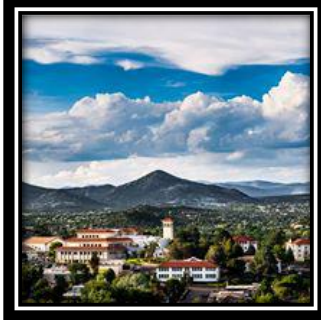




# WESTERN

## NEW MEXICO UNIVERSITY

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## International Student Packet

### *Office of Admissions and Recruitment*

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Thank you for your interest in Western New Mexico University. We look forward to helping you achieve your educational goals, and helping you create a wonderful experience as a WNMU Mustang. My name is Andrew Lunt, and I am the Director of Admissions and Recruitment, and also the Primary Designated School Official (PDSO) for WNMU. We are here to assist you through the process and help put you on the path for success. We are excited to work with you during this part of your journey in life, and welcome you to Mustang Country.



Hi! I'm Margaret Medina and I'm the Assistant Director of Admissions in the Admissions Office. I have a Bachelor of Science Degree and a Master of Business Administration Degree, both from WNMU. I love the small class sizes and the personal touch you get when working with our faculty and staff here at WNMU. I am a Designated School Official (DSO) for WNMU and am here to assist through all aspects of the international student process.



Our team will work together to help you through the application process, and all else that is needed to start your education with us. We are excited you have chosen our school and that you will be a future Mustang.

Please review this international student packet carefully. The packet includes important information and documents that will need to be completed and returned to the Office of Admissions and Recruitment before you can be issued an I-20 through our university and apply for a student visa.

If you have any questions, please let us know.

Sincerely,

***The Office of Admissions and Recruitment***

## Contact Information

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**ADMISSIONS PHONE:** 575-538-6000  
**ADMISSIONS EMAIL:** [admissions@wnmu.edu](mailto:admissions@wnmu.edu)  
**ADMISSIONS FAX:** 575-538-6127  
**Physical Location:** Silver City Campus, Juan Chacon Building  
**WEBSITE:** <https://admissions.wnmu.edu/>  
**Business hours:** 8:00 – 5:00 (mountain-time, M – F)  
**Toll-free:** 800-872-9668 (ext. 6000)  
**Mailing Address:** 1000 W. College Avenue, P.O. Box 680,  
Silver City, NM 88062

**ADMISSIONS PDSO CONTACT:** Andrew Lunt  
**ADMISSIONS PHONE:** 575-538-6000  
**ADMISSIONS EMAIL:** [Andrew.Lunt@wnmu.edu](mailto:Andrew.Lunt@wnmu.edu)

**ADMISSIONS DSO CONTACT:** Margaret Medina  
**ADMISSIONS PHONE:** 575-538-6140  
**ADMISSIONS EMAIL:** [Margaret.Medina@wnmu.edu](mailto:Margaret.Medina@wnmu.edu)

**Document Submission at:** [submit.transcripts@wnmu.edu](mailto:submit.transcripts@wnmu.edu)

**Check out WNMU's online directory at:** [www.wnmu.edu/directory](http://www.wnmu.edu/directory)

*The following items will need to be completed for International students:*

<b>1.</b>	<b>Complete the Application for Admission</b>	
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- A. The application for admission for the university is electronic and is located on our website at: <https://wnmu.edu/applynow/>
- B. Be sure to select the application type that is appropriate for you:
  - International Undergraduate or Transfer
  - International Graduate (already has a U.S. equivalent bachelors degree)
- C. The application fee for admission into the university is \$30.00 for Undergraduate and \$40.00 for Graduate (US currency).
- D. In the application for admission into the university, your name should be entered as it appears on your passport (*given-first name & surname* or *family name-last name*), and your date of birth in the following format: mm/dd/yyyy.

<b>2.</b>	<b>Student Financial Statement</b>	
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- Complete the information on this form on page 10. The form should be signed and returned by the prospective student's bank. A bank statement showing funds in U.S. dollars will also be required from self and/or all sponsors.
- The amount(s) adding up to \$25,000 is required coming from self, sponsors, scholarships, etc.

