

# POLICIES ON ADMISSION OF INTERNATIONAL STUDENTS

---

## Students Served by the International Student Affairs Office (ISAO)

ISAO is responsible for processing the admission of any student who does not hold US citizenship including those awaiting approval of permanent residency or asylum, and those currently holding Temporary Protected Status (TPS).

The UMKC Admissions Office processes all applicants in the below categories.

- US Permanent Residents
- DACA recipients
- Undocumented
- U visa holders
- Refugee and Asylum status holders
- Citizens of Micronesia, Palau, or the Marshall Islands

## Application for Academic Admission

All international students must submit an application to be considered for admission. The UMKC general application can be found at <https://futureroo.umkc.edu/apply/>

All new applicants are required to

- Pay the non-refundable \$75.00 application fee
  - Application fee waivers are not available to international applicants.
- Submit exact line-by-line English translations of all academic records issued in other languages
- Provide proof of English language proficiency. (Please refer to section below entitled English Proficiency Requirement for more information.)
- Provide documentation of **all** previous academic work as is outlined below INCLUDING any English language study completed in the United States.
- See below for specific requirements by application type.

## First Time College/Freshman Application

Students who plan to attend UMKC after graduating high school should submit the following along with their application:

1. Academic transcripts and proof of graduation from secondary school
2. Statement of Purpose
3. Any other documentation required by the academic program

## Transfer Students

Students who plan to transfer from another recognized higher education institution in order to complete a degree at UMKC should submit the following along with their application:

1. Academic transcript from all previous higher education institutions.
2. Academic transcripts and proof of graduation from secondary school (required for transfer students who have completed fewer than 24 credit hours)
3. Statement of Purpose
4. Any other documentation required by the academic program.

## Exceptions to Admissions Policies for International Students

Exceptions to admission policies must be approved by the appropriate authority in the college or school to which the applicant is applying. International Student Affairs should be contacted regarding all forms and procedures.

## Visa Services and Document Requirements

### New Initial F-1/J-1

Students who plan to apply for an initial F-1 or J-1 visa to study at UMKC must submit the following once they have been academically accepted to the university.

- Copy of valid passport
- Financial statement- This must contain proof of the ability to afford at least one academic year of study.

### SEVIS Transfer F-1/J-1

Current F-1 or J-1 students who plan to transfer their SEVIS records to study at UMKC must submit the following once they have been academically accepted to the university.

- Copy of valid passport
- Financial statement- This must contain proof of the ability to afford at least one academic year of study.
- Copy of current visa
- Copy of most recent I-94
- Copy of pages 1 & 2 of current/most recent I-20 or DS-2019
- Transfer-In Form (to be completed with assistance from a DSO at the previous institution.)

### Other Visa Types

Students currently in the United States holding any other visa status determined to be reviewed by the International Student Affairs Office must submit the following once they have been academically accepted to the university.

- Proof of current status in the US. This may include
  - Copy of passport
  - Copy of current visa
  - Copy of most recent I-94

### Financial Statement Guidelines

Per regulations outlined by the US Federal government, F-1 and J-1 international student applicants must prove the ability to afford at least one year of study in order to be issued a Form I-20 or Form DS-2019.

Financial statements in the name of a family member, friend, or non-governmental sponsor must be accompanied by a completed Financial Statement and Affidavit of Support (<https://info.umkc.edu/ISAO/wp-content/uploads/2018/08/Affidavit-of-Support.pdf>) form signed by the account holder. Any family members accompanying F-1/J-1 students as dependents must be disclosed on this form and proof of additional funds for each dependent must be provided.

UMKC ISAO reserves the right to verify financial documentation with the issuing bank or financial institution.

### Application Deadlines

Applicants should refer to the deadlines set by the academic program they are applying to. If no deadline exists, applications are accepted on a rolling basis. ISAO processing staff will inform the applicant if his or her application should be deferred to a later semester. ISAO recommends students applying from outside of the United States to apply at least 3 to 4 months before the beginning of the semester they plan to attend.

UMKC reserves the right to consider applicants for the most appropriate semester.

### Requirements for Submission of Academic Records

Required Academic Records Policy for Applicants (<https://catalog.umkc.edu/undergraduate-academic-regulations-information/undergraduate-admission-policy-procedures/required-academic-records-for-applicants-policy/>)

Unless otherwise specified by an academic department, international students may submit PDF copies of their transcripts for admission review. If admitted before final, official/original transcripts and degree certificates/diplomas are received, the student is considered to be **provisionally admitted**. Official academic records can be mailed directly to

International Student Affairs Office  
University of Missouri – Kansas City  
5000 Holmes Street, ASSC G-04

Kansas City, Missouri 64110

Enrolled students are required to submit OFFICIAL or ORIGINAL academic records to ISAO before enrolling in their second semester of coursework. Original academic documents will be photocopied and returned to the student. Students will be informed at the point of admission which records they must arrange to provide. Students are responsible for arranging to provide UMKC ISAO with the requested documents.

