

INTERNATIONAL ADMISSION SUPPLEMENT



Admission Information

The *International Admission Supplement* was created for those students who do not hold U.S. citizenship and for other candidates living outside the United States. We hope to answer as many questions as possible early in the application process. Should you have further questions after reviewing the *Admission Information* and the *Supplement*, we welcome your communication by FAX, e-mail, or telephone.

The University uses the Common Application form. It may be submitted on line or on paper. A Common Application Supplement is required and can be located in the University viewbook or at richmond.edu/forms.

The admission of students to the University of Richmond is on a selective basis. The size of the student body is limited, and students are chosen according to the excellence of their qualifications. Decisions are based on academic records, school recommendations, and other information concerning character, promise, and ability. For more specific information on the profile of admitted students, please visit richmond.edu/profile.

CANDIDATES FOR FIRST-YEAR ADMISSION

In addition to the “Application Checklist” on page 2 of the *Admission Information* booklet, please review the following for clarification as a candidate living outside the U.S.

- Application fee of \$50 in the form of a check or money order drawn on a U.S. bank and made payable to the University of Richmond. The applicant’s name must be written on the check or money order. The fee is nonrefundable and may not be applied to any other University fee. This fee may be waived if a school official certifies the lack of financial resources in a letter that accompanies the application.
- Complete academic records must include dates of attendance, name of each subject taken, number of hours and weeks each subject was in session, the grade, mark, and rank earned in each subject with a description of the marking system used, a statement from the school from which you will graduate of the anticipated date of graduation, and your rank in the graduating class. The School Report Form is designed to obtain this information. An explanation from an official of the school should be submitted if any of the above information cannot be supplied. For specific credentials required by region or country, refer to the section titled “Summary of Required Credentials” on page 4.
- Satisfactory standardized test results. Applicants may satisfy the University’s standardized testing requirement with SAT or ACT scores. In addition, students whose native language is not English must submit the results of TOEFL. See the section titled “Standardized Test Requirements” on page 5 for detailed information.
- Complete *International Financial Certification* is required for applicants who will need an F-1 student visa or J-1 visiting scholar visa. The *International Financial Certification* on page 7 must indicate the source of funding and the amount available to support the academic program of study in the U.S.
- College or university official transcript, where appropriate. If an applicant has completed coursework at a college or university, an official transcript must be requested and sent to the University of Richmond unless the coursework is already recorded on the high school transcript.

Materials that are received by FAX will be used as working documents only and are considered unofficial. Admission decisions will not be released until official documents are received. Only originals or photocopies with official seals and signatures will be accepted. Submission of falsified documents is grounds for denial of admission or dismissal from the University.

FIRST-YEAR CANDIDATES FOR EARLY DECISION

The University offers two early decision plans for students who have determined that Richmond is their clear first choice. Students who apply under an early decision plan agree that if offered admission, they will enroll; therefore, it is a commitment to be taken very seriously.

In addition to the credentials listed, which make up the complete application, early decision candidates also must submit:

- Early Decision Contract (see page 11 of the *Admission Information* booklet) signed by the applicant, the parent/guardian, and the guidance counselor.
- **An official copy of the grades earned in the first marking period of the senior year is required as soon as they are available, but no later than November 18, for fall early decision. First marking period grades must accompany the school report for students applying during winter early decision.**
- If those students holding U.S. citizenship apply for financial aid, the Early Decision Financial Aid Form must be submitted by the same deadline as the admission application. Contact the Office of Financial Aid to request this form by telephone at (804) 289-8438 or by e-mail at finaid@richmond.edu. Because the early decision financial aid review is an estimated award based on prior year financial documents, applicants will need to apply again for aid through the regular financial aid process in February. For U.S. citizens, applying for financial aid will have no bearing on the admission decision, as Richmond's admission process is need-blind.
- For students who do not hold U.S. citizenship, need-based financial aid is limited. Decisions regarding need-based financial aid for non-U.S. citizens will not be made until late March. For this reason, if your final decision to enroll at the University of Richmond will be contingent upon receipt of financial aid, do not apply early decision.

TRANSFER CANDIDATES FOR ADMISSION

Prior to matriculation at the University of Richmond as a transfer, candidates must be secondary school graduates or the equivalent. Transfer candidates must have completed at least one year of university study outside the U.S. or the equivalent of a minimum of 7 transferable units of credit (the equivalent of 24 transferable hours of credit) in a college or university within the U.S.

