



# University of the Virgin Islands

Access & Enrollment Services

## APPLICATION FOR GRADUATE ADMISSION

**GENERAL INSTRUCTIONS:** Applicants seeking admission to the University must submit a completed application form, a nonrefundable **\$25.00** application fee (payable by cashier's check or money order to the University of the Virgin Islands) and all supporting documents. **All documents must be received in the Admissions Office by April 30 for the Fall Semester and October 30 for the Spring Semester.** Official documents should be mailed directly to the Admission Office from the sending institution. Every effort should be made to submit required documents in a complete package, when possible.

**To apply to the St. Croix campus - forward the application to:** Admissions Office, RR1 - Box 10,000 Kingshill, St. Croix, VI 00850

**To apply to the St. Thomas campus - forward the application to:** Admissions Office, #2 John Brewer's Bay St. Thomas, VI 00802-9990

**Applicants to the Master of Business Administration, Master of Arts in Education, Master of Marine and Environmental Science, Master of Arts in Mathematics for Secondary Teachers, Master of Arts in Psychology, Master of Public Administration, Executive Masters of Business Administration, and Master of Accounting are required to submit the following items for admission as noted on the program code page.**

### Special Note

► An applicant who has not received acceptance to matriculate in a graduate program will be allowed to register for no more than six credits in the semester for which their application is pending. Non-matriculated students may take up to nine-credit hours, but can register for no more than six credit hours in one semester.

### TESTING INFORMATION

► The **Graduate Management Aptitude Test (GMAT)** for applicants the Master of Business Administration and the Masters of Public Administration Programs. Test results older than five years are invalid. The **UVI code (0879)** should be used so the test scores will be sent directly to the Admissions Office. Contact GMAT about computer-based testing program at **(609) 771-7330** or visit **[www.gmat.org](http://www.gmat.org)**.

► The **Graduate Record Examination Test (GRE)** for applicants of the Master of Marine and Environmental Science and Master of Arts Psychology with a concentration in Psychology testing. Test results older than five years are invalid. The **UVI code (5255)** should be used so the test scores will be sent directly to the Admissions Office. Contact GRE about computer based testing program at **(609) 683-2002** or visit **[www.ets.org](http://www.ets.org)**.

► The **Test of English as a Foreign Language (TOEFL)** is required of applicants from countries where English is not the official language. For information about TOEFL write to: Educational Testing Service Box 899, Princeton, NJ 08540 USA or visit **[www.ets.org](http://www.ets.org)**.

**International Students:** Applicants must adhere to graduate admissions policies. Students are urged to apply six weeks in advance of stated deadlines in order to facilitate timely admissions and immigration processing. Upon receipt of your letter of acceptance for admission, you will also receive a Certificate of Finances form which must be submitted along with official documents to verify the availability of funds for study. Documentation should include an official statement from a bank or lending institution to confirm the availability of funds. For one anticipating living off campus, a notarized letter is required from their sponsor which affirms their ability to provide accommodations and living expenses. Documentation must reflect the availability of funds for all tuition, fees, and living expenses that are incurred while a student at the University of the Virgin Islands.

► Students who are admitted to a degree program and provide evidence of their ability to pay tuition, fees, and living expenses will be issued an I-20 U.S. Immigration form. There is a charge to process the I-901 form (pay on-line at **[www.ice.gov/sevis/i901/index.htm](http://www.ice.gov/sevis/i901/index.htm)**). Print and mail the form so an appointment for an interview can be made at the Embassy. The I-20 is to be taken to the nearest U.S. embassy, where students may be issued approval to pursue academic study in the U.S. and granted a student visa. U.S. immigration regulations governing non-immigrant "F-1" students required all persons in this status to enroll in full-time course load (9 graduate credits/ semester) for the duration of study. Failure to do so will render the student in violation of "F-1" visa status. No one can attend the University who is in the U.S. on a B-2 visa.

