



# Departmental Instructions for Admitting International Students

## INTRODUCTION

The University of Cincinnati (UC) is a large and exciting international community. More than 2,300 students from over 120 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 report to UC International Services upon arrival to campus with their passport, visa, I-94 card and certificate of eligibility (if applicable).

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## OVERVIEW OF THE APPLICATION/ADMISSION PROCESS FOR INTERNATIONAL STUDENTS

The application/admission process for international students is a cooperative effort involving 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 process to be followed, including the following basic concepts:

1. All general inquiries should be answered by the unit receiving them.
2. When appropriate (based on the information obtained about the potential applicant), the admitting department/college instructs the student to apply On-line Application at the appropriate level and sends other departmental/college supplemental materials. Paper applications are not available at the graduate level.
3. Applications received on-line and will be downloaded directly into UniverSIS.
4. International students must prove English Proficiency prior to being admitted. English proficiency can be documented in several ways. The most common way is by providing a Test of English as a Foreign Language (TOEFL) score. The TOEFL score must meet University, College, and Departmental requirements prior to being admitted. Any TOEFL 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. Please be advised that some students may send computer based test scores, while others the traditional paper test or the new internet based test. A conversion table is attached in the appendices for your convenience. English proficiency can also be documented with a 6.5 overall band score on the International English Language Testing System (IELTS). English proficiency can further be demonstrated with a 47 on the PEARSON Test of English (PTE). Finally, English proficiency can be demonstrated by completing a bachelor's degree at an English speaking college/university or by completing Level 112 of English instruction at ELS Language Centers.
5. When a department/college makes an admission decision, the department/college will notify the applicant and update UniverSIS. The ADMISS-DECISION screen on UniverSIS should be updated from "C" (complete) to "OF" (offered). When an offer of financial support is made the department/college should go the INTL-FIN-AWARD screen in UniverSIS and enter the type and amount of award being offered. Select the most appropriate option from the list. Don't put multiple entries (use only one line) and combine all awards into a total amount. If a student is denied admission UniverSIS should be updated to reflect the denial ("DN"). When a student accepts or rejects an offer of admittance, UniverSIS should be updated accordingly. The screen should be updated from "OF" (offered) to "CF" (confirmed) or "CX" (declined). Departments no longer need to send copies of applications, TOEFL scores, admit/award letters or acceptances of offers to UC International Services.
6. At the time the department/college sends the admit/award letter, the student should also be sent four separate documents that will help them understand the I-20 issuance process. These documents have been prepared by UC International Services but should be sent by the admitting department/college/unit. These forms are discussed in greater detail in the Financial Certification Section beginning on page 5.
7. 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 (Masters or Doctoral). Letters should not simply state the graduate program. It is also important that you make clear the exact worth or any awards (assistantships/scholarships) in correspondence with students. You should also inform them about mandatory orientations they must attend.

8. 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. More information about the financial certification process follows on page 5.
9. 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 Quarter 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.

**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.

### **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.

### **English Proficiency Requirement for Undergraduate Students**

Students can prove 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.

For IELTS, an overall band score of 6.0 is required for Business, DAAP, and Engineering. An overall score of 5.5 is sufficient at the undergraduate level for all other colleges. For PEARSON, the minimum required score is 46.

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 TOEFL scores, as follows:

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

In addition, students have met the English Proficiency Requirements if any of the following apply:

- Student has taken the SAT and has a combined Critical Reading and Math score of at least 1010, with a minimum 500 on the Critical Reading section;
- Student has 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;
- Student has completed one full academic year of study in a US high school or college/university.
- Students who have passed the ELS (English Language Services) level 112 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  
Australia  
Bahamas  
Barbados  
Belize  
Bermuda  
British Virgin Islands

Fiji  
Grenada  
Ireland  
Jamaica  
Liberia  
Malawi  
New Zealand

St. Lucia  
St. Vincent & the Grenadines  
United Kingdom

Canada (except Quebec)  
 Cayman Islands  
 Dominica

Singapore  
 South Africa  
 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 2010-11 year by level of study.