Successful applicants must possess the equivalent of a "B+" average or better in all university-level academic coursework attempted and be eligible to continue or return to the institution from which they desire to transfer. The following documents make up a complete application for transfer admission:

- In addition to the credentials listed for first-year candidates, a student applying as a transfer must submit a full academic transcript or record of all subjects taken at the university level, grades or marks received, and catalog course descriptions or syllabi for all academic coursework.
- While SAT scores are not required for transfer candidates, English proficiency must be demonstrated for applicants whose native language is not English. English proficiency may be demonstrated in one of the following ways: results of TOEFL examination, results of the verbal portion of the SAT, or completion of a yearlong course in English composition at the university level. See the section titled "Standardized Test Requirements" for detailed TOEFL information.

SUMMARY OF REQUIRED CREDENTIALS

The credentials listed here are the minimum required for admission consideration. Holders of these credentials may not always be admitted to the University of Richmond. Admission decisions are made by carefully considering each student's academic preparation as measured by daily work, external examination results, rigor of the program of study chosen, level of English proficiency, and standardized test results.

African students should present the appropriate certificate of secondary school in their country; for example, the Baccalaureate in the Ivory Coast, West African School Certificate in Ghana, and Kenyan Certificate of Education in Kenya. With the West African and Kenyan certificates, passes are required in at least five subjects, including English language; the remaining four should be in subjects relevant to the program of study desired at the University of Richmond. For more information regarding the General Certificate of Education, see United Kingdom information.

European students should send complete records of their secondary school studies (gymnasium, lycee, etc.), including the final certificate showing completion of study (Baccalaureate, Abitur, Artium, Diploma di Maturita).

United Kingdom students should present the General Certificate of Secondary Education with passes in at least five subjects, graded A through C. It is preferable that students have five GCSE passes in the subject areas of English, mathematics, social science, natural science, and a foreign language. It is expected that before enrolling, students will have completed the General Certificate of Education examinations. The University grants advanced standing credit for General Certificate of Education Advanced level examination passes with grades A through C.

Asian students

Taiwan: Applicants from Taiwan should have a transcript and diploma from Senior High School.

Hong Kong: Anglo-Chinese students should present, at minimum, a Hong Kong Certificate of Education (English) at the end of Form V and a transcript of work from Forms III-V plus a transcript from one year of Lower Form VI.

Japan: Transcripts and certificate showing satisfactory completion of Upper Secondary School, the Koto-gakko, are required for admission.

Thailand: Candidates from Thailand must present transcripts from Higher Secondary School and the completion certificate, Matayom Suksa V or Matayom VI.

Malaysia: Applicants with the Malaysian Certificate of Education with Division I may be considered if they have five passes in academic subjects with grades 1 or 2 in math, science, and English. Applicants generally are required to complete the MCE plus the lower Form VI to be considered for admission.

Philippines: Applicants who have graduated from high school may be considered if the NCEE scores are in the 75th percentile or above, or if the student's academic record and other testing results indicate exceptional ability and maturity. Completion of one or more years of full-time post-secondary work is ordinarily required.

Near and Middle Eastern students should present the government General Secondary Education Certificate of their country, in addition to a year-by-year record of the subjects studied and grades earned at the secondary level. In addition, detailed mark sheets covering the studies completed are required; the class or division earned in each examination should be indicated. "True copies" are acceptable only if prepared by an official of an institution concerned; they should bear the official's seal and signature.

India, Bangladesh, Pakistan, and Nepal: Students must submit results of the Secondary School Certificate (or regional exam given at the completion of Standard X) for admission consideration. Students are expected to have completed the Higher Secondary Certificate or Intermediate Certificate (or regional exam given at completion of Standard XII) before enrolling. Indian and Pakistani students are requested to send official certificates or photographic copies of degrees and diplomas earned.

Latin and South American students should present a certificate of completion of secondary school studies. Official records are required from "colegios" or other secondary schools attended, including subjects studied, grades received, and diploma earned.

STANDARDIZED TEST REQUIREMENTS

Students are encouraged to take standardized tests more than one time, as the Office of Admission will combine each applicant's highest scores.

Students applying for admission with first-year (freshman) status:

- Either the SAT Reasoning Test or the ACT is required of all applicants.
- For non-native English speakers, the Test of English as a Foreign Language (TOEFL) is required in addition to the SAT or ACT.

Students who wish to compete for the Richmond Scholars Program are required to submit all standardized tests from a test taken no later than December 15 for full consideration for all forms of merit-based aid.

