

# International Student Admission Application Instructions

Thank you for your interest in Westfield State University! The Office of Admission welcomes students from countries around the world and we are excited that you are interested in joining them on our campus! Below is the information you will need to successfully apply to Westfield State University as an international student.

For assistance, additional information, or to contact the local international student advisor in your home country, visit EducationUSA at [educationusa.state.gov](http://educationusa.state.gov).

## BEFORE APPLYING TO WESTFIELD STATE UNIVERSITY

- Pertinent academic documents from institutions outside of the U.S. supporting an application for admission must be submitted directly to a credential evaluation agency. Westfield State University recommends the Center for Educational Documentation (CED) or World Educational Documentation (WES) or evaluation. Refer to page 4 for an additional list of acceptable agencies.

### Center for Educational Documentation

P.O. Box 170116  
Boston, MA 02117  
Phone: (617) 338-7171  
Fax: (617) 338-7101  
Email: [info@cedevaluations.com](mailto:info@cedevaluations.com)  
Website: [cedevaluations.com](http://cedevaluations.com)

### World Education Services, Inc.

P.O. Box 745  
Old Chelsea Station  
New York, NY 10113-0745  
Phone: (212) 966-6311  
Fax: (212) 966-6395  
Email: [info@wes.org](mailto:info@wes.org) Website: [wes.org](http://wes.org)

All applicants must submit the following to a credential evaluation agency:

**An original, official, and complete secondary school record.**

**Official post-secondary school record and transcripts (if applicable).**

Students who have attended international post-secondary schools must submit official copies of all transcripts and certified English translations of these transcripts to an evaluation agency. Official certified English translations of course descriptions for all post-secondary school courses completed also must be submitted.

**Chronology of the total educational experience.**

This should begin with grade one and include all courses taken, grades earned, examination results received, certification of secondary school graduation, and post-secondary school experiences, if applicable.

**Official certified English translations of all academic records not printed in English (if applicable)**

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

- Credential evaluation application forms for CED and WES are available online at the web addresses listed above. You must download the form, complete it, and submit it to the appropriate agency before the February 1 application-completion deadline for September admission or before the October 1 application-completion deadline for January admission. (Please note that it may be difficult to complete the transfer application process for the spring semester if international documents need to be evaluated.)

## SEND APPLICATION MATERIALS TO:

Admission Office  
Westfield State University  
P.O. Box 1630  
Westfield, MA 01086-1630  
Phone: (413) 572-5218, ext. 4  
Fax: (413) 579-3019

**Westfield**  
STATE UNIVERSITY

## BEFORE AN APPLICATION IS REVIEWED

All of the following documents must be submitted to:

### Westfield State University

Office of Admission

P.O. Box 1630

Westfield, MA 01086

- **Current application form and \$50 non-refundable application fee**

(Apply online at [explore.westfield.ma.edu](https://explore.westfield.ma.edu))

A current application for full time undergraduate day admission should be submitted directly to the Office of Admission at Westfield State University. Payment may be made by check or money order issued in U.S. dollars (USD) and made payable to Westfield State University. The application-completion deadline is February 1 for September admission and October 1 for January admission. Please note that the applicant's permanent international address must be included on the application form.

- **Scholastic Assessment Test (SAT-I)**

All first-year applicants and transfer applicants with fewer than 24 transferable credit hours earned by their planned enrollment date must submit their official Scholastic Assessment Test (SAT-I) report.

- **English Language Proficiency**

This must be submitted by all applicants whose native language is not English. This can be accomplished by submitting results of the Test of English as a Foreign Language (TOEFL) (minimum required scores: 550 paper test; 213 computer test; 79 internet test), International English Language Testing System (IELTS) (minimum required score: 6.5, or by submitting proof of conditional recommendation and Competency in Level B2 of the Intensive English Program at the International Language Institute ([ili.edu](http://ili.edu)) in Northampton, MA.

