse and \$2,000 per year for each child. If your spouse and children will be accompanying you to the U.S., please let us know. We will need to know name(s), date(s) of birth and countries of birth for all dependents.
9. Travel to the student's home country is not included in the estimate of living expenses.
10. Costs for such things as buying an automobile are not included in the estimate of living expenses.
11. Tuition and fees must be paid at the time of registration for courses. No exceptions are made for this requirement.
12. It is important for the student to know his/her government's regulations on currency exchange and bank procedures for the transfer of needed funds.
13. Students must have adequate finances to cover all expenses for the entire time that is required to earn the degree.
14. Tuition and other fees are subject to change.

**UNIVERSITY OF CINCINNATI
UC INTERNATIONAL SERVICES**

Estimated Annual Expenses for International Graduate Students
College of Medicine
2016-2017 Academic Year

| | <u>Most Programs</u> | <u>M.S. Physiology</u> | <u>MS Pharmacology</u> |
|-----------------------------|----------------------|------------------------|------------------------|
| Tuition (subject to change) | \$25,842 | \$38,710 | \$26,954 |
| Living Expenses | 16,125 | 16,125 | 16,125 |
| Other Fees | <u>2,322</u> | <u>2,322</u> | <u>2,322</u> |
| TOTAL | \$44,289 | \$57,157 | \$45,401 |

NOTE

1. Tuition is assessed for most full-time students based on two quarters of study (an academic year). Enrollment during the Summer is optional for these students. However, a few programs require students to be enrolled all four quarters. There are additional tuition expenses for these students. The M.S. Physiology program has slightly higher fees.
2. Other fees include a general fee of \$398 per semester (\$796 per year). All students are required to pay this fee unless otherwise indicated in an award letter.
3. Other fees also include a Campus Life Fee. All students are required to pay the Campus Life Fee. The fee is \$184 per semester (\$368 per year).
4. Living expenses are estimated on a 12 month basis for all students. While Summer enrollment may be optional for some students, food, rent and other expenses are not.
5. Health Insurance. All international students are required to carry the University Student Health Insurance policy unless they can prove coverage equal to or greater than the University policy. Such insurance must be provided by a U.S.-based company. Foreign-based policies **WILL NOT BE ACCEPTED**. Insurance fees will be included on your bill. The fee is \$1,161. per semester (\$2,322 per year). Students are responsible for paying this fee each semester. Students who qualify for a waiver of the policy must follow the guidelines established by the Student Health Insurance Office for obtaining a waiver. Summer coverage is free for students who pay during Spring semester.

-over-

Estimated Annual Expenses for International Graduate Students
College of Medicine
2016-2017 Academic Year

6. The first month in the United States demands more financial outlay than any other single period. An additional \$1,000 should be available to meet these expenses.
7. A student with a family should budget approximately \$4,000 per year for a spouse and \$2,000 per year for each child. If your spouse and children will be accompanying you to the U.S., please let us know. We will need to know name(s), date(s) of birth and country of birth for all dependents.
8. Travel to the student's home country is not included in the estimate of living expenses.
9. Costs for such things as buying an automobile are not included in the estimate of living expenses.
10. Tuition and fees must be paid at the time of registration for courses. No exceptions are made for this requirement.
11. It is important for the student to know his/her government's regulations on currency exchange and bank procedures for the transfer of needed funds.
12. Students must have adequate finances to cover all expenses for the entire time that is required to earn the degree.
13. Tuition, health insurance and other fees are subject to change.

**UNIVERSITY OF CINCINNATI
UC INTERNATIONAL SERVICES**

Estimated Annual Expenses for International Undergraduate Students
2016-2017 Academic Year

| | <u>Main Campus</u> | <u>UC Blue Ash</u> | <u>Clermont College</u> |
|-----------------------------|------------------------|------------------------|-----------------------------|
| Tuition (subject to change) | \$26,334 | \$14,808 | \$12,548 |
| Living Expenses | 16,125 | 16,125 | 16,125 |
| Other Fees | <u>2,322</u> | <u>2,322</u> | <u>2,322</u> |
| TOTAL | \$44,781 | \$33,255 | \$30,995 |