<b>3.</b>	<b>Official High School/College Transcripts</b>	
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- A. All transcripts must be translated into English and have a cross reference chart converting the grade ranges/descriptions into letter grades generally recognized in the United States. For example some systems use the following scales:
  - A=superior
  - B=above average
  - C=average
  - D=below average
  - F=no credit received
- B. For students who have completed 24 or more semester credit hours, will have to have all transcripts evaluated by an Independent Evaluation Service that is approved by WNMU, if course work was completed outside of the United States. A list of approved Evaluators are included in this packet on page 10.
- C. For potential transfer credits from an international college or university, a course-by-course description is needed in order to determine transferability.

<b>4.</b>	<b>English Proficiency Requirements</b>	
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- Official scores showing English proficiency are required and can be found on page 7.
  - *Note: This requirement does not apply if the student's college transcript has English and Writing course work with grades of C or better and a college math course with a grade of D or better.*
- See WNMU catalog for more information.

5.	<b>International Student Insurance</b>	
<p>○ As an International Student of WNMU, it is REQUIRED to carry health insurance as long as you are a student. Students who are not covered by health insurance are in violation of policy and are financially responsible for all medical charges incurred in the U.S.. Students can choose their own insurance as long as it meets the coverage requirements set forth by WNMU. IT IS THEN THE STUDENT’S RESPONSIBILITY TO CARRY INSURANCE THROUGHOUT THEIR STAY IN THE U.S.! If proof of your own coverage is not provided, WNMU will purchase insurance through a provider of our choice on behalf of the student and will then bill the students account accordingly. If you choose to purchase insurance on your own, proof of such insurance will need to be provided to WNMU’s international representatives in the Office of Admissions before the deadlines stated below. Proof of insurance will have to be provided and on file by July 1 (Fall students) or December 1 (Spring students). If proof of insurance is not supplied by the deadline, WNMU will purchase health insurance on behalf of the student for the full academic year time frame leading up to the Fall term (e.g. Term Start Date – Aug. 1). If the student supplies proof of insurance after the deadline, they are responsible for paying any costs associated with the coverage that had been purchased, either for the full term(s) or at a prorated amount dependent on the insurance company’s policies. (See pg. 9)</p> <p>The following minimum coverage requirements must be met:</p> <ul style="list-style-type: none"> <li>• \$100,000 minimum per person per accident or illness</li> <li>• \$25,000 for repatriation of remains</li> <li>• \$50,000 for medical evacuation</li> </ul>		
6.	<b>Individual Passport</b>	
<p>○ A copy of your passport will be needed. Please make sure that the copy is clear.</p>		
7.	<b>Individual Birth Certificate</b>	
<p>○ A copy of your birth certificate will be needed. Please make sure that the copy is clear.</p>		
8.	<b>SEVIS I-901 Fee</b>	
<p>○ Directions on paying the I-901 SEVIS Fee (\$350) can be found at <a href="https://studyinthestates.dhs.gov/paying-the-i-901-sevis-fee">https://studyinthestates.dhs.gov/paying-the-i-901-sevis-fee</a>.</p>		
9.	<b>WNMU Housing and Residence Life</b>	
<p>○ You will need to apply for WNMU Housing. The Housing Application and Agreement, along with Meal Plan information, can be located at <a href="https://reslife.wnmu.edu/">https://reslife.wnmu.edu/</a>. You will need to apply for housing before coming to WNMU.</p>		
10.	<b>WNMU Catalog</b>	
<p>○ The WNMU Catalog can be located at <a href="https://catalog.wnmu.edu/">https://catalog.wnmu.edu/</a> . Please review the international policies in the most recent version.</p>		

# WNMU Catalog Information

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The WNMU Catalog is a resource that should be reviewed on semester to semester basis. It can be found at the following link (<https://catalog.wnmu.edu/>). This resource will help you with understanding International policies related to WNMU and your degree program throughout your time at WNMU. Please make sure that you select the year that is appropriate for you.

## Guidelines for Official Transcripts

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Western New Mexico University seeks to afford students with foreign transcripts, every opportunity to transfer as many credits as possible. To that end, WNMU requires students with foreign transcripts to provide a highly detailed translation and evaluation of any foreign transcript being submitted for possible credit transfer.

Translations and evaluations must contain:

- Semester Units
- Individual Grade Equivalents
- Over all GPA
- Identification of class levels upper division, lower division, professional and vocational
- Course descriptions

Translations and evaluations submitted without the above criteria will not be considered for credit transfer.

