

## 2024-25 Fact Sheet for Student Exchange School Profile

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| Institution Name                 | University of West Florida   |
| Institution Location             | Pensacola, Florida United States of America  |
| Campus Open to Exchange          | Main Campus in Pensacola, Florida  |
| School Website                   | <a href="http://www.uwf.edu">http://www.uwf.edu</a>                                    |
| Year of Founding                 | 1963   |
| Type of Institution              | Public Research Tier 3   |
| Student Population               | Undergraduate Headcount: 9,619<br>Graduate Headcount: 3,421<br>Total Headcount: 13,043 |
| Average Faculty-to-Student Ratio | 20 to 1  |
| Leading Countries of Origin      | United States, Brazil, China, United Kingdom, Canada, and Germany                      |

## International Programs

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| Director of International Affairs,<br>Contact for Exchange Agreements | Rachel Hendrix<br>rhendrix@uwf.edu   |
| Assistant Director of International<br>Programs                       | Randolph Scott<br>rscott1@uwf.edu  |
| International Advisor   | Jeanne de Simon<br>jdesimon@uwf.edu  |
| Program Manager   | Sara Brake<br>sbrake@uwf.edu   |
| Study Abroad Advisor  | Ben Burgen<br>bburgen@uwf.edu  |
| International Programs Office Mailing<br>Address                      | International Programs<br>11000 University Pkwy<br>Building 71<br>Pensacola, Florida 32514<br>United States of America |
| International Programs Telephone<br>Number                            | +1.850.474.2479  |
| International Programs Fax Number                                     | +1.850.474.2915  |
| International Programs Email Address                                  | international@uwf.edu  |

## 2024-25 Fact Sheet for Student Exchange Accreditation Information

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| Accreditation Status   | Accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) |
| Most Recent Affirmation of Accreditation   | 2015  |
| Year of Next Reaffirmation of Accreditation  | 2025  |
| Athletic Training, B.S. Accreditation  | Commission on Accreditation of Athletic Training Education (CAATE)                              |
| Chemistry, B.S. Accreditation  | American Chemical Society (ACS)   |
| Clinical Laboratory Sciences, B.S. Accreditation   | National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)                           |
| College of Business, B.S.B.A., M. Acc., M.B.A. Accreditation                                 | AACSB International - The Association to Advance Collegiate Schools of Business                 |
| Computer Engineering, B.S. Accreditation   | Engineering Accreditation Commission of ABET, Inc.  |
| Computer Science, B.S.   | Computing Accreditation Commission of ABET, Inc.  |
| Electrical Engineering, B.S. Accreditation   | Engineering Accreditation Commission of ABET, Inc.  |
| Exercise Science, B.S.   | Commission on Accreditation of Allied Health Education Programs (CAAHEP)                        |
| Mechanical Engineering, B.S.   | Engineering Accreditation Commission of ABET, Inc.  |
| Music, B.M., B.M.E Accreditation   | National Association of Schools of Music (NASM)   |
| Nursing, B.S.N., M.S.N. Accreditation  | Commission on Collegiate Nursing Education (CCNE)   |
| Psychology (Counseling & Industrial Organizational Programs), M.A. Accreditation             | Master's in Psychology Accreditation Council (MPAC)   |
| Public Health, M.P.H. Accreditation  | Council on Education for Public Health (CEPH)   |
| Social Work, B.A., M.S.W. Accreditation  | Council on Social Work Education (CSWE)   |
| Teacher Education/Professional Education Unit, B.A., M.A., M.Ed., Ed.S., Ed.D. Accreditation | National Council for Accreditation of Teacher Education (NCATE)                                 |

## 2024-25 Fact Sheet for Student Exchange Academic Information

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| Course Search -<br>Do not Use the Catalog                                  | <a href="http://uwf.edu/offices/registrar/registration/course-search/">http://uwf.edu/offices/registrar/registration/course-search/</a>                                       |
| Exchange Course Limitations  | Nursing Program Courses are not open  |
| Undergraduate Exchange<br>Enrollment Requirements                          | 12 Credit Hours (9 Credit Hours Face-to-Face)   |
| Graduate Exchange<br>Enrollment Requirements                               | 6 Credit Hours (3 Credit Hours Face-to-Face)  |
| English as a Second<br>Language Classes Offered<br>(Additional Fees Apply) | Academic Listening and Speaking (3 Credit Hours)<br>Academic Reading and Writing (3 Credit Hours)<br>Early Arrival Summer Intensive English (Six weeks,<br>18 hours per week) |

## Academic Calendar

| Semester                             | Fall 2024  | Spring 2025 |
|--------------------------------------|------------|-------------|
| Semester Start Date                  | August 19  | January 6   |
| Semester End Date                    | December 7 | May 3       |
| Suggested Arrival Date               | August 15  | January 2   |
| International Student<br>Orientation | August 16  | January 3   |

## Exchange Deadlines

| Start Semester          | Fall 2024 | Spring 2025 |
|-------------------------|-----------|-------------|
| Nomination Deadline     | March 15  | October 1   |
| Application Deadline    | April 1   | October 15  |
| Health Insurance Waiver | August 1  | December 1  |

## Available Exchange Spaces with Tuition Waiver per Institution

Eight single-semester spots. This can be used as four two-semester spots or as a mix of both.

## 2024-25 Fact Sheet for Student Exchange Exchange Student Contacts

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| Outgoing UWF Exchange Advising   | Jessica Prather, Study Abroad Coordinator<br><a href="mailto:jprather@uwf.edu">jprather@uwf.edu</a> +1.850.474.2479  |
| Incoming UWF Exchange Advising and Processing                                    | Sara Brake, Senior Coordinator<br><a href="mailto:sbrake@uwf.edu">sbrake@uwf.edu</a> +1.850.857.6270   |
| On-Campus Housing<br>*Requires non-refundable \$225 Application fee and deposit. | <a href="https://uwf.edu/academic-engagement-and-student-affairs/departments/housing-and-residence-life/housing@uwf.edu">https://uwf.edu/academic-engagement-and-student-affairs/departments/housing-and-residence-life/housing@uwf.edu</a><br>+1.850.474.2463             |
| MyUWF and Technical Support  | <a href="http://uwf.edu/offices/help-desk/helpdesk@uwf.edu">http://uwf.edu/offices/help-desk/helpdesk@uwf.edu</a> +1.850.474.2075  |
| Immunizations  | Shawn White, Student Health Services<br><a href="mailto:healthservices@uwf.