NOTE

1. The tuition is assessed for full-time students for two semesters of an academic year.
2. Other fees include a general fee of \$398 per semester (\$796 per year) for Main Campus or \$233 per semester (\$466 per year) for Branch Campuses (UC Blue Ash and Clermont College). All students are required to pay this fee unless otherwise indicated in an award letter.
3. Other fees include an Information Technology and Instructional Equipment Fee (ITIE). All students are required to pay this fee for costs associated with labs, instructional equipment and supplies, and information technology. The fee will be \$184 per semester (\$368 per year) for main campus and \$135 per semester (\$270 per year) for branch campuses.
4. Other fees also include a Campus Life Fee. Main campus students are required to pay the \$257 per semester (\$514 per year) fee. Branch campus students (UC Blue Ash and Clermont Colleges) are not required to pay this fee.
5. Living expenses are estimated on a 12 month basis. While enrollment during the summer may be optional, food, rent and other expenses are necessities.
6. Health Insurance.
All international students are required to carry the University Student Health Insurance policy unless they can prove coverage equal to or greater than the University policy. Such insurance must be provided by a U.S. based company. Foreign-based policies **WILL NOT BE ACCEPTED**. Insurance fees will be included on your bill. The fee is \$1,161 per semester (\$2,322 per year). Students are responsible for paying this fee each semester. Students who qualify for a waiver of the policy must follow the guidelines established by the Student Health Insurance Office for obtaining a waiver. Summer coverage is free for students who pay during Spring semester.

-over-

Estimated Annual Expenses for International Undergraduate Students
2016-2017 Academic Year

7. The first month in the United States demands more financial outlay than any other single period. An additional \$1,000 should be available to meet these expenses.
8. Summer school tuition is not included in the estimate because for most programs enrollment is optional.
9. A student with a family should budget approximately \$4,000 per year for a spouse and \$2,000 per year for each child. If your spouse and children will be accompanying you to the U.S., please let us know. We will need to know name(s), date(s) of birth and countries of birth for all dependents.
10. Travel to the student's home country or buying an automobile are not included in the estimate of personal expenses.
11. Undergraduate dormitory charges are due at the beginning of each quarter. Dormitory charges vary by building.
12. Tuition and fees must be paid at the time of registration for courses. No exceptions are made for this requirement.
13. It is important for the student to know his/her government's regulations on currency exchange and bank procedures for the transfer of needed funds.
14. Students must have adequate finances to cover all expenses for the entire time that is required to earn the degree.
15. Tuition and other fees are subject to change.

**UNIVERSITY OF CINCINNATI
UC INTERNATIONAL SERVICES**

Estimated Annual Expenses for International Professional Students
2016-2017 Academic Year

| | <u>College of Law</u> | <u>Medicine (M.D.)</u> | <u>PharmD</u> |
|-----------------------------|-----------------------|------------------------|---------------|
| Tuition (subject to change) | \$29,010 | \$47,944 | \$31,218 |
| Living Expenses | 19,268 | 16,125 | 16,125 |
| Other fees | <u>2,322</u> | <u>2,322</u> | <u>2,322</u> |
| TOTAL | \$50,600 | \$66,391 | \$49,665 |

NOTE

1. Tuition is assessed for full-time students for two semesters of an academic year.
2. Other fees include a general fee of \$398 per semester (\$796 per year). All students are required to pay this fee unless otherwise indicated in an award letter.
3. Other fees include an Informational Technology and Instructional Equipment Fee (ITIE). College of Medicine students are not required to pay this fee for costs associated with labs, instructions, equipment and supplies, and information technology. For Law students the fee will be \$184 per semester or \$368 per year and will be included on your bill at the time of registration.
4. Other fees also include a Campus Life Fee. All students are required to pay the Campus Life Fee. The fee is \$257 per semester or (\$514 per year).
5. Living expenses are estimated on a 12 month basis. While enrollment during the summer may be optional, food, rent and other expenses are necessities.
6. Health Insurance. All international students are required to carry the University Student Health Insurance policy unless they can prove coverage equal to or greater than the University policy. Insurance must be provided by a U.S.-based company. Foreign- based policies **WILL NOT BE ACCEPTED**. Insurance fees will be included on your bill. The fee is \$1,161 per semester (\$2,322 per year). Students are responsible for paying this fee each semester.

-over-

Estimated Annual Expenses for International Professional Students
2016-2017 Academic Year

Students who qualify for a waiver of the policy must follow the guidelines established by the Student Health Insurance Office for obtaining a waiver. Summer coverage is free for students who pay during Spring semester.