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[www.uvi.edu](http://www.uvi.edu)

# Program Majors, Codes, and Admission Requirements

| Master Degree Programs  | Codes | Admission Requirements   |
|---|-------|--|
| <b>Master of Business Administration</b>                      | MBA   | <ol style="list-style-type: none"> <li>1. Bachelor's degree and a minimum combined GPA of 2.5 on a 4.00 scale from all accredited institutions, as reported on official transcript(s)</li> <li>2. Successful completion of the following courses or their equivalents: <ul style="list-style-type: none"> <li>➤ ECO 221, 222; Introduction to Macro- and Micro- Economics</li> <li>➤ DSC 325; Statistics for Management Decisions</li> <li>➤ SSC 327, 328; Quantitative Research Methods in Social Sciences</li> </ul> </li> <li>3. Submit Official GMAT results</li> </ol>  |
| <b>Master of Public Administration</b>                        | MPA   | <ol style="list-style-type: none"> <li>1. Bachelor's degree and a minimum combined GPA of 2.5 on a 4.00 scale from all accredited institutions, as reported on official transcript(s)</li> <li>2. Successful completion of the following courses or their equivalents: <ul style="list-style-type: none"> <li>➤ ECO 221, 222; Introduction to Macro- and Micro- Economics</li> <li>➤ DSC 325; Statistics for Management Decisions</li> <li>➤ SSC 327, 328; Quantitative Research Methods in Social Sciences</li> </ul> </li> <li>3. Submit Official GMAT or GRE results</li> </ol>   |
| <b>Master of Arts in Education</b>                            | MAE   | A Bachelor's degree and a minimum combined GPA of 2.50 on a 4.00 scale from all accredited undergraduate institutions, as reported on official transcript(s)   |
| <b>Master of Mathematics for Secondary Education Teachers</b> | MMAT  | A Mathematics Bachelor's degree and a minimum combined GPA of 2.50 on a 4.00 scale from all accredited undergraduate institutions, as reported on official transcript(s); Applicants who did not major in mathematics must have a Baccalaureate degree and a minimum of two semesters of Calculus and at least two other Mathematics courses at the level of Calculus and beyond with a minimum 2.50 GPA and a minimum of 2.50 in a Mathematics course   |
| <b>Master of Marine and Environmental Science</b>             | MMES  | <ol style="list-style-type: none"> <li>1. A Bachelor's degree and a minimum combined GPA of 2.50 on a 4.00 scale from all accredited undergraduate institutions, as reported on official transcript(s)</li> <li>2. UVI's Graduate Application mailed to MMES Graduate Program Coordinator; Visit <a href="http://www.uvi.edu">www.uvi.edu</a> for further information</li> <li>3. Personal statement (PDF) and Program Application (PDF) submitted directly to <a href="mailto:mmes@uvi.edu">mmes@uvi.edu</a></li> <li>4. Three (3) letters of recommendation (PDF). It is the applicant's responsibility to ensure that recommenders submit letters of recommendation by the deadline date. (Note: Do not use a service, such as Interfolio, to send the recommendations as our recommendation cover form asks about the candidate in more detail.)</li> <li>5. Official transcripts of all previous academic work at the undergraduate (and graduate, if appropriate) level</li> </ol> |
| <b>Masters of Psychology Concentration: Counseling</b>        | MAPSY | <ol style="list-style-type: none"> <li>1. A Bachelor's degree from an accredited college or university with an undergraduate GPA of 2.50 on a 4.00 scale, as reported on official transcript(s)</li> <li>2. Official test results from the Graduate Record Exam (GRE) general test and Psychology subject test</li> <li>3. (3) Three letters of recommendation: ideally, two of these should be from former teachers, and should address the applicant's ability to perform at the graduate level, as well as relevant experiences he or she has had with the applicant.</li> <li>4. A written statement of intent.</li> <li>5. Prerequisites: See Graduate Bulletin or Degree Program online at <a href="http://www.uvi.edu">www.uvi.edu</a></li> </ol>   |
| <b>Master of Accounting</b>                                   | MACC  | <ol style="list-style-type: none"> <li>1. Bachelor's degree and a minimum combined GPA of 2.5 on a 4.00 scale from all accredited institutions, as reported on official transcript(s)</li> <li>2. Successful completion of the following courses or their equivalents: <ul style="list-style-type: none"> <li>➤ ECO 221, 222; Introduction to Macro- and Micro- Economics</li> <li>➤ DSC 325; Statistics for Management Decisions</li> <li>➤ SSC 327, 328; Quantitative Research Methods in Social Sciences</li> </ul> </li> <li>3. Submit Official GMAT results (for exemption requirements see the degree program webpage online at <a href="http://www.uvi.edu">www.uvi.edu</a>)</li> </ol>   |
| <b>Executive Master of Business Administration</b>            | EMBA  | <ol style="list-style-type: none"> <li>1. Bachelor's degree and a minimum combined GPA of 2.5 on a 4.00 scale from all accredited institutions, as reported on official transcript(s)</li> <li>2. Motivational essay (for specific requirements see the degree program webpage online at <a href="http://www.uvi.edu">www.uvi.edu</a>)</li> <li>3. Resume/CV (with detailed description of work experience)</li> <li>4. Two reference letters in sealed envelopes</li> <li>5. Six passport-sized photos( 3x4), taken no more than one year ago</li> <li>6. Copy of passport or ID (original passport or ID document shall be presented during application process for verification of your identity)</li> <li>7. Copy of employment history records (if available) certified by the human resources department/office</li> <li>8. Medical health certification from a licensed physician</li> </ol>  |
| <b>Master of Arts in School Guidance and Counseling</b>       | MASC  | A Bachelor's degree and a minimum combined GPA of 2.50 on a 4.00 scale from all accredited undergraduate institutions, as reported on official transcript(s)   |
| <b>Master of Arts in Educational Leadership</b>               | MAEL  | A Bachelor's degree and a minimum combined GPA of 2.50 on a 4.00 scale from all accredited undergraduate institutions, as reported on official transcript(s)   |