ENGLISH PROFICIENCY

All non-native speakers of English must submit the results of the Test of English as a Foreign Language (TOEFL) regardless of their citizenship. The minimum score required for admission is 550 on the paper-based test (213 on the computer-based TOEFL or 80 on the Internet-based TOEFL). Competitive candidates have generally scored above 600 on the paper-based test (250 on the computer-based TOEFL or 100 on the Internet-based TOEFL). Students with scores above 520 on the paper-based test (190 on the computer-based TOEFL or 68 on the Internet-based TOEFL) may be considered for conditional admission through the University's advanced summer English program. All indicators of English proficiency such as the SAT verbal score, writing sample, English teacher evaluation, and TOEFL score results are considered when making a determination for conditional or unconditional admission.

All official score reports must be sent directly from the testing service.

Applicants should consult their school office or the following agencies for information about test dates and registration procedures:

SAT/TOEFL

University of Richmond code: 5569

Contact: Educational Testing Service, Princeton, New Jersey, USA

Telephone: (609) 771-7600 (College Board) or (609) 921-9000 (ETS)

Internet: **collegeboard.com**, **toefl.org**, or **ets.org**

ACT

University of Richmond code: 4410

Contact: American College Testing Program, Iowa City, Iowa, USA

Telephone: (319) 337-1000

Internet: **act.org**

FINANCIAL ISSUES

Academic Scholarship Information

First-year candidates are eligible to compete for Richmond's merit scholarships. For information about these scholarships, please refer to pages 5–7 of the *Admission Information* booklet and to pages 38–39 of the University viewbook.

Need-based Financial Aid

- For non-U.S. citizens: Limited need-based financial aid is offered in the form of grants. To be considered for need-based aid, students must submit with the application for admission the *College Board International Student Financial Aid Application* (enclosed in this packet) and the *International Financial Certification* (page 7 of this booklet). Questions should be addressed to the Office of Undergraduate Admission.

FAX: (804) 287-6535

Phone: (804) 289-8640

E-mail: intladm@richmond.edu

- For U.S. citizens and permanent residents: The University of Richmond has a substantial need-based financial aid program for U.S. citizens and permanent residents. To apply, the student must submit the Free Application for Federal Student Aid (FAFSA) to the federal processor by the appropriate deadline date, as outlined below. The FAFSA is available on-line at fafsa.ed.gov. In addition, the University of Richmond Financial Aid Supplemental Application (available at richmond.edu/forms) and copies of completed federal tax returns and W-2 forms, if applicable, must be submitted to the Financial Aid Office as soon as possible after the FAFSA is submitted.

FINANCIAL AID DEADLINES:

First-year students February 25

Transfer students same date as Admission application deadlines

Questions should be addressed to the Financial Aid Office.

FAX: (804) 484-1650

Phone: (804) 289-8438

E-mail: finaid@richmond.edu

Transfer Applicants: Transfers who wish to apply for entrance in January should make themselves aware of financial aid issues. Students who enter in January are not offered grant money through financial aid because the entire aid budget is spent for students entering in August.

COST INFORMATION

Non-U.S. citizens who apply for admission must certify their ability to support themselves while in attendance at the University. Applicants complete the *International Financial Certification* located on page 7 of this booklet and submit it with the application for admission. Listed below are the estimated costs involved for the 2010–2011 academic year.

Estimated Costs for 2010–2011

Tuition	\$41,610
Room and Board	8,820
Books and Supplies	1,050
Personal Expenses (including transportation, medical insurance, phone, local travel, laundry, personal necessities, entertainment)	4,150
Estimated Total	\$55,630

Included in the estimated costs are travel expenses to and from the home country as well as any domestic travel the student may do during their holiday breaks. Students are required to have health insurance.

Should the student choose to remain in the U.S. for summer school at the University of Richmond, an additional amount should be added. The University offers three summer terms lasting four weeks each. Summer school costs are estimated as follows:

Summer living expenses \$2,611

(Includes room and board only)

Tuition for two courses \$2,208

International students should not expect to earn significant funds through work on campus. Students on F-1 visas may work on campus part time. Work is limited to a maximum of 20 hours per week. Therefore, students can earn some spending money, but not enough to support themselves at the University.

FINANCIAL VERIFICATION STATEMENT

This is to certify that the funds indicated on this form are on deposit or are being held in the name of the applicant, the applicant's family members, or sponsors (named on previous page) at the financial institution named below. (Verification of these amounts is without liability to the bank or its officials.)

Name of financial institution _____

Address: Street/City/State/Country _____

Bank official's name and title _____

Bank official's signature _____ Date _____