7. The first month in the United States demands more financial outlay than any other single period. An additional \$1,000 should be available to meet these expenses.
8. A student with a family should budget approximately \$4,000 per year for a spouse and \$2,000 per year for each child. If your spouse and children will be accompanying you to the U.S., please let us know. We will need to know name(s), date(s) of birth and country of birth for all dependents.
9. Travel to the student's home country is not included in the estimate of personal expenses.
10. Costs for such things as buying an automobile are not included in the estimate of living expenses.
11. Tuition and fees must be paid at the time of registration for courses. No exceptions are made for this requirement.
12. It is important for the student to know his/her government's regulations on currency exchange and bank procedures for the transfer of needed funds.
13. Students must have adequate finances to cover all expenses for the entire time that is required to earn the degree.
14. Tuition and other fees are subject to change.

Financial Certification Form

Personal Information: Please put your name in full as it appears in your passport.

Family/Surname: _____

First/Given: _____ Middle: _____

| | | |
|---------------------------|----------------|---------------------|
| Country of Citizenship | Date of Birth | Country of Birth |
| _____ | ____/____/____ | _____ |
| | month day year | |

Are you currently in the United States? ☐ YES ☐ NO If yes, list immigration status: _____

If Yes, and the immigration status is not F-1, the Form I-20 or DS-2019 will not be issued until you have made an appointment with us for assistance with a change of status application. If you are not eligible for a change of status, the form will only be issued for travel to your home country.

E-mail: _____ Telephone: _____

=====

Mailing Address for I-20 or DS-2019: Street Address: _____

City: _____ Province _____

State/Country _____ Zip/Postal Code: _____

=====

Funding Information: The total support necessary for first year of study must be documented and available. The support necessary for subsequent years of study must be reasonably attainable and documented through bank statements, employment letters, tax returns, investments, etc. Employment/salary letters and investments are the most reliable sources of support. If any funds are being provided by a sponsor, the sponsor must complete the Affidavit of Sponsorship on the back of this form. If personal funds are being used, bank statements must be attached in the student's name and be sufficient for all years of study, not just the first year.

The total amount of money that I have available for each academic year of study is:
\$ _____. This amount includes the following:

\$ _____ personal funds \$ _____ sponsor(s)

\$ _____ funds from University of Cincinnati. Type: _____

\$ _____ other, please specify: _____

I certify that the above information provided is correct and complete and that I shall notify the University of Cincinnati of any change in my financial circumstances.

Student's Signature _____ Date _____

-over-

AFFIDAVIT OF SPONSORSHIP

NOTE: Any form not completed and sealed/stamped by the appropriate official and not accompanied by official documents will be considered incomplete and an I-20 or DS-2019 will not be issued. This form is valid for 6 months only for the purpose of issuing an I-20 or DS-2019.

I hereby attest that I am willing and able and will provide no less than US \$_____ in cash to the student named below for each year of study at the University of Cincinnati. I am attaching documents that prove the support is available/attainable; including bank statements, employment/salary letters, investments, tax returns and other assets (The amount indicated should agree with the amount on front of this form from the sponsor(s) line).

Name of student _____

My relationship to the student is _____

My full address is: _____

The following are all of the persons who are dependent upon me for their housing, food, or financial support. DO NOT INCLUDE PERSONS WHO SUPPORT THEMSELVES. DO NOT INCLUDE THE STUDENT NAMED ABOVE.

| NAME | RELATIONSHIP TO ME | AGE |
|-------|--------------------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

=====

AFFIRMATION OR OATH OF SPONSOR

I hereby affirm or swear that the contents of the above statement are true and correct.

Signature of sponsor _____

Name of sponsor, printed _____

=====

NOTARIZATION (seal/stamp) of Designated Official

SWORN AND SUBSCRIBED BEFORE ME THIS _____ OF _____, 20 ____.

Signature of Notary _____ (Seal)

My Commission Expires _____

A Stamp or Seal must be placed here for this form to be valid.

=====

Students should not submit financial documents as part of the admission process. Once admitted, students should scan and upload this form and all supporting documents using the “Sources of Support” eForm found at <https://ibearcatsglobal.uc.edu>. Click on the “Limited Services Services” link and then the “Admission and Orientation” link to find the “Sources of Support” eForm. Documents should be scanned as one PDF or JPEG file (not multiple files). Students should keep the original documentation for their visa interview.



