



# University of the Virgin Islands

## Access and Enrollment Services - Admissions Office

### Admission, Readmission, and Transfer Undergraduate Application

**NEW AND TRANSFER STUDENTS:** Applicants seeking admission to the University must submit the completed application form, a non-refundable \$25.00 (USD) application fee (payable by cashier's check or money order to the University of the Virgin Islands) or by phone to the Cashier's Office (340) 693-1437 (St. Thomas Campus) or (340) 692-4160 (Albert A. Sheen Campus, St. Croix) and all supporting documents. All documents must be received in the Admissions Office by April 30 for the Fall Semester and October 30 for the Spring Semester. "Official" documents should be mailed directly to the Admissions Office from the sending institution. Every effort should be made to submit required documents in a complete package, when possible. Admitted students will be required to submit a \$100.00 (US\$) non-refundable enrollment deposit fee to confirm their intent to enroll.

**Note:** This application can be used for admissions consideration only for two consecutive semesters. One must submit another application, the application fee, and updated academic documents after the expiration of two consecutive semesters.

**U.S. FRESHMEN:** Freshmen applicants must submit to the Admissions Office:

► An official secondary school transcript or GED transcript/ certificate/ diploma. Official transcripts must be sent directly from the sending institution to the Admissions Office. High school graduates admitted to the University must also submit final high school transcripts prior to registration.

**INTERNATIONAL STUDENTS:** Students are urged to apply at least 4-6 weeks in advance of stated deadlines in order to facilitate timely Admissions and U.S. Citizenship and Immigration Services (USCIS) processing. International students must submit:

► **The Test of English as a Foreign Language (TOEFL)** is required of applicants from countries where English is not the official language. For information about TOEFL write to: Educational Testing Service Box 899, Princeton, NJ 08540 USA or visit [www.ets.org](http://www.ets.org).

► **The Certificate of Finances Form.** Documentation of financial support must be submitted along with the Certificate of Finances Form to verify the availability of funds for at least the first year of study and projected support for the remainder of the program. Documentation should include an official statement from the bank, or lending institution, to confirm the availability of funds. These must reflect the availability of funds for tuition, fees, and living expenses while attending the University of the Virgin Islands.

**Please note:** The I-20 Immigration Form will not be issued until the applicant has been accepted for admission and submitted evidence of his or her ability to pay tuition, fees and miscellaneous expenses. Each student who is issued an initial I-20 Form is responsible for paying the I-901 fee (**see [www.ice.gov/sevis/i901](http://www.ice.gov/sevis/i901) for more information**). The I-20 Form is taken to the nearest Embassy, where students may be issued approval to pursue academic study in the U.S. U. S. federal regulations governing non-immigrant "F-1" students require that all persons in this status must pursue a full-time course of study (the equivalent of 12 undergraduate credits per semester). Failure to do so will render the student in violation of their "F-1" visa status. One may not attend the University full-time on a B-2 visa.

**ALL FRESHMEN (U.S. & INTERNATIONAL):** Official results of the **Scholastic Aptitude Test - SAT Reasoning (UVI code: 0879)** or the **American College Testing Assessment - ACT (UVI code: 5288)**. Students with more than 12 college-level credits, including English, and Math, are not required to take the SAT or ACT. Students who have not completed at least one year of college-level work are required to submit official SAT or ACT results electronically via the testing website. **Students who are 25 years or older are exempt from the SAT/ACT requirement.**

**ALL TRANSFER STUDENTS (U.S. & INTERNATIONAL):** Applicants who have previously matriculated and earned at least 12 semester or 16 quarter hours of university credits, and achieved at least a "C" average (2.00 on 4.00 scale), will be considered as transfer students. Only credits earned within 10 years of the date of matriculation will be considered for transfer. Appeals may be submitted to the appropriate UVI School or College Dean. Admitted transfer students transcripts are evaluated upon receipt of the enrollment deposit. Transfer students must submit official transcript(s) from each college or university attended.

**READMISSION TO THE UNIVERSITY:** UVI students who are not in attendance for two or more consecutive semesters must apply to be readmitted to the University. For readmission consideration, submit this application for readmission and the \$15.00 readmission fee to the Admissions Office, along with official transcripts from each institution attended since the previous enrollment at UVI. Applications for Readmission must be filed by April 30 for the Fall semester and by October 30 for the Spring semester. Readmission will depend on minimum GPA requirements as set forth in the current catalog based on the number of credits attempted.