#### Undergraduate Students

	<u>Main Campus</u>	<u>Raymond Walters College</u>	<u>Clermont College</u>
Tuition (subject to change)	\$24,588	\$13,833	\$11,715
Living Expenses	11,319	11,319	11,319
Other Fees	<u>1,449</u>	<u>1,449</u>	<u>1,449</u>
TOTAL	\$37,356	\$26,601	\$24,483

#### 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)	\$23,985	\$29,715	\$31,980
Living Expenses	11,319	11,319	11,319
Other fees	<u>1,449</u>	<u>1,449</u>	<u>1,932</u>
TOTAL	\$36,753	\$42,483	\$45,221

#### College of Medicine Graduate Students

	<u>Most Programs</u>	<u>M.S. Physiology</u>	<u>12 month Program</u>
Tuition (subject to change)	\$23,649	\$24,036	\$31,980
Living Expenses	11,319	11,319	11,319
Other Fees	<u>1,449</u>	<u>1,449</u>	<u>1,932</u>
TOTAL	\$36,417	\$36,804	\$45,231

#### Professional Students

	<u>College of Law</u>	<u>Medicine (M.D.)</u>
Tuition (subject to change)	\$36,526	\$47,406
Living Expenses	15,940	11,319
Other fees	<u>1,449</u>	<u>1,449</u>
TOTAL	\$53,915	\$60,174

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 should also receive the letter from the "Director of UC International Services", the "Financial Certification Form" the "Estimated Annual Expense Sheet" and the "Frequently Asked Questions Regarding I-20 Issuance" sheet. These documents will answer most questions students have regarding the Financial Certification Form and the I-20 issuance process. Copies of forms are in the appendices and can be found on the UC International Services website at [www.uc.edu/international/services](http://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) to [international.students@uc.edu](mailto:international.students@uc.edu).

## KEY ISSUES SURROUNDING INTERNATIONAL STUDENTS

Since September 11, 2001 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.

### **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, by Western Union, or over the internet or 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://ioffice.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 Reason eForm which can be found at <https://ioffice.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 you 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://ioffice.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://ioffice.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://ioffice.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 what school they plan on transferring to. They can do this by completing a SEVIS Transfer Out eForm request at <https://ioffice.uc.edu>.

### **Requirement to Apply for an Extension of Program**

Students must apply for an extension of your 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://ioffice.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://ioffice.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 your 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: Cuba, Iran, Iraq, Libya, North Korea, Sudan, and Syria.

## **STUDY BY F-2 DEPENDENTS AND B TOURISTS**

F-2 dependent spouses and children and B tourists are no longer 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. It is imperative that departments admit such students early enough to get a change of status approved prior to classes beginning.

## **CEEB CODES**

UC International has worked with UCit to populate UniverSIS with over 8000 foreign institution records. Each institution has been designated a CEEB code. These CEEB codes are formatted using the design "letter / letter / number / number / number / number." The first two characters of each foreign institution's CEEB code are letters corresponding to the UniverSIS code used for the country where the institution is located. For example, all CEEB codes for institutions in China begin with the letters "CN".

The remaining 4 characters of each CEEB code are numbers indicating the order in which the institutions were added. Thus, the first Chinese institution added to UniverSIS was designated the CEEB code CN0001, the second was designated CN0002, and so on. Although many institutions were added in alphabetical order, this numbering scheme is arbitrary and should be regarded as such.

Although the new foreign institution list in UniverSIS is extensive, it is not 100% comprehensive. There may be cases where a UC graduate department receives a new student transcript from a foreign institution that is not on record in UniverSIS (and thus, has not been designated a CEEB code). Although those occasions are expected to be rare, in those cases it is permissible to use the CEEB code 999998 as long as the UC International Planning Office is notified.

Best practice would be to maintain a list of these institutions, in spreadsheet form, with the institution's country, correct spelling of the institution name, number of transcripts received from that institution, and if applicable, a URL for the institution's web site. Each quarter, when this list of missing foreign institutions is complete, submit it to the UC International Planning Office. This will help us update our records, along with UniverSIS records, with correct spellings as they appear on issued transcripts.

Departments should now be populating the COLL-TRANSCRIPT field on UniverSIS for all international enrollee's.