Frequently Asked Questions Regarding I-20 Issuance

This handout is designed to provide guidance on the most common questions submitted by students in the process of obtaining an I-20 form.

1) ***Can I find out the status (i.e. has it been sent? If not, why?) of issuing my I-20 form?***

Yes. You will receive periodic updates on the status of your I-20 via email. Upon admission to UC, you will receive an email from us indicating what documents, if any, are missing. Each time additional documents are received, you will receive an update on the status of your I-20. When your I-20 is issued, you will receive an email indicating that your I-20 has been mailed and to what address it was mailed. You can also request an update on the status of your I-20 by sending an email to international.students@uc.edu.

2) ***Is there a deadline for submitting the “Financial Certification Form”?***

No. There is no deadline for submitting financial certification forms to UC International Services. You simply will not be issued an I-20 until they are received in proper form. Keep in mind that it may take several months to obtain a visa, and you will need your I-20 to apply.

3) ***My department has not yet made decisions on funding. Can I wait until I hear from my department about funding before I send the financial certification form?***

Yes. Again, there is no deadline for submitting the financial certification forms. You simply will not receive your I-20 until the documentation of your funding is received.

4) ***If there is a problem with the Financial Certification documents submitted, will UC International Services contact me?***

Yes. Anytime a student submits financial certification documents that are incomplete or inadequate, UC International Services will send an email or letter (if email is not available) to the student explaining the problem(s).

5) ***My funding from UC is equal to or greater than the amount of expenses required by UC International Services to be issued an I-20. Do I need to submit additional financial documents to UC International Services?***

No. If the amount of funding coming from your department exceeds the amount of funding required by UC International Services to be issued an I-20, you do not need to submit additional financial documents.

6) ***I have been awarded University funding (a scholarship or assistantship). Can I count the amount of the award as a source of support for subsequent years of study?***

Yes. Any award given by the University (such as a UGS) that covers a full academic year can be counted as a source of support for all years of expected study.

7) ***Do I have to submit financial documents in U.S. dollars?***

No. Your financial documents do not have to be submitted in U.S. dollars, although it is helpful that any document you submit in foreign currency contains the U.S. dollar equivalency. It is perfectly acceptable to submit documents in foreign currency such as RMB, Rupees, or Euro.

8) ***I need to have my original financial documents to apply for the student visa. Can I submit copies of my documents to UC International Services and keep the originals?***

Yes, provided the original financial documents are scanned and emailed to UC International Services (international.students@uc.edu). Documents should be scanned as PDF or JPEG files (not RAR, etc.) and all documents should be scanned as one PDF or JPEG file. Do not send a separate PDF file for each document you are submitting. The name of the student should appear somewhere in the title of the PDF file.

9) ***Can I be issued an I-20 based on providing financial support for one year of study?***

No. All students must provide financial support for all years of study needed to complete a

degree. That is two years for Master's or Associate's degrees, five years for a Bachelor's degree, or six years for a Doctorate degree. Funds for the first year of study must be documented and available. Funds for subsequent years of study must be attainable as demonstrated by income from employment or investments. This typically occurs when a sponsor (family or friend) is involved. If using personal funds (meaning money that appears on documents in your name) for any part of support, the student must have the personal funds for all years of study. For example, a doctoral student who states that he or she will use \$10,000 of personal funds for support would have to have \$10,000 x 6 years (\$60,000) in order to be issued an I-20. Personal funds can't be earned, the student either has the funds or doesn't.

10) ***Can my I-20 be sent by express mail?***

Yes. We recommend that you have your I-20 mailed by express mail. Regular mail overseas takes 4-6 weeks. To request express mail service, you need to go to the following website: <https://study.eshipglobal.com>. We have discounted express mail rates negotiated for UC students with DHL and FedEx, but you must use the eshipglobal service. Do not go through the DHL or FedEx websites directly. You will need your UC student ID number, mailing address, email address, phone number and a credit card (Visa, Mastercard or Discover cards only) to set up a user account. Our office will be notified once you have requested a shipment. If you experience any difficulty in registering and processing a shipment, please use the "Help" link in the site for step by step instructions. If you have additional questions about how to use this service, please email support@eshipglobal.com.