**To apply to the Albert E. Sheen Campus, St. Croix** - Academic Services: RR1 - Box 10,000 Kingshill, St. Croix VI 00850-9781  
**To apply to the St. Thomas campus** - Admissions Office, #2 John Brewer's Bay, St. Thomas, VI 00802

*An equal opportunity, affirmative action, Title IX, Section 504 educator and employer.  
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[www.uvi.edu](http://www.uvi.edu)*

# PROGRAM CODES AND MAJORS

## ST. THOMAS CAMPUS

A.A./ A.S./A.A.S. Degree Programs

CODE	Degree Programs
AAACT	Accounting, <b>A.A.</b>
AABMT	Business Management, <b>A.A.</b>
AACIS	Computer Information Systems, <b>A.A.</b>
AASCJU	Criminal Justice, <b>A.A.S.</b>
ASCSC	Computer Science, <b>A.S.</b>
AAECE	Inclusive Early Childhood Education, <b>A.A.</b>
ASPHY	Physics, <b>A.S.</b>

## ST. CROIX CAMPUS

A.A./ A.S./ A.A.S. Degree Programs

CODE	Degree Programs
AAACT	Accounting, <b>A.A.</b>
AABMT	Business Management, <b>A.A.</b>
AACIS	Computer Information Systems, <b>A.A.</b>
AASCJU	Criminal Justice, <b>A.A.S.</b>
ASCSC	Computer Science, <b>A.S.</b>
AAECE	Inclusive Early Childhood Education, <b>A.A.</b>
ASNED	Nursing Education, <b>A.S.</b>
AASPR	Process Technology, <b>A.A.S.</b>

### B.A./ B.S. DEGREE PROGRAMS

CODE	Degree Programs
BAACC	Accounting, <b>B.A.</b>
BSBAM	Applied Mathematics, <b>B.S.</b> (3-2 Engineering Program)
BABIO	Biology, <b>B.A.</b>
BSBSB	Biology, <b>B.S.</b>
BABUS	Business Administration, <b>B.A.</b>  <b>Concentration:</b> <ul style="list-style-type: none"> <li>▶ Accounting (<b>ACC</b>)</li> <li>▶ Computer Applications (<b>CPU</b>)</li> <li>▶ Finance (<b>FIN</b>)</li> <li>▶ Management (<b>MGT</b>)</li> <li>▶ Marketing (<b>MKG</b>)</li> </ul>
BACHE	Chemistry, <b>B.A.</b>
BSCBS	Chemistry, <b>B.S.</b>
BACJU	Criminal Justice, <b>B.A.</b>
BSCJU	Criminal Justice, <b>B.S.</b>
BACOM	Communication, <b>B.A.</b>
BSCSC	Computer Science, <b>B.S.</b>  <b>Concentration:</b> <ul style="list-style-type: none"> <li>▶ Computational Biology</li> </ul>
BAECN	Inclusive Early Childhood Education, <b>B.A.</b>
BAEDM	Music Education, <b>B.A.</b>
BAEDU	Elementary Education, <b>B.A.</b>  <b>Concentration:</b> <ul style="list-style-type: none"> <li>▶ English (<b>ENG</b>)</li> <li>▶ Mathematics (<b>MAT</b>)</li> <li>▶ Natural Science (<b>NSC</b>)</li> <li>▶ Spanish (<b>SPA</b>)</li> <li>▶ Social Science (<b>SOC</b>)</li> </ul>
BAENG	English, <b>B.A.</b>
BBAHTM	Hotel & Tourism Management, <b>B.B.A.</b>
BAHUM	Humanities, <b>B.A.</b>
BAMATS	Mathematics/ Secondary Education, <b>B.A.</b>
BAMBI	Marine Biology, <b>B.A.</b>
BSMBS	Marine Biology, <b>B.S.</b>
BSUNDN	Undecided Nursing, <b>B.S.</b>
BAPSY	Psychology, <b>B.A.</b>  <b>Concentration:</b> <ul style="list-style-type: none"> <li>▶ Psychology</li> <li>▶ Social Relations</li> <li>▶ Human Services</li> </ul>
BASOC	Social Science, <b>B.A.</b>
BASWK	Social Work, <b>B.A.</b>
BAUND	Undecided

