Two major updates this year have taken place for international applicants.

1. To aid the international applicants and streamline the processing of I-20 paperwork, Admissions and International Students and Scholars have made some processing changes that will be described in full detail below.
   a. Any questions about this new process please connect with Christy Oliver, plumb@uwyo.edu or 766-5166.

2. After research done by our colleagues in the Global Engagement Office, we have added some countries to the list of applicants that will be exempt from providing proof of English proficiency. Students who are from these countries or received a bachelor’s degree from these countries will not need to provide proof of their English proficiency. The new countries are:
   a. Nigeria, Ghana, and Singapore. The entire list of countries can be found at [https://www.uwyo.edu/admissions/international/english-alternatives.html](https://www.uwyo.edu/admissions/international/english-alternatives.html).

International Processing of Admissions and I-20 Documentation for Graduate Applicants

When an applicant applies to a graduate program, it will look as it has in the past for them. Once they are recommended for admissions by their department, they will get an email to log back into their application to fill out a few additional sections in the application that pertains to issuing them an I-20. As departments get questions about the I-20 process, a prospective student should be directed to go back into their application.

- Even if they will be receiving a full GA that covers all their costs, they need to fill this information out to process their I-20. Besides financial data, there will be questions about possible family members coming with them as well as a place to upload their passport.

Departments Recommending International Students as well as Providing Funding Information

- When an applicant is recommended for admissions, a department needs to mark the applicant departmental approved as yes on the application record in Salesforce.
- If a department is providing funding, this information also needs loaded to the application.
  o In the Departmental Approval Section, the department should load the following:
    ▪ Graduate Assistantship: Yes
    ▪ Assistantships Level: Full Time (or Part Time)
    ▪ GA Allocation: Leave Blank unless giving additional GA funding from department
    ▪ GA Allocation Per: Academic Year (or 12 months if paying summer)
  o No additional documentation proving this funding needs uploaded to Salesforce or sent to Admissions for the I-20.
  o If a department gives a Graduate Scholarship, add the information on this line. This is funding outside of the GA.

Office of Admissions and Accepting a Recommended Applicant

- Once an applicant has been recommended for admissions, the Admissions Office will request and review all official transcripts along with any required test scores such as GRE and English proficiency as needed. After receiving these documents, a student can be admitted. The Office of Admissions will no longer hold admissions for I-20 processing.

International Students and Scholars Office and Working on I-20 Documentation

- Once a recommended applicant has submitted their I-20 information and been admitted, ISS will review the documentation that is needed for the I-20. It is anticipated that there will be a two day turn around on processing of I-20s. Also keep in mind that I-20s are still being emailed so once this step is complete, applicants will have their I-20 in their email immediately after processing.
International I-20 Processing FAQ

• **How does the student know to go back to their application to complete this process?**
  - When a department marks the student “Applicant Department Approved” as Yes, there is an automatic email that is sent to the student letting them know they need to complete this process now.
    - **Email:** Thank you for applying to the University of Wyoming! We are excited you have chosen UW and we look forward to working with you. The information provided in the application indicates that you want UW to issue a Form I-20 (F-1 visa holders) or Form DS-2019 (J-1 visa holders) for you.

    Our Admissions Office will be working with you to review your academic credentials for admissibility. International Students and Scholars (ISS) will be working with you to collect the information needed to issue the Form I-20 or DS-2019. Please start gathering the required documentation now that your Form I-20 or DS-2019 can be issued as soon as admissions has made a decision on your acceptance to UW.

    To start the process, please log back into your application click on the I-20 Processing section on the initial home page. Once you have been admitted and submitted this information, ISS will issue the Form I-20 and email it to you, or the Form DS-2019 and ship it to you.

    Best Wishes,
    Admissions and International Students and Scholars Office

• **Is there specific wording a department should use in a letter to a student to help guide the process?**
  - If a department would like to add text to a letter that they send the student to help them through the process, here is some example text.
    - **Example text:** Please Note, your Form I-20 or DS-2019 cannot be issued until all financial and passport documents are received and reviewed by UW. Please go back into your admissions application to complete this process. It can take a few days for UW to review these documents so please complete this as soon as you can. Once your documents are reviewed and approved your Form I-20 or DS-2019 should be issued within two business days. Form I-20s will be emailed directly to you at the email address entered in their online application, and DS-2019s will be shipped to you as a paper form is required for visa application and travel.

• **What does the application section look like for the student?**
  - **Applied but not recommended**
    - I20 Processing Section: If your department makes a recommendation to proceed with admissions, the additional information needed for I20 processing will be available.
- Applicant Department Approved

- Section 1 - Information Needed for Confidential Financial Statement
  - General Information required to calculate financial requirements
Section 2 - Confidential Financial Statement

- **No Graduate Assistantship**

- **With Graduate Assistantship** - If they do not need to provide any additional funding outside of their GA, they will be able to save and continue on the financial section without entering additional information.
- **Section 3 - Required Information for I20 Processing**
  - This section allows for the student to upload their passport, if they've only supplied a U.S. address it will ask for a permanent address in their country and will allow for family information to be filled out for the documents.