11) ***Will UC International Services tell me when my I-20 was issued?***

We will send an email to you (if email is available) when your I-20 is mailed.

12) ***I want to bring my spouse and children to the U.S. with me. What do I need to do?***

You need to show an additional \$4,000 per year for a spouse and \$2,000 for each child. This is in addition to what you need to show to meet your own living and educational expenses. We will also need to know the name, date of birth, city and country of birth, and country of citizenship for each dependent.

13) ***Must the "Financial Certification Form" be notarized?***

Yes. Any financial certification made by a sponsor must have a notary seal affixed to the sponsors signature or the form will not be accepted. A notary seal is an official stamp certifying that the person signing the form is the sponsor. A notary seal can be obtained in any country, although the formal name may not be a notary. Lawyers, bankers, police officers and other government officials typically have the authority to make such certifications. In some countries (especially China) such officials may not stamp or seal UC International Services' "Financial Certification Form" because it is written in English. It is acceptable in such instances to send a form appropriate from your home country with the appropriate seals instead of UC International Services "Financial Certification Form".

14) ***Can I have a friend pick-up my I-20 and mail it to me?***

Yes. You may designate anyone you want to pick up your I-20. But you must indicate to us in writing who that person is, and how to contact them.

15) ***Can UC International Services tell me if I have been awarded a scholarship or assistantship or grant me an extension to the deadline to accept my offer of admission?***

No. Individual departments grant financial aid, not UC International Services. You must contact your admitting department directly about financial awards or exceptions to deadlines.



<<Your Department>>
University of Cincinnati
PO Box <<Your PO #>>
Cincinnati, OH 45221-<<your ML>>

Room <<Office #>>, << building>>
Phone (513) <<your phone number>>
Fax (513) <<your fax>>

.<<Full Name
Address Line 1
Address Line 2>>

Dear <<student name>>:

It is my pleasure to inform you that your application for admission into the <<State Specific Degree Title (Ph.D., M.S., etc.)>> program in <<Program Name>> has been approved. This offer of admission is accompanied by two award offers, a Graduate Assistant Scholarship (GAS) and a University Graduate Assistantship (UGA) appointment, which carries a stipend. Attached are offer letters for each award. In order to accept or decline admission and *all* financial support offers, you will need to sign and return all three (3) letters.

Please note that the combined total worth of both of your award offers is <<\$XXXX (Add the total worth number from the GAS letter to the total worth from the assistantship letter. You MUST state the exact dollar amount) >>. Your GAS offer letter further details the percentage of tuition and fees covered or not covered by the Scholarship award. Your assistantship letter details the manner in which your stipend will be paid.

International students must document financial support for all years of study to be issued a "Certificate of Eligibility" (Form I-20 or DS-2019) for a student visa. The amount of support you must document annually is \$44,657. The combined total worth of both your University Graduate Assistant Scholarship (GAS) and your Graduate Assistantship (UGA) stipend *can be counted* as a source of financial support in the Financial Certification Document as funds from the University of Cincinnati.

Enclosed you will also find four documents from UC International Services. They are: (1) a "Dear Prospective Student" Letter; (2) an "Estimated Annual Expense" Form; (3) a "Financial Certification Form"; and (4) an "I-20 Inquiries" form. Please complete the "Financial Certification Form" and return it to UC International Services with the required supporting documents.

There are some important orientation/tests that are a requirement of your admission. They include:

- A) **Verification of your completed degree by the China Academic Degree and Graduate Education Development Center (CDGDC) sent to: The Graduate School, P.O. Box 210627, Cincinnati, OH 45221-0627**
- B) <<Department Orientation (insert date)>>
- C) <<Any Required Tests>>
- D) <<Include any required training or orientation dates for the assistantship>>

Please indicate your acceptance of this admission offer within 15 days. Per a resolution by the Council of Graduate Schools, you are not required to respond to the attached offers of financial support until April 15th (http://www.cgsnet.org/ckfinder/userfiles/files/CGS_Resolution.pdf). However, please consider that it is *imperative* to return the documents in time in order to ensure that all documents required to process your visa application are present. Note that the visa application process can often take 90 days or more to complete. Please direct any questions or concerns about your program of study to my attention. Any questions or concerns about the "Financial Certification Form" should be directed to UC International Services. I am looking forward to your reply.