## Guidelines for English Proficiency or official SAT or ACT requirements

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English Proficiency: WNMU requires that international students establish English proficiency by one of the following means:

1. A Test of English as a Foreign Language (TOEFL) score of 500 or higher for undergraduate and 550 or higher for graduate level applicants on the written version of the test, or 61 or higher for undergraduate and 79 or higher for graduate level applicants on the Internet version of the test; or
2. A Score of 6 or higher for undergraduate and 6.5 or higher for graduate level applicants on the IELTS (International English Language Testing System); or
3. A Duolingo English Test (DET) score of 85 or higher for undergraduate and 100 or higher for graduate level applicants; or
4. (for undergraduates) An ACT English subscore of 21 or higher or an SAT Verbal score of 310 or higher AND demonstration of adequate speaking skills as assessed by an interview conducted by a designee of the Vice President for Academic Affairs; or an ACT English subscore of 17-20 or an SAT Verbal score of 430-490 AND three years of high school English with a 2.5 G.P.A. and demonstration of adequate speaking skills as assessed by an Interview conducted by a designee of the Vice President for Academic Affairs; or
5. (for graduates) Scores may be waived for any student who can show proof of a bachelor's degree from an English-language educational institution. Further, an international student from an English-speaking country who elected to receive a bachelor's degree from a foreign-language institution may petition for an exemption 7 from the proficiency requirement.

## Submitting Payment for Tuition/Fees

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Once you have registered for all of your classes, you can submit payment for your tuition, and fees through the Business Affairs Office. You may view your billing statement by following these instructions:

- Log in to **Mustang Express** and select the **Student** tab.
- Below the **Student Services** heading (upper left), select the **Pay Now!** Link, select **Account Summary by Terms** link and follow the prompts.
- Tuition and fees can be paid in person or online. You also have the option of setting up an installment payment plan.
- To pay online select the **Pay Now!** option from your **Mustang Express** home page and follow the instructions provided.
- If you have questions about tuition or fees, or about making payments, contact the Business Affairs Office during business hours.

## Guidelines for passport and birth certificate requirements

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Copies of your passport, birth certificate and or visa will be needed. The copies of these required documents need to be clear so that all information and pictures is identifiable. These supporting documents need to be provided with the required forms from this packet.

## Degree Plans

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As a requirement of WNMU Admissions and Recruitment Office, you will be required to submit an updated degree plan to the PDSO every semester. Degree plans can be located at the following link (<https://catalog.wnmu.edu/content.php?catoid=4&navoid=386>) . It is the responsibility of your advisor and yourself to make sure that it is accurately updated when registered for classes. If you makes changes to your schedule throughout the semester, please makes sure to update those changes at that time and provide a new degree plan to the PDSO.

## Employment and Institutional Workstudy

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Information and guidelines regarding working in the U.S., both on campus and off campus, can be found on the USCIS website at <https://www.uscis.gov/working-united-states/students-and-exchange-visitors/students-and-employment>. Please work very closely with the PDSO or DSO to make sure all laws and regulations are being followed, and to receive directions on how to get a U.S. Social Security number.

# International Student Insurance

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As an International Student of WNMU, it is REQUIRED to carry health insurance as long as you are a student. Students who are not covered by health insurance are in violation of policy and are financially responsible for all medical charges incurred in the U.S.. Students can choose their own insurance as long as it meets the coverage requirements set forth by WNMU. IT IS THEN THE STUDENT'S RESPONSIBILITY TO CARRY INSURANCE THROUGHOUT THEIR STAY IN THE U.S.! If proof of your own coverage is not provided, WNMU will purchase insurance through a provider of our choice on behalf of the student and will then bill the students account accordingly. If you choose to purchase insurance on your own, proof of such insurance will need to be provided to WNMU's international representatives in the Office of Admissions before the deadlines stated below. Proof of insurance will have to be provided and on file by July 1 (Fall students) or December 1 (Spring students). If proof of insurance is not supplied by the deadline, WNMU will purchase health insurance on behalf of the student for the full academic year time frame leading up to the Fall term (e.g. Term Start Date – Aug. 1). If the student supplies proof of insurance after the deadline, they are responsible for paying any costs associated with the coverage that had been purchased, either for the full term(s) or at a prorated amount dependent on the insurance company's policies.

WNMU's insurance carrier will provide at least the following minimum requirements. Insurance purchased outside of WNMU's carrier must also meet these minimum requirements:

- \$100,000 minimum per person per accident or illness
- \$25,000 for repatriation of remains
- \$50,000 for medical evacuation

If you choose to purchase your own health insurance, here are some links to assist your search in finding a provider that meets these requirements and finding the right plan for your needs. WNMU does not endorse any provider over another.