UMKC reserves the right to verify submitted academic records with the issuing institution for authenticity and accuracy.

### Third Party Credential Evaluation Reports

ISAO evaluates all foreign credentials. It is not necessary for admission to submit an international credential evaluation report from a third party service. However, ISAO will accept the grade point average conversion of any AICE or NACES accredited international credential evaluation service.

ISAO will not accept degree equivalency recommendations given by these services if they do not align with already existing UMKC practices and policies. All 3<sup>rd</sup> party credential evaluations must be sent directly from the evaluator service to ISAO/ Admissions to be considered. These documents will not be accepted for evaluation purposes if sent directly by the student.

## English Proficiency Requirements

International students are required to establish proof of adequate English proficiency as part of the admission process. Applicants from countries in which English is not the native language (or if it is one of the official languages but is not necessarily the first language of the majority of the population) are required to provide proof of English proficiency. Applicants may do so through the following methods:

- Provide UMKC with official test scores from:
  - TOEFL (Test of English as a Foreign Language) with a minimum score of 61
  - IELTS (International English Language Testing System) with a score minimum of 5.5 with 5.5 in each band
  - PTE (Pearson Test of English) with a minimum score of 44
  - DET (Duolingo English Test) with a minimum score of 90
  - SAT (Scholastic Aptitude Test) with a minimum score of 460 in the Evidence-Based Reading and Writing section
- Completion of 24 credit hours at a US, Canadian, UK, New Zealand or Australian institution
- Completion of Composition I and II with grades of C or better at a US institution
- Successful completion of ELS Language Centers Level 112

### Conditional Admission

Students with **no proof of English proficiency** or **low English proficiency test scores** may be considered for admission to certain academic programs. Contact International Student Affairs for more information.

### English Proficiency Evaluation

All international students subject to the proof of English proficiency requirement with low or no test scores must be evaluated by the Applied Language Institute (<https://info.umkc.edu/ali/>) staff at UMKC regarding the level of their English proficiency. If any weakness in that level of proficiency is revealed, appropriate coursework will be required to assure that the student's success is not jeopardized.

## Other Policies

### Residency

International applicants on H, L, or A visa records will be considered for the residency using the same guidelines imposed on domestic applicants. International students on F, J, or M visa records are not eligible for reduced tuition rates based on residency status. Students holding any visa type not listed above are eligible to submit a residency petition to be considered by the Residency Committee.

See here for more information. (<https://umkc.edu/residency/>)

### Credit by Examination/Transfer Credit

ISAO reviews all new undergraduate students with previous university coursework completed for possible transfer credit upon receipt of official, final transcripts. Students with previous university work completed at an international university are strongly encouraged to submit course descriptions for each successfully completed course as well as direct English translations of the descriptions if necessary.

Students who have completed more than 12 years of study by the end of their secondary education may be eligible for college credit upon review and approval by appropriate UMKC staff and faculty.

## Admission Deferral

An offer of admission, granted on a regular basis for a given term, may be deferred for up to one calendar year from the term first granted. However, if the applicant attends another college or university after the original offer of admission, a new application must be submitted and official transcripts of the additional work must be furnished.

Applicants must request a deferral for a specific term by contacting International Student Affairs. This request can be submitted through ISAO's website here. (<https://info.umkc.edu/ISAO/admitted-students/deferred-admission/>) Individual financial support documentation must be renewed annually.

## Arrival in the US

International students should plan to arrive no earlier than one month before the program start date indicated on their Form I-20. They should plan to arrive no later than 7 days prior to the program start date indicated on their Form I-20.

## Registration with International Student Advisor

Admitted international students must report to the International Student Affairs Office for a **Check-In Session** (<https://info.umkc.edu/ISAO/admitted-students/>) prior to their first registration at UMKC. International students must adhere to all regulations of their given visa, including any requirements regarding full-time enrollment and work authorization. Students may work directly with an international student advisor to understand their regulatory obligations and opportunities available through their given visa.

## Health Insurance

Effective fall 1998, international students on F or J visas are required to purchase exclusive, mandatory UMKC health insurance.

## International Orientation

All degree-seeking international students new to UMKC are required to attend International Orientation and will be assessed a \$50 fee. International Orientation is held the Thursday before the start of classes for the Fall and Spring semesters. Students who begin their studies in the Summer will be required to attend Fall Orientation.

A make-up Orientation will be held mid-semester in the Fall and Spring. If a student misses both the Orientation for their starting term and the make-up Orientation that term, they will be assessed another \$50 fee and will be required to attend the next possible Orientation. Students will continue to be charged \$50 each semester until they have successfully completed this requirement.

## More Information

International applicants to undergraduate programs who want more information and forms to apply for admission can go to <http://www.umkc.edu/isao> (<http://www.umkc.edu/isao/>) or email ISAO at [isao@umkc.edu](mailto:isao@umkc.edu). ([isao@umkc.edu](mailto:isao@umkc.edu))