Sincerely,

<< Program Director Name>>, Director
<<Department Name>>

I accept the offer: _____ Date _____

I decline the offer: _____ Date _____

<<Full Name
Address Line 1
Address Line 2>>

Dear <<student name>>:

We are pleased to offer you a Graduate Assistant Scholarship (GAS) to support your studies in pursuit of the <<State Specific Degree Title (Ph.D., M.S., etc.)>> degree in the <<Program Name>> department.

The University Graduate Assistant Scholarship (GAS) will cover << percentage written out (XX%)>> tuition and << include any fees your program DOES choose to cover (you cannot cover the ITIE fee and list the percentage covered and the exact dollar amount >> fees for the 2016-17 academic year (Fall and Spring Semesters). This award does not cover the Instructional Technology Information Equipment Fee, <<all other fees your program chooses NOT to cover and give the exact dollar amount of each fee the student will need to pay in parentheses after the fee is named >>. The total worth of your award (tuition and fees) is <<\$XXXX (You MUST state the exact dollar amount for tuition and fees covered)>>.

As noted in your offer of admission this award can be used a source of financial support in the Financial Certification Document. Any questions or concerns about the "Financial Certification Form" should be directed to UC International Services.

Note that in order to maintain this award, you must achieve a satisfactory level of academic performance (<< 3.0 or higher program standard>> GPA or better), and you must register for a minimum of 12 graduate credit hours. <<Insert any other obligations or standards your program requires to maintain the assistantship>>.

Please indicate your acceptance of this offer of support as soon as possible. Per a resolution by the Council of Graduate Schools, you are not required to respond to offers of financial support until April 15th (http://www.cgsnet.org/ckfinder/userfiles/files/CGS_Resolution.pdf). However, please consider that it is *imperative* to return this document in time in order to ensure all documents required to process your visa are present. Note that the visa application process can often take 90 days or more to complete. Please direct any questions or concerns about your program of study to my attention. I am looking forward to your reply.

Sincerely,

<< Program Director Name>>, Director
<<Department Name>>

I accept the offer: _____ Date _____

I decline the offer: _____ Date _____

<<Full Name
Address Line 1
Address Line 2>>

Dear <<student name>>:

We are pleased to offer you a University Graduate Assistantship (UGA) appointment in the <<Department>> to support your studies in pursuit of the <<State Specific Degree Title (Ph.D., M.S., etc.)>> degree in the <<Program Name>> department. The appointment period is <<Begin Date>> through <<End Date>>. This appointment stipend is offered *in addition* to your tuition award, and service is required to maintain the appointment. The total worth of your stipend for the assistantship is <<\$ exact dollar amount for full academic year>>, <<(\$XXX per semester) >>. The award will be paid to you in bi-weekly increments in the amount of <<\$ exact dollar amount per bi-weekly pay period>> in the <<name the semesters in which it will be paid>> semesters.

As noted in your offer of admission this award can be used a source of financial support in the Financial Certification Document. Any questions or concerns about the "Financial Certification Form" should be directed to UC International Services.

Your assignment as a University Graduate Assistant (UGA) in the <<Department>> will involve <<detail the responsibilities>>. Your work as a University Graduate Assistant (UGA) will entail <<number>> hours per week. As an international student, please keep in mind that your work hours are never allowed exceed the 20 hour per week limit when school is in session, and in order to comply our department will never demand additional work hours of you. In addition, we will work with you to determine a schedule that allows you to meet your academic responsibilities as a graduate student. This is a part-time student appointment that provides no formal sick leave, vacation time or retirement benefit.

Note that in order to maintain this award, you must achieve a satisfactory level of academic performance (<< 3.0 or higher program standard>> GPA or better), and you must register for a minimum of 12 graduate credit hours. <<Insert any other obligations or standards your program requires to maintain the assistantship>>.

Please note that the Internal Revenue Code considers this stipend as taxable income. Amounts received that represent payment for teaching, research or other services required as a condition for receiving the scholarship or fellowship are also considered taxable income. Only the portion of your scholarship or fellowship used to pay eligible educational expenses, such as tuition and fees, books, supplies, and equipment required for courses of instruction, are EXCLUDABLE from your gross/taxable income. Room, board and other living expenses do not qualify, therefore, scholarships or fellowships paid specifically to cover these costs are also taxable income. These other conditions apply for state and city taxes. You should maintain careful records of your legitimate educational expenses in order to document any deductions that you may be eligible to claim when you file your taxes. If you have questions about a potential tax liability, you should consult a personal tax specialist or accountant.