- <https://www.internationalstudentinsurance.com/f1student/>
- <https://www.americanvisitorinsurance.com/student-insurance/>
- <https://www.isoa.org/>
- <https://www.worldtrips.com/student-secure-insurance#/ssq>
- <https://www.sevencorners.com/plans/visitors-insurance#/quote>
- <https://www.geobluestudents.com/plan-options/inbound-international-travelers>

**Choose one of the options below:**

- I would like WNMU to purchase my health insurance and bill my student account.
- I will be providing my own insurance that meets the minimum requirements and is accepted in the USA.

Select the option below if you would like coverage as a NCAA athlete.

- I am a student athlete and want athletic insurance added to my insurance plan.

*By signing below, you are acknowledging that have read and understand this policy.*

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**Student Signature**

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**Date**

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**Printed Student Name**

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**Student ID Number (W00 #)**

# WNMU Student Financial Statement

## STATEMENT OF FINANCIAL SUPPORT:

Western New Mexico University, in compliance with the United States Immigration and Naturalization Services Regulations, requires statements of financial support from all applicants who are not United States Citizen. This statement must be on file in the Office of Admissions before final admission is granted or the I-20 is issued. The applicant is advised that the tuition and fees at the university, as well as the charges for room and board for the semester, are due at the beginning of each semester. The foreign student must be prepared to meet these obligations. Foreign students are not required to attend summer school.

## STATEMENT OF APPLICANT AND SPONSOR:

I certify that I will have a minimum of \$ 25,000 (not including travel expenses) in United States currency available to me for each year of study at Western New Mexico University. These funds will be provided by:

	Personal Savings
	Parents
	Other Source (Specify):

*(other source for a sponsor can include: Self, Family, Government, Friend, Business)*

Print Family Name-First-Middle

Applicant Signature

Sponsor's Signature

Certifying Witness

## STATEMENT FROM BANK OR FINANCIAL ESTABLISHMENT:

This is to certify that \_\_\_\_\_, whose signature as a sponsor appears above, has ample funds to meet the expenses stated above. This certificate does not constitute a statement of liability on my part or the part of the firm or bank I represent.

Signature

Title

*Please affix official stamp or seal here*

Certifying Witness

Certificate of balance

# WNMU Approved Transcript Evaluators

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**International students will need a certified translation to accompany the official transcripts. One of our approved evaluation service providers listed below must be used.**

## **WNMU Foreign Transcript Translation and Evaluation Requirements**

Western New Mexico University seeks to afford students with foreign transcripts, every opportunity to transfer as many credits as possible. To that end, WNMU requires students with foreign transcripts to provide a highly detailed translation and evaluation of any foreign transcript being submitted for possible credit transfer. Translations and evaluations must contain:

- Semester Units
- Individual Grade Equivalents
- Over all G.P.A.
- Identification of class levels upper division, lower division, professional, vocational
- Course descriptions

Translations and evaluations submitted without the above criteria will not be considered for credit transfer.

**Western New Mexico University requires that students with foreign transcripts use the following firms to translate and evaluate their transcripts:**

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**Educational Perspective**: NACES Member since April 2003  
P.O. Box 618056 Chicago Illinois 60661  
Phone: (312) 412-9300 Fax: (312) 412-9353 E-mail: [info@edperspective.org](mailto:info@edperspective.org) 38 / admissions  
Website: <http://www.edperspective.org> Match-Match Catalog courses- \$225

**International Academic Credential Evaluators**: NACES Member since May 2006  
P.O. Box 2465 Denton, TX 76202-2465  
Phone: (940) 383-7498 Fax: (940) 382-4874 E-mail: [staff@iacei.net](mailto:staff@iacei.net)  
Website: <http://www.iacei.net>

**The Evaluation Company (formerly Span Tran)**: NACES Member since April 1996  
2400 Augusta Drive, Suite 451 Houston, TX 77057  
Phone: (713) 266-8805 Fax: (713) 789-6022 E-mail: [apps@spantran.com](mailto:apps@spantran.com)  
Website: <https://evalcompany.com/academic-credential-evaluation/>  
Discounted Application for WNMU students: [TEC Evaluation Request Form](#)

