



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 nonrefundable \$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\$) nonrefundable 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.

► **Official certified copies of General Certificate of Education (GCE), Caribbean Examination Council (CXC) or Caribbean Advanced Proficiency Examination (CAPE)** results directly to the Admissions Office. Passes in five (5) "O" level GCE or CXC (General I and II), or a combination of both (including English Language) is acceptable for admission. The CXC (General III) will also be accepted if based on the six-point scale. Transfer credit is granted for CXC A-level work. The British Virgin Islands (BVI) Grade I certificate (certified copy by the Ministry of Education) is required from the BVI High School.

► **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.

► **SAT/ACT Testing (International Freshman):** Official electronic 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

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www.uvi.edu*

PROGRAM CODES AND MAJORS

St. Thomas Campus

Albert E. Sheen Campus St. Croix, VI

A.A./ A.S./A.A.S. Degree Programs		A.A./ A.S./ A.A.S. Degree Programs	
CODE	Degree Programs	CODE	Degree Programs
AASCJU	Criminal Justice, A.A.S ***	AASCJU	Criminal Justice, A.A.S ***
ASCSC	Computer Science, A.S.	ASCSC	Computer Science, A.S.
AAECE	Inclusive Early Childhood Education, A.A. ***	AAECE	Inclusive Early Childhood Education, A.A. ***
ASPHY	Physics, A.S.	AASPRT	Process Technology, A.A.S.
B.A./B.B.A./ B.S. DEGREE PROGRAMS		B.A./B.B.A./ B.S. DEGREE PROGRAMS	
CODE	Degree Programs	CODE	Degree Programs
BBAACC	Accounting, B.B.A.	BBAACC	Accounting, B.B.A.
BSBAM	Applied Mathematics, B.S. (Dual Degree Program in Engineering)	BSBAM	Applied Mathematics, B.S. (Dual Degree Program in Engineering)
BABIO	Biology, B.A.	BAUNCJ	Criminal Justice, B.A. ***
BSBSB	Biology, B.S. Concentration: ▶ Computational Biology	BSUNCJ	Criminal Justice, B.S. ***
BACHE	Chemistry, B.A.	BSCSC	Computer Science, B.S. Concentration: ▶ Computational Biology
BSCBS	Chemistry, B.S.	BACOM	Communication, B.A.
BAUNCJ	Pre-Criminal Justice, B.A. ***	BAENG	English, B.A. Concentration: ▶ Creative Writing ▶ Journalism ▶ Literature of the African Diaspora
BSUNCJ	Pre-Criminal Justice, B.S. ***	BBAHTM	Hospitality & Tourism Management, B.B.A.
BACOM	Communication, B.A.	BAHUM	Humanities, B.A.
BSCSC	Computer Science, B.S. Concentration: ▶ Computational Biology	BBAIST	Information Systems and Technology, B.B.A.
BAENG	English, B.A. Concentration: ▶ Creative Writing ▶ Journalism ▶ Literature of the African Diaspora	BBAMGT	Management, B.B.A.
BBAHTM	Hospitality & Tourism Management, B.B.A.	BBAMKT	Marketing, B.B.A.
BAHUM	Humanities, B.A.	BAUNDE	Pre-Education, B.A. *** Pre-Elementary Education, B.A. *** Concentrations: ▶ English (ENG) ▶ Mathematics (MAT) ▶ Natural Science (NSC) ▶ Spanish (SPA) ▶ Social Science (SOC) Pre-Inclusive Early Childhood Education, B.A. ***
BBAIST	Information Systems and Technology, B.B.A.	BSUNDN	Pre-Nursing, B.S. ***
BBAMGT	Management, B.B.A.	BAPSY	Psychology, B.A. Concentrations: ▶ Human Services ▶ Psychology ▶ Social Relations
BAMBI	Marine Biology, B.A.	BSPSY	Psychology, B.S.
BSMBS	Marine Biology, B.S.	BAUND	Undecided
BBAMKT	Marketing, B.B.A.		
BSMAT	Mathematics, B.S. Concentrations: ▶ Computational Biology ▶ Computer Science		
BAMAT	Mathematics, B.A.		
BAEDM	Music Education, B.A.		
BAUNDE	Pre-Education, B.A. *** Elementary Education, B.A. *** Concentrations: ▶ English (ENG) ▶ Mathematics (MAT) ▶ Natural Science (NSC) ▶ Spanish (SPA) ▶ Social Science (SOC) Inclusive Early Childhood Education, B.A. ***		
BSUNDN	Pre-Nursing, B.S. ***		
BAPSY	Psychology, B.A. Concentration: ▶ Human Services ▶ Psychology ▶ Social Relations		
BSPSY	Psychology, B.S.		
BASOC	Social Science, B.A.		
BASWK	Social Work, B.A.		
BAUND	Undecided		

The University of the Virgin Islands offers preparation in secondary education for students majoring in other fields. Admission to the secondary education preparation is by written application within the School of Education. This option is available on both campuses.

***Students who are pursuing majors in Criminal Justice, Education and Nursing are admitted to the university as pre-applicants to the programs. Students must complete the admissions requirements for the respective school or to be admitted to the desired program.