Id: \_\_\_\_\_

### University of the Virgin Islands Admissions Office Graduate Admission Application

**Social Security:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ **Date of Birth** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Place of Birth:** \_\_\_\_\_  
Month Day Year City/ State/ Country

**Legal Name:** \_\_\_\_\_  
Last Name First Name Middle Initial Maiden or other names

**Citizenship:**  U.S. Naturalized U.S. # \_\_\_\_\_ Permanent Resident# \_\_\_\_\_  Other \_\_\_\_\_

**Residence Classification** (See information sheet for clarification):  U.S.V.I. Resident  Non-Resident  International

Have you ever been convicted of a crime, other than a traffic violation?  Yes  No  Felony or  Misdemeanor  
If so, explain: \_\_\_\_\_

**Campus:**  St. Thomas  St. Croix  St. Maarten\*\*\* **Admission Type:**  New Applicant  Re-Admit

(\*\*\*St. Maarten campus is only available for students participating in the UVI at USM program)

**Semester you intend to enroll:**  (January) Spring 20\_\_  (August) Fall 20\_\_

**Graduate degree(s):**  M.B.A.  E.M.B.A.  M.A.C.C.  M.P.A.  M.A.P.S.Y.  M.M.A.T.  M.M.E.S  
 M.A.E. concentration \_\_\_\_\_

**Status:**  Full-time  Part-time

**Current Mailing Address:**

Number and Street, Apartment Number, and/ or P.O. Box

City State Zip Code Country

**Telephone Number** (\_\_\_\_) \_\_\_\_\_ **Email** \_\_\_\_\_

**Permanent Address:**

Number and Street, Apartment Number, and/ or P.O. Box

City State Zip Code Country

**Sex:**  Male  Female **Marital Status:**  Single  Married  Divorced

**Ethnicity (optional):** \_\_Black (Non-Hispanic) \_\_ American Indian/Alaskan Asian/ Pacific Islander \_\_White non-Hispanic \_\_  
\_\_Hispanic \_\_Hispanic (Latino descent) \_\_Hispanic (Spanish descent) Other \_\_\_\_\_

**Emergency Contact:**  Parent(s)  Legal Guardian  Other, please specify: \_\_\_\_\_

Last Name First Name Middle Initial(Area Code) Phone Number

Address City State Zip Code

Turn over application to Complete

Have you previously applied for admission to UVI?  Yes  No  If yes :  Accepted  Denied

Have you taken the GMAT?  Yes  No When? \_\_\_\_\_ Have you taken the GRE?  Yes  No When? \_\_\_\_\_  
 Have you taken the TOEFL? (English as a Second Language)  Yes  No When \_\_\_\_\_

How did you learn about academic opportunities and programs at UVI?  Advertisement  Workshop  Alumnus  
 College fair  Open House  Internet  Summer program  Other \_\_\_\_\_

List below ALL educational institutions (include UVI) attended. Include dates attended and degree(s) received. List all undergraduate universities attended. **Transfer Students:** List all universities and colleges attended, most recent first.

| List below ALL undergraduate institutions attended (in chronological order) | Dates of Attendance |              | Hours already completed | Degree(s) earned |
|---|---------------------|--------------|-------------------------|------------------|
|   | From                | To           |                         |                  |
|   | Month / Year        | Month / Year |                         |                  |
| 1   |                     |              |                         |                  |
| 2   |                     |              |                         |                  |
| 3   |                     |              |                         |                  |
| 4   |                     |              |                         |                  |

**THIS CERTIFICATION MUST BE SIGNED AND DATED BY THE APPLICANT BEFORE ANY ADMISSION ACTION CAN BE TAKEN.**

I understand that withholding information requested on this application or giving false information may make me ineligible for admission to the University of the Virgin Islands, or subject to dismissal. I certify that the statements I have made on this application are true and complete.