Note: Graduate Assistants receiving a minimum of \$2,400 through UC payroll in the fall and/or spring terms qualify for an additional \$625 per semester (a total of \$1250 for the full academic year if achieving the minimum payment each term) award to offset the cost of Graduate Student Health Insurance. The application for this award can be found on the Graduate School web site here: <http://grad.uc.edu/student-life/awards/gshi.html> The application typically opens in the month of June with the final application deadline for this award being the **day classes begin**, so be sure to apply in time.

(Assistantship Offer Letter, Continued)

Please indicate your acceptance of this offer of support as soon as possible. Per a resolution by the Council of Graduate Schools, you are not required to respond to offers of financial support until April 15th (http://www.cgsnet.org/ckfinder/userfiles/files/CGS_Resolution.pdf). However, please consider that it is *imperative* to return this document in time in order to ensure all documents required to process your visa are present. Note that the visa application process can often take 90 days or more to complete. Please direct any questions or concerns about your program of study to my attention. I am looking forward to your reply.

Sincerely,

**<< Program Director Name>>, Director
<<Department Name>>**

I accept the offer: _____ Date _____

I decline the offer: _____ Date _____

English Proficiency Test Score Comparisons

English proficiency for admission purposes can be demonstrated in many ways at the University of Cincinnati. Among them are now three approved tests including (1) Test of English as a Foreign Language (TOEFL), (2) International English Language Testing System (IELTS), and (3) PEARSON Test of English (PTE). It is important that admitting departments know the equivalencies of each of these tests to ensure that proper University, college, and/or department minimums have been met when evaluating an International student application.

| TOEFL | | | IELTS | PTE |
|-------------------------------|-------------------------|----------------------|----------------------------|---------------------------|
| Internet-based TOEFL Total | Computer-based Total | Paper-based Total | IELTS Overall Ban Score | PEARSON Academic Score |
| 120 | 300 | 677 | 8.5 | 84 |
| 119 | 293 | 670 | 8.5 | 83 |
| 118 | 290 | 667 | 8 | 82 |
| 117 | 287 | 660-663 | 8 | 81 |
| 116 | 283 | 657 | 8 | 80 |
| 114-115 | 280 | 650-653 | 8 | 79-80 |
| 113 | 277 | 647 | 7.5 | 78 |
| 111-112 | 273 | 640-643 | 7.5 | 77-78 |
| 110 | 270 | 637 | 7.5 | 76 |
| 109 | 267 | 630-633 | 7.5 | 75 |
| 106-108 | 263 | 623-627 | 7.5 | 73-74 |
| 105 | 260 | 617-620 | 7 | 72 |
| 103-104 | 257 | 613 | 7 | 71 |
| 101-102 | 253 | 607-610 | 7 | 69-70 |
| 100 | 250 | 600-603 | 7 | 68 |
| 98-99 | 247 | 597 | 7 | 67-68 |
| 96-97 | 243 | 590-593 | 7 | 65-66 |
| 94-95 | 240 | 587 | 7 | 64-65 |
| 92-93 | 237 | 580-583 | 6.5 | 62-63 |
| 90-91 | 233 | 577 | 6.5 | 61-62 |
| 88-89 | 230 | 570-573 | 6.5 | 59-60 |
| 86-87 | 227 | 567 | 6.5 | 58-59 |
| 84-85 | 223 | 563 | 6.5 | 56-57 |
| 83 | 220 | 557-560 | 6.5 | 56 |
| 81-81 | 217 | 553 | 6.5 | 54-55 |
| 79-80 | 213 | 550 | 6.5 | 53 |
| 77-78 | 210 | 547 | 6.5 | 51-52 |
| 76 | 207 | 540-543 | 6.5 | 51 |
| 74-75 | 203 | 537 | 6.5 | 50 |
| 72-73 | 200 | 533 | 6.5 | 49 |
| 71 | 197 | 527-530 | 6.5 | 48 |
| 69-70 | 193 | 523 | 6.5 | 47-48 |
| 68 | 190 | 520 | 6.5 | 47 |