Minors:

Caribbean Cultural Studies, Communication, Computational Science, English, Entrepreneurship, Environmental Science, Fine Arts, Health Sciences, Mathematics, Political Science and Psychology.



University of the Virgin Islands

Admissions Office
Undergraduate Application

Official Use Only

Student 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

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

Admission Type: Freshman Re-Admit Transfer Rematriculant Campus: St. Thomas St. Croix St. Maarten***
(***St. Maarten campus is only available for students participating in the UVI at USM program)

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

Undergraduate degree(s): A.A. A.S. A.A.S. B.A. B.B.A. B.S.

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

Minor: (see Program Minors sheet - Pg. 2) _____

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 (Please specify) _____

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 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 _____

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

Turn over application to Complete

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)

Name of high school/college/university (in chronological order)	Dates of Attendance		Hours already completed
	From	To	
	Month / Year	Month / Year	
1			
2			
3			
4			

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 ____/____/____

St. Thomas Campus Address:

8266 John Brewer's Bay
St. Thomas, V.I. 00802-6025

Tel: (340) 693-1160

Fax: (340) 693-116

St. Croix Campus Address:

RR #1-Box 10,000, Kingshill
St. Croix, V.I. 00850-9781

Tel: (340)692-4158

Fax: (340) 692-4115

TOLL FREE: 1-877- GO TO UVI (468-6884)

For information regarding tuition and fees for the cost of attendance, visit www.uvi.edu.

To apply for Federal Student Aid, please apply at www.fafsa.ed.gov

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

code: 003946
code: 006989

To apply for UVI student Housing, please visit www.uvi.edu at Student Life or contact (340) 693-1110 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 1st 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 stationery 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 AND FEES
2016-2017**

FULL - TIME TUITION AND FEES PER SEMESTER	RESIDENT	NON-RESIDENT
TUITION	\$ 2,315.50	\$ 6,946.00
REGISTRATION FEE	\$ 30.00	\$ 30.00
STUDENT ACTIVITY FEE	\$ 20.00	\$ 20.00
WELLNESS FEE (STT)	\$ 24.00	\$ 24.00
STUDENT ASSOCIATION FEE	\$ 20.00	\$ 20.00
MEDICAL INSURANCE FEE	\$ 28.00	\$ 28.00
HEALTH SERVICE FEE	\$ 40.00	\$ 40.00
PROPERTY FEE	\$ 50.00	\$ 50.00
TECHNOLOGY FEE	\$ 90.00	\$ 90.00
SUB-TOTAL (STX)	\$ 2,593.50	\$ 7,224.00
SUB-TOTAL (STT)	\$ 2,617.50	\$ 7,248.00
ORIENTATION FEE (One-time fee)	\$ 90.00	\$ 90.00
ENROLLMENT DEPOSIT FEE (Non-refundable if student does not enroll)	\$ 100.00	\$ 100.00
TOTAL* (St. Croix Campus)	\$ 2,683.50	\$ 7,314.00
TOTAL* (St. Thomas Campus)	\$ 2,707.50	\$ 7,338.00
ADDITIONAL FEES * Fees for Labs, Room, Board, etc.		
NURSING LAB FEE (per course)	\$ 50.00	\$ 50.00
SCIENCE LABORATORY/ EQUIPMENT FEE (per course)	\$ 50.00	\$ 50.00
PRACTICE TEACHING FEE	\$ 50.00	\$ 50.00
ROOM		
ROOM AND KEY DEPOSIT (refundable upon request)	\$ 100.00	\$ 100.00
SINGLE ROOM	\$ 1,803.00	\$ 1,803.00
DOUBLE ROOM	\$ 1,387.00	\$ 1,387.00
TRIPLE ROOM (Available on St. Croix campus only)	\$ 1,042.00	\$ 1,042.00
SINGLE ROOM (West Hall)	\$ 2,800.00	\$ 2,800.00
DOUBLE ROOM (West Hall)	\$ 2,250.00	\$ 2,250.00
Board/Meals		
MEAL PLAN A (20 Meals Weekly)	\$ 2,890.00	\$ 2,890.00
MEAL PLAN B (14 Meals Weekly)	\$ 2,025.00	\$ 2,025.00
COMMUTER MEAL PLAN A (10 Meals Weekly)	\$ 1,320.00	\$ 1,320.00
COMMUTER MEAL PLAN B (5 Meals Weekly)	\$ 660.00	\$ 660.00
Other Fees		
TRAVEL AND TRANSPORTATION (Estimate Only)	\$ 400.00 - 1,000.00	\$ 400.00 - 1,000.00
BOOKS (Estimate Only)	\$ 700.00	\$ 700.00
PART-TIME TUITION & FEES	RESIDENT	NON-RESIDENT
TUITION - Per Credit	\$ 154.00	\$ 463.00
STUDENT ACTIVITY FEE	\$ 20.00	\$ 20.00
WELLNESS FEE (STT)	\$ 24.00	\$ 24.00
HEALTH SERVICE FEE	\$ 40.00	\$ 40.00
PROPERTY FEE	\$ 50.00	\$ 50.00
TECHNOLOGY FEE	\$ 90.00	\$ 90.00
REGISTRATION FEE	\$ 30.00	\$ 30.00

*Tuition & Fees are subject to change. 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).