Signature \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Month Day Year

**St. Thomas Campus Address:**

8266 John Brewer's Bay  
 St. Thomas, V.I. 00802-6025  
**Tel: (340) 693-1160**  
**Fax: (340) 693-1167**

**St. Croix Campus Address:**

RR #1 Box 10,000, Kingshill  
 St. Croix, V.I. 00850-9781  
**Tel: (340) 692-4158**  
**Fax: (340) 692-4115**

Visit us at [www.uvi.edu](http://www.uvi.edu)  
 Toll Free: 1-877-GO TO UVI (468-6884)

**GRADUATE TUITION & FEES**

For information regarding tuition and fees for the cost of attendance, visit [www.uvi.edu](http://www.uvi.edu).

\*\*\*U.S. Currency is required.\*\*\*

To apply for Federal Student Loans, please apply at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). UVI campus codes:

St. Thomas code: 003946  
 St. Croix code: 006989





# RESIDENT CLASSIFICATION INFORMATION

## IN-TERRITORY

The following student classification will be used for administrative purposes. For the purpose of assessing tuition, students are classified as In-Territory or Out-of-Territory.

- ▶ A U.S. citizen or Permanent Resident 18 years of age or older may register as an In-Territory student if she or he has been a legal resident of the U.S. Virgin Islands for a period of at least 12 months immediately preceding the date of registration.
- ▶ A U.S. Virgin Islands resident who has left the territory to attend school and has their permanent residence as the U. S. Virgin Islands will be considered an In-Territory student.
- ▶ A U.S. citizen or Permanent Resident who marries a U.S. Virgin Islands resident who is eligible for In-Territory status will be considered an In-Territory student.

## OUT-OF-TERRITORY

- ▶ A U.S. citizen or Permanent Resident 18 years or older who has not lived in the U.S. Virgin Islands for 12 consecutive months prior to registration will be considered an Out-of-Territory student.
- ▶ International students who are on student visas (F-1, J-1 or H-1) will be considered Out-of-Territory students.
- ▶ No person will be granted resident student status while attending the University of the Virgin Islands without clear demonstration of established legal residence in the Virgin Islands. Students residing in University housing are not eligible for reclassification as resident students.

## CHANGE OF STATUS

Students requesting reclassification must present evidence establishing residence in the U.S. Virgin Islands and maintenance of that for the preceding 12 months. Applicable documents, listed below, may be considered as evidence of establishing legal residence and permanent ties in the U.S. Virgin Islands. Documents identified below with an asterisk (\*) are considered permanent ties and must be dated twelve (12) months **prior to the 1<sup>st</sup> day of the classes for the term for which residency reclassification is sought.**

The most recent Income Tax returns and W-2 form; parent's most recent tax returns (if student is under the age of 25); letter stating independent status from the Financial Aid Office (if receiving financial aid and under the age of 24).

- ◇ U.S. Virgin Islands Voter's Registration.\* ◇ U.S. Virgin Islands Driver's License.
- ◇ Official I. D. card issued by agencies within the U.S. Virgin Islands.
- ◇ Lease agreement, rent receipts and/or cancelled checks.\*
- ◇ Proof of continuous physical presence during periods of non-enrollment.\*
- ◇ Full-time permanent employment, or part-time permanent employment, or acceptance thereof in the U.S. Virgin Islands (an official letter on company stationery and paycheck stubs are required.) ◇ U.S. Virgin Islands vehicle registration and/or Title.
- ◇ Purchase of permanent home: (a) deed; (b) tax receipts; purchase of real property, (e.g. land).
- ◇ U.S. Virgin Islands Business Incorporation and/or License.
- ◇ Professional or Occupational License obtained in the U.S. Virgin Islands, (e.g. membership in the USVI Bar Association).
- ◇ Accounts at a local financial institution (savings and/or checking), utility statements (e.g. power, telephone, cable). The applicant's name must appear on the documents.
- ◇ Proof of marriage to a resident along with proof of the spouse's U.S. Virgin Islands resident status.\*

Reclassification will begin the semester following approval of the request. Please refer to the University of the Virgin Islands Catalog for further details regarding residency requirements. Submission of fraudulent documents to obtain residency will result in expulsion from University of the Virgin Islands.