## **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 can not 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 dollar 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](mailto: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 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](mailto: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 in 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 degree is:**

<u>Degree</u>	<u>Years of Study</u>
Associate	2 years
Bachelor's	5 years
Master's (Most Programs)	2 years
Master's Architecture/Engineering	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](mailto:international.students@uc.edu) with the appropriate supporting documentation.**



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**UNIVERSITY OF CINCINNATI  
 UC INTERNATIONAL SERVICES**

Estimated Annual Expenses for International Graduate Students  
 2011-2012 Academic Year

<u>Programs</u>	<u>Most Programs Including MS Architecture</u>	<u>Master of</u>	<u>12-Month Architecture</u>
Tuition (subject to change)	\$23,985	\$29,715	\$31,980
Living Expenses	11,319	11,319	11,319
Other fees	<u>1,449</u>	<u>1,449</u>	<u>1,932</u>
TOTAL	\$36,753	\$42,483	\$45,231

NOTE

1. Tuition is assessed for most full-time students based on three quarters of study (an academic year). Enrollment during the summer is optional for these students. However, a few programs (such as the one-year M.B.A. program) require students to be enrolled all four quarters. There are additional tuition and fees for these students. In addition, MS Architecture students pay higher tuition fees. Tuition fees for other programs may vary slightly.
2. Other fees include a general fee of \$255 per quarter (\$765 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 \$112 per quarter (\$336 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 \$157 per quarter (\$471 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  
2011-2012 Academic Year

fees will be included on your bill. The fee is \$483 per quarter (\$1,449 per year). Students are responsible for paying this fee each quarter. 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 quarter. Students who begin a 12-month program during the Summer Quarter will have to pay the insurance premium 4 times (\$1,932).

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. Graduate residence hall rent is due at the beginning of each month.
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 Graduate Students  
College of Medicine  
2011-2012 Academic Year

	<u>Most Programs</u>	<u>M.S. Physiology</u>	<u>12 month Program</u>
Tuition (subject to change)	\$23,649	\$24,036	\$31,532
Living Expenses	11,319	11,319	11,319
Other Fees	<u>1,449</u>	<u>1,449</u>	<u>1,932</u>
TOTAL	\$36,417	\$36,804	\$45,231

NOTE

1. Tuition is assessed for most full-time students based on three 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 lower fees.
2. Other fees include a general fee of \$255 per quarter (\$765 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 \$157 per quarter (\$471 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 \$483. per quarter (\$1,449 per year). Students are responsible for paying this fee each quarter. 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 quarter. Family coverage is available at an additional charge. \*Students who begin a 12 month program during the Summer Quarter will have to pay the insurance premium 4 times (\$1,932).

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Estimated Annual Expenses for International Graduate Students  
College of Medicine  
2011-2012 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. Graduate residence hall rent is due at the beginning of each month.
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, health insurance and other fees are subject to change.



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 Fax (513) 556-2990

**UNIVERSITY OF CINCINNATI  
 UC INTERNATIONAL SERVICES**

Estimated Annual Expenses for International Undergraduate Students  
 2011-2012 Academic Year

	<u>Main Campus</u>	<u>Raymond Walters College</u>	<u>Clermont College</u>
Tuition (subject to change)	\$24,588	\$13,833	\$11,715
Living Expenses	11,319	11,319	11,319
Other Fees	<u>1,449</u>	<u>1,449</u>	<u>1,449</u>
<b>TOTAL</b>	<b>\$37,356</b>	<b>\$26,601</b>	<b>\$24,483</b>

**NOTE**

1. The tuition is assessed for full-time students for three quarters of an academic year.
2. Other fees include a general fee of \$255 per quarter (\$765 per year) for Main Campus or \$152 per quarter (\$456 per year) for Branch Campuses (Raymond Walters College 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 \$112 per quarter (\$336 per year) for main campus and \$88 per quarter (\$264 per year) for branch campuses.
4. Other fees also include a Campus Life Fee. Main campus students are required to pay the \$157 per quarter (\$471 per year) fee. Branch campus students (Raymond Walters 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 \$483 per quarter (\$1,449 per year). Students are responsible for paying this fee each quarter. Students who qualify for a waiver of the policy must follow the guidelines established by the Student Health Insurance

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Estimated Annual Expenses for International Undergraduate Students  
2011-2012 Academic Year

Office for obtaining a waiver. Summer coverage is free for students who pay during Spring quarter. Students who begin a 12-month program during the Summer Quarter will have to pay the insurance premium 4 times (\$1,932).

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.
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.



