

Frequently Asked Questions:

Admission and the Application Process for the full-time undergraduate day school

This section includes quick answers to some of the most commonly asked questions about admission and the application process.

1. What is the deadline for submitting an application?

Overseas applicants

Applications from students outside the United States must arrive and be completed by the following dates:

January:	October 1st
September:	February 1st

2. Can I fax my application to you or apply on line?

The Office of Admission at Westfield State does not accept faxed copies of admission applications. We encourage prospective students to apply online at <http://www.westfield.ma.edu/prospective-students/undergraduate-admissions/international-admissions/>

Applicants that apply online will be able to track the status of their admission application via the web.

3. How long will it take to get my acceptance materials and I-20 form?

Once Westfield State receives a complete application, acceptance materials and an I-20 are mailed within 2 - 4 business days. Exception: transfer students will be issued an I-20 form after Westfield State receives their SEVIS record from their current school.

4. How can I pay the application fee?

The required application fee for the full-time undergraduate day school is \$50. Students who apply online must pay the application fee by credit card. Students who complete a paper application may submit application fee by check or money order issued in United State dollars and made payable to Westfield State College.

5. Do I need to send transcripts with my application?

No. All applicants must submit the following to the Center for Educational Documentation (CED):

**Center for Educational Documentation
P.O. Box 199
Boston, MA 02117**

- An Original, Official, And Complete Secondary School Record

- Official Post-Secondary School Record and Transcripts (if applicable). Students who have attended inter secondary and post-secondary schools outside of the United States must official certified English translations of their official transcripts to the Center for Educational Documentation in Boston, Massachusetts, along with official copies of all transcripts.
- Chronology of the Total Educational Experience. This should begin with grade one and include all courses taken, grades earned, examination results received, and certification of secondary school graduation, and post-secondary experiences, if applicable.
- Official Certified English Translations of All Records Not in English (if applicable).

Photocopies or FAX copies of secondary or post-secondary school records will not be accepted for review under any circumstances.

The Credential Evaluation Application Form is available online at www.cedevaluations.com. You must download the Form, complete it, and submit it to CED **before the February 1** application-completion deadline for the September term or **by October 1** for the January term. Please note: it may be difficult to complete the transfer application process for the January semester if international documents need to be evaluated. A fee for this service is payable directly to the Center for Educational Documentation or to CED. The fee schedule is included on the Credential Evaluation Application Form.

6. I want to study at Westfield State, but I cannot decide on a major. Is that okay?

Many applicants have not decided on a major by the time they submit an application. This is not a problem. If you have not decided on a major, you may select the “Undeclared” on the admission application.

8. Why does Westfield State require my home street address?

Westfield State must enter a student's home street address (the physical location where a student lives in his/her home country) when creating a new SEVIS record and issuing an I-20 form. This is a requirement of the Department of Homeland Security. Please note that it cannot be a business address or postal address where you do not reside.

9. In my country, we do not use street addresses, only post office boxes. Does Westfield State still need my street address?

Yes. The Department of Homeland Security specifies that it needs a student's street address, where s/he physically resides. Westfield State will not use this as a mailing address. We understand that not all students will have a house number and street. Your home street address might simply be the name of your house, the name of your street, the neighborhood, or any combination of these, along with your city. Your mailing address is a separate piece of information, and does not need to be the same as your home street address.

10. Do I need to have a sponsor if I am an F-1 student? Can I sponsor myself?

All applicants who plan to study on an F-1 visa must show proof of financial support for living expenses and tuition. If you have sufficient funds of your own, you can be your own sponsor. Otherwise, you must have

someone who is willing and able to provide full financial support to you in the United States. To attend Westfield State, you must have at least US\$25,000 available to finance your education.

11. Who can be my sponsor?

Your sponsor can be anyone except another F-1 student. Most students have family sponsors (parents, grandparents, aunts, uncles, etc.), but your sponsor could be a family friend, someone in your home country or in the United States, a private business, an international organization, or a government organization.

12. Can I have more than one sponsor?

Yes. Each sponsor must sign a sponsor's statement of support and provide a financial statement.

13. What kind of financial statement will Westfield State accept?

Westfield State can accept statements of savings or checking accounts, time deposits, investments, and any easily liquidated assets. Students on government or corporate scholarships can use a letter of guarantee indicating the amount of support available each year. Westfield State **cannot** use any of the following as proof of financial support: salary or income guarantees, overdraft ability / lines of credit, retirement accounts, title / ownership of a home or residence, or loan guarantees that have not been dispersed to the applicant.

14. I am a transfer student and my sponsor is outside of the United States. Does my sponsor still need to sign the sponsor's statement of support?

Yes. Westfield State will accept a faxed copy of the statement of support.

15. I do not have \$25,000 available to finance my education. Can I apply for any financial assistance from Westfield State?

Unfortunately, Westfield State does not have the ability to provide financial assistance to International students. All international applicants planning to study on F-1 visas must have proof of full financial support in order to be accepted.