### B.A./ B.S. DEGREE PROGRAMS

CODE	Degree Programs
BAACC	Accounting, <b>B.A.</b>
BABUS	Business Administration, <b>B.A.</b>  <b>Concentration:</b> <ul style="list-style-type: none"> <li>▶ Accounting (<b>ACC</b>)</li> <li>▶ Computer Applications (<b>CPU</b>)</li> <li>▶ Finance (<b>FIN</b>)</li> <li>▶ Management (<b>MGT</b>)</li> <li>▶ Marketing (<b>MKG</b>)</li> </ul>
BACJU	Criminal Justice, <b>B.A.</b>
BSCJU	Criminal Justice, <b>B.S.</b>
BSCSC	Computer Science, <b>B.S.</b>  <b>Concentration:</b> <ul style="list-style-type: none"> <li>▶ Computational Biology</li> </ul>
BACOM	Communication, <b>B.A.</b>
BAECN	Early Childhood Education, <b>B.A.</b>
BAEDU	Elementary Education, <b>B.A.</b>  <b>Concentration:</b> <ul style="list-style-type: none"> <li>▶ English (<b>ENG</b>)</li> <li>▶ Mathematics (<b>MAT</b>)</li> <li>▶ Natural Science (<b>NSC</b>)</li> <li>▶ Spanish (<b>SPA</b>)</li> <li>▶ Social Science (<b>SOC</b>)</li> </ul>
BAENG	English, <b>B.A.</b>
BBAHTM	Hotel & Tourism Management, <b>B.B.A.</b>
BAHUM	Humanities, <b>B.A.</b>
BAPSY	Psychology, <b>B.A.</b>  <b>Concentration:</b> <ul style="list-style-type: none"> <li>▶ Psychology</li> <li>▶ Social Relations</li> <li>▶ Human Services</li> </ul>
BAUND	Undecided

**NOTE:** Effective Fall 2011, a new minor in Psychology is offered to all undergraduate students who would like to declare a minor to their program of study.



# University of the Virgin Islands

Admissions Office  
Undergraduate Application

**Official Use Only**  
Id: \_\_\_\_\_

Social Security# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month Day Year

Place of Birth: \_\_\_\_\_

Legal Name: \_\_\_\_\_  
Last Name First Name Middle Initial Maiden or other names

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

Residence Classification (See information sheet for clarification):  U.S.V.I. Resident  Non-Resident  International

Admission Type:  Freshman  Re-Admit  Transfer  Rematriculant Campus:  St. Thomas  St. Croix

Semester you intend to enroll:  Spring (January) 20\_\_  Fall (August) 20\_\_  Part-time  Full-time

Undergraduate degree(s):  AA  AS  AAS  BA  BBA  BS

Major (see Program Majors and Codes sheet - Pg. 2): \_\_\_\_\_ Concentration: \_\_\_\_\_

Current Mailing Address: \_\_\_\_\_  
Number and Street, Apartment Number, and/ or P.O. Box

City State Zip Code Country

Telephone Number (\_\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

Permanent Mailing Address: \_\_\_\_\_  
Number and Street, Apartment Number, and/ or P.O. Box

City State Zip Code Country

Sex:  Male  Female Marital Status:  Single  Married  Divorced

Ethnicity (optional):  Black, non-hispanic  American Indian/Alaskan Native  Asian/Pacific Islander  White non-Hispanic  Hispanic  
 Other \_\_\_\_\_

Race:  Black, non-hispanic  American Indian/Alaskan  Native Hawaiian and other Pacific Islander  Asian  White non-Hispanic  Hispanic

Next of kin:  Parent(s)  Legal Guardian  Other, please specify: \_\_\_\_\_

Last Name First Name Middle Initial (Area Code) Phone Number

Address City State Zip Code

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

Have you ever been convicted of a crime, other than a traffic violation?  Yes  No If yes:  Felony or  Misdemeanor

Have you taken the SAT?  Yes  No When? \_\_\_\_\_ Have you taken the ACT?  Yes  No When? \_\_\_\_\_

Have you taken the TOEFL? (English as a Second Language)  Yes  No When? \_\_\_\_\_

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

If you are a United States citizen, would you be interested in the Army Reserve Officer Training Corps. (ROTC)?  
 Yes  No  I would like more information

List below ALL educational institutions (include UVI) attended. Include dates attended and degree(s) received. **High School Graduates or General Education Equivalency Diploma (GED):** List high school(s) attended, most recent first or GED Certificate. **Transfer Students:** List all universities and colleges attended, most recent first. Also, include the high school from which you graduated. (Use separate page if necessary)

	Dates of Attendance		Hours already completed
	From	To	
	Month / Year	Month / Year	
1			
2			
3			
4			
5			

Turn over application for completion

# University of the Virgin Islands

Admissions Office  
Undergraduate Application

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

Signature \_\_\_\_\_

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

Parent's Signature \_\_\_\_\_

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

(Parent's Signature required if the applicant is under age 18 at the time of completing and submitting the application.)