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**UNIVERSITY OF CINCINNATI  
UC INTERNATIONAL SERVICES**

Estimated Annual Expenses for International Professional Students  
2011-2012 Academic Year

	<u>College of Law</u>	<u>Medicine (M.D.)</u>
Tuition (subject to change)	\$36,526	\$47,406
Living Expenses	15,940	11,319
Health Insurance	<u>1,449</u>	<u>1,449</u>
TOTAL	<u>\$53,915</u>	<u>\$60,174</u>

NOTE

1. For the College of Medicine, tuition is assessed for full-time students for three quarters of an academic year. The College of Law operates on a two semester system, where tuition is paid twice during the academic year.
2. Other fees include a general fee of \$255 per quarter (\$767 per year) for M.D. students and \$383 per semester (\$766 per year) for Law students. 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 \$168 per semester or \$336 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 \$236 per semester or (\$472 per year) for Law students. The fee is \$157 per quarter (\$471 per year) for M.D. students.
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 \$670 per semester or \$483 per quarter (\$1,449 per year). Students are responsible for paying this fee each quarter.

Estimated Annual Expenses for International Professional Students  
2011-2012 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 quarter/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. Undergraduate dormitory charges are due at the beginning of each quarter. Graduate residence hall rent is due at the beginning of each month.
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.



UC International
University of Cincinnati
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Financial Certification Form

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

Family/Surname: \_\_\_\_\_

First/Given: \_\_\_\_\_ Middle: \_\_\_\_\_

Country of Birth \_\_\_\_\_ Date of Birth \_\_\_\_\_ Country of Citizenship \_\_\_\_\_
month day year

Are you currently in the United States? YES NO If yes, list immigration status: (F1, H1B, etc.)

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 \_\_\_\_\_

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**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.**

=====

Please scan and email this form and all supporting documents to UC International Services at [international.students@uc.edu](mailto:international.students@uc.edu) and give the original documents to the student you are supporting.

Documents should be scanned as a PDF file (not a JPEG, RAR, etc.). All the documents you are sending should be combined into one PDF file, not sent as separate PDF files. The name of the student should appear in the title of the PDF file.



## **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](mailto: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.
- 7) ***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](mailto: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.
- 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 Masters or Associates degrees, five years for a Bachelors 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 (\$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](mailto:support@eshipglobal.com).

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

We will send an email to all students (if email is available) when your I-20 is mailed. We will not search for your file upon request and tell you when your I-20 was sent or why it hasn't been sent. When it is mailed, you will be notified.

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.



**UC international**  
University of Cincinnati  
PO Box 210640  
Cincinnati, OH 45221-0640

Room 3134, Edwards One  
Phone (513) 556-4278  
Fax (513) 556-2990

Mr. Joseph Bearcat  
100 Wilderness Road  
Safari, Animal Kingdom 10000

Dear Mr. Bearcat:

It is my pleasure to inform you that your application for admission into the Ph.D. program in Chemistry has been approved. This offer includes a University Graduate Scholarship (UGS) which will cover one hundred percent (100%) tuition for the 2011-12 academic year (Autumn, Winter, Spring Quarters). This award does not cover the University General Fee, Instructional Technology Information Equipment Fee, Campus Life Fee, or the University Health Insurance Fee. The total worth of your award is \$23,985.

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 \$36,753. The amount of your UGS can be counted as a source of financial support.

Enclosed you will 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) Oral English Proficiency Test (if applicable).
- B) Department of Chemistry Orientation, September 18<sup>th</sup>.

Please indicate your acceptance of this offer by signing this form and returning it to my attention within 15 days. 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,

Ronald B. Cushing, Director  
Department of Chemistry

I accept the offer: \_\_\_\_\_ Date \_\_\_\_\_

I decline the offer: \_\_\_\_\_ Date \_\_\_\_\_

## English Proficiency Test Score Comparisons

Graduate Students

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.

<b>TOEFL</b>			<b>IELTS</b>	<b>PTE</b>
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

# English Proficiency Test Score Comparisons

## Undergraduate Students

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	56-57
83	220	557-560	6	56
81-81	217	553	6	54-55
79-80	213	550	6	53
77-78	210	547	6	51-52
76	207	540-543	6	51
74-75	203	537	6	50
72-73	200	533	5.5	49
71	197	527-530	5.5	48
69-70	193	523	5.5	47-48
68	190	520	5.5	47
66-67	187	517	5	46