**IEEES Foreign Educational Credential Evaluations**: Non NACES Member  
316 N. Milwaukee Street, Suite 214 Milwaukee, WI 53202  
Phone: (414) 319-5000 Fax: (414) 319-5003 E-mail: [evaluations@edevals.com](mailto:evaluations@edevals.com)  
Website: <http://edevals.com/about.html>

# WNMU F-1 Status Student Responsibilities

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1. I understand that I must attend only the college that has issued an I-20 to me. If I want to transfer to a new school, I must go through the proper transfer process, or obtain a new I-20 from that school.
2. I understand that I am not permitted to work off-campus nor engage in business while I am in the United States unless I have permission from my DSO and an Employment Document (EAD) for DHS.
3. I understand that in order to remain in the United States legally, I must maintain my status. This means that I must have a valid passport and I-20. I must complete at least 12 credits per semester with a 2.0 GPA or better in an undergraduate program, or 9 credits per semester with a 3.0 GPA or better in a graduate program. **If I think I cannot complete a full time schedule in a semester, I must talk to my Academic Counselor AND International Student Advisor BEFORE I drop a class, and BEFORE the end of the semester.** I may be eligible to complete fewer than a full time schedule if I follow these procedures. Attendance is required to maintain legal status.
4. Only 3.0 credit of Academic Online/Independent Study courses will count towards 12.0 credits. Students in the English Language Program are not allowed to enroll in any online courses.
5. I understand that if I want to visit another country, I must obtain a signature on my I-20 from a Designated School Official (DSO) before I travel. I can find a DSO in the Office of Admissions. Please submit your I-20 one week before travel date.
6. I understand that as a F-1 student, I may remain in the U.S. only for the purpose of pursuing a full course of study at a specified school. Once I complete my course of study, I must leave the U.S. within 15 days after the end of my last semester if I do not graduate/transfer/or apply for OPT; or 60 days from my graduation date or Optional Practical Training Completion date. **Before I return permanently to my home country, I understand that I must submit a copy of my flight details to my International Student Advisor.** It is my responsibility to drop the courses in which I enrolled in no later than the Friday *prior* to the first day of the semester, otherwise I will be responsible to pay for all of the semester's assessed registrations fees.
7. I understand that if I violate my visa status for any reason, I must leave the country or apply for reinstatement and pay a fee of approximately \$300. In addition, the P/DSO will notify immigration of my violation.
8. I understand that if I change my address, I must update the information on my Mustang Express account and notify the Admissions Office within 10 days.
9. I understand that I am responsible for purchasing and must maintain valid medical insurance each semester.
10. I understand that as a transfer student I must report to the Admissions Office within 15 days from the start of classes to complete my transfer process.
11. I understand that I must schedule an appointment with my International Student Advisor at least once every semester to review my immigration and academic status.
12. I agree that I will check my Mustang Express e-mail on a regular basis for information from the Admissions Office.

I have read and understand my responsibilities as a non-immigrant F-1 student. I understand that if I fail to maintain my status or to comply with these regulations, I may lose my F-1 privileges and may be deported from the US. Further authorize Western New Mexico University to release to any Federal or State Agency of the United States, or any governmental residence in the United States.

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Student Signature

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Date

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Printed Student Name

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Student ID Number (W00 #)

# WNMU Transfer Eligibility for F-1 Students

**Section A: To be completed by the applicant.**

*Please complete this section then give this form to your school official to complete Section B.*

<b>Student Name:</b>			
<b>Date of Birth:</b>		<b>Email:</b>	

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**Section B: To be completed by International Advisor/DSO at the last institution attended.**

*The above named student has been accepted for admission to Western New Mexico University. In compliance with USCIS regulations, we are requesting confirmation of the student's current status at your institution and release of the SEVIS I-20 to WNMU (ELP214F00191000).*

<b>Name of Institution:</b>	
<b>Institution Address:</b>	
<b>Institution Phone Number:</b>	
<b>Visa Status:</b>	
<b>Dates of Attendance:</b>	
<b>Authorized periods of Practical Training:</b>	
	The student is in status and has been pursuing a full-course of study and is eligible to transfer.
	The student is currently out of status.
<b>Please list the date the SEVIS record will be released:</b>	
<b>Comments:</b>	

\_\_\_\_\_  
School Official

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Please return this completed form to:**

Margaret Medina  
 Western New Mexico University  
 P.O. Box 680  
 Silver City NM 88061  
or Fax to: 575-538- 6127  
or email to: [MargaretMedina@wnmu.edu](mailto:MargaretMedina@wnmu.edu)