**St. Thomas Campus Address:**

*#2 John Brewer's Bay  
St. Thomas, V.I. 00802-9990  
Tel: (340) 693-1160  
Fax: (340) 693-1167*

**St. Croix Campus Address:**

*RR #1-Box 10,000, Kingshill  
St. Croix, V.I. 00850-9781  
Tel: (340)692-4158  
Fax: (340) 692-4115*

To apply for Federal Student Aid, please apply at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

Campus code:	St. Thomas	code: 003946
	Albert A. Sheen Campus, St. Croix	code: 006989

To apply for UVI student Housing, please visit [www.uvi.edu](http://www.uvi.edu) or contact (340) 693-1112 St. Thomas Campus or (340) 692-4181 Albert A. Sheen Campus, St. Croix.



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# RESIDENT CLASSIFICATION INFORMATION

## IN-TERRITORY

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

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

## OUT-OF-TERRITORY

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

## CHANGE OF STATUS

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

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

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

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

**UNIVERSITY OF THE VIRGIN ISLANDS  
UNDERGRADUATE TUITION FEES**

FULL - TIME TUITION AND FEES PER YEAR	RESIDENT	NON-RESIDENT
<b>TUITION</b>	\$ 3,990.00	\$ 11,970.00
REGISTRATION FEE	\$ 60.00	\$ 60.00
STUDENT ACTIVITY FEE <b>STX</b>	\$ 40.00	\$ 40.00
STUDENT ACTIVITY FEE <b>STT</b>	\$ 88.00	\$ 88.00
STUDENT ASSOCIATION FEE	\$ 40.00	\$ 40.00
MEDICAL INSURANCE FEE	\$ 56.00	\$ 56.00
HEALTH SERVICE FEE	\$ 80.00	\$ 80.00
PROPERTY FEE	\$ 100.00	\$ 100.00
TECHNOLOGY FEE	\$ 180.00	\$ 180.00
<b>SUB-TOTAL</b>	<b>\$ 4,634.00</b>	<b>\$ 12,614.00</b>
ORIENTATION FEE (ONE-TIME FEE)	\$ 90.00	\$ 90.00
<b>TOTAL*</b>	<b>\$ 4,724.00</b>	<b>\$ 12,704.00</b>
<b>ADDITIONAL FEES * Fees for Labs, Room, Board, etc.</b>		
ENROLLMENT DEPOSIT FEE (NON-REFUNDABLE) - APPLIED TO TUITION	\$ 100.00	\$ 100.00
ROOM AND KEY DEPOSIT (one time-refundable upon request)	\$ 100.00	\$ 100.00
HOUSING RESERVATION DEPOSIT	\$ 200.00	\$ 200.00
NURSING LAB FEE	\$ 50.00	\$ 50.00
SCIENCE LABORATORY/ EQUIPMENT FEE (per course)	\$ 50.00	\$ 50.00
PRACTICE TEACHING FEE	\$ 50.00	\$ 50.00
<b>ROOM &amp; BOARD</b>		
SINGLE ROOM (per semester)	\$ 1,803.00	\$ 1,803.00
DOUBLE ROOM (per semester)	\$ 1,387.00	\$ 1,387.00
TRIPLE ROOM (per semester) <b>available on St. Croix only</b>	\$ 1,042.00	\$ 1,042.00
MEAL PLAN A (20 Meals Weekly) per semester	\$ 2,890.00	\$ 2,890.00
MEAL PLAN B (14 Meals Weekly) per semester	\$ 2,025.00	\$ 2,025.00
COMMUTER MEAL PLAN A (10 Meals Weekly) per semester	\$ 1,320.00	\$ 1,320.00
COMMUTER MEAL PLAN B (5 Meals Weekly) per semester	\$ 660.00	\$ 660.00
TRAVEL AND TRANSPORTATION	\$ 400.00 - 1,000.00	\$ 400.00 - 1,000.00
BOOKS (Estimate Only)	\$ 700.00	\$ 700.00
<b>PART-TIME TUITION &amp; FEES</b>		
<b>TUITION - Per Credit</b>	<b>\$ 133.00</b>	<b>\$ 400.00</b>
STUDENT ACTIVITY FEE <b>STX</b>	\$ 40.00	\$ 40.00
STUDENT ACTIVITY FEE <b>STT</b>	\$ 88.00	\$ 88.00
HEALTH SERVICE FEE	\$ 80.00	\$ 80.00
TECHNOLOGY FEE	\$ 180.00	\$ 180.00
PROPERTY FEE	\$ 100.00	\$ 100.00
REGISTRATION FEE	\$ 60.00	\$ 60.00
<b>Tuition &amp; Fees are subject to change.</b>		
<b>* Fees for Labs, Room Board, etc. (See Fees Above)</b>		

Students are required to pay all bills at the time of registration in U.S. currency. Financial aid applicants must contact the Financial Aid Office at (340) 693-1090 (STT) or (340) 692-4193 (STX).