*Note: The Duolingo English Test (DET) is temporarily being accepted as an approved examination for English proficiency for summer and fall 2021 and spring 2022. Applicants may submit DET results as their proof of English proficiency. A minimum score of 110 is required.*

- **English Proficiency Form for International Students**

- **Certification of Finances Form**

All applicants must submit a bank statement and a completed, bank-notarized Certification of Finances Form, which verifies that the student has access to sufficient financial resources to attend the University. The U.S. Citizenship and Immigration Services (USCIS) requires that the University collect this form. The form will not be considered valid unless it is notarized by a bank official. No other form may be used as a substitute. You may request the form via email by contacting [admissions@westfield.ma.edu](mailto:admissions@westfield.ma.edu) or by downloading and printing the form at [explore.westfield.ma.edu](https://explore.westfield.ma.edu).

- **Photocopy of the applicant's current passport (First-year and transfer applicants)**

- **Photocopy of the applicant's current U.S. Citizenship and Immigration Services-issued Visa (Transfer applicants only)**

Transfer applicants must submit their current Form I-20 after informing the international student contact at their most recently attended transfer school that they plan to transfer to Westfield State University. This communication allows the international contacts at both the sending and receiving schools to update your Student and Exchange Visitor Information System (SEVIS) records for the U.S. Citizenship and Immigration Services (USCIS).

- **F-1 Transfer Verification Form (Transfer applicants only)**

## COST OF ATTENDING

At this time, Westfield State University is unable to provide financial aid or scholarship assistance to international students. Therefore, applicants must demonstrate, via bank-notarization of the required Certification of Finances Form and additional bank statement, that they have adequate financial resources to meet the following estimated annual expenses.

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## SOURCES OF FUNDS

Each applicant must show their sources of financial support for the expected number of years until graduation. All international students must demonstrate that the entire first year's expenses are currently on deposit or are being provided by their home government or agency. All sources of savings (personal, parental, and/or those of an individual sponsor) must be verified by a bank official on official bank stationary and must be submitted as an attachment to the Certification of Finances Form, emailed to you by the Admission Office upon request. Each financial institution must verify the exact amount of deposit, the legal name and mailing address of the bank, the name and title of the signing bank official, the length of the banking relationship with the client, and a telephone number where that official can be reached.

## ADMISSION STANDARDS

International applicants must meet the following standards for admission consideration:

- Westfield State University is a selective institution looking for students who have attempted a rigorous academic curriculum.
- A Adequate Test of English Language Proficiency for all applicants whose native language is not English. This can be accomplished by submitting results of the Test of English as a Foreign Language (TOEFL) (minimum required scores: 550 paper test; 213 computer test; 79 internet test) by submitting proof of conditional recommendation and Competency in Level B2 of the Intensive English Program at the International Language Institute (ili.edu) in Northampton, MA

The University has an office of International Programs and Multicultural Education and Multicultural Affairs, which offer support services to international students.

## EVALUATION OF INTERNATIONAL ACADEMIC DOCUMENTS

After all required official academic transcripts, translations, and international test scores, wherever applicable, are received by the credential evaluation agency. An evaluation of academic credentials will be completed and mailed to both the applicant and the University Office of Admission. If, in the process of completing an evaluation, the agency determines that additional documents are required, applicants will be notified by the agency staff directly. Please bear in mind that this evaluation process takes time to complete. The admission decision is made by the University Admission staff after reviewing the evaluation submitted by the agency, together with all other required application documents. Applicants will be notified of an admission decision as soon as one is made.

## IMPORTANT NOTICE

The University Office of Admission will issue a Form I-20 only to those international students who complete the application process by the appropriate deadline, are academically acceptable to the University, satisfactorily complete the Certification of Finances Form, and subsequently are issued an official letter of acceptance to Westfield State University signed by the Vice President of Enrollment Management. If you have any additional questions these instructions have not answered for you, please feel free to contact us:

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admission@westfield.ma.edu

## ADDITIONAL CREDENTIAL EVALUATION AGENCIES

### Education Evaluators International, Inc.

11 South Angell St #348  
Providence, RI 02906  
Phone: (401) 521-5340  
Fax: (401) 437-6474  
Email: eval@educei.com  
Website: educei.com

### Education International, Inc.

29 Denton Rd  
Wellesley, MA 02181  
Phone: (617) 235-7425  
Fax: (617) 235-6831  
Email: edint@gis.net  
Website: ducationinternational.org

### Evaluation Service, Inc.

P.O. Box 1455  
Albany, NY 12201  
Phone: (518) 672-4522  
Fax: (518) 672-4877  
Email: esiz@frontiernet.net  
Website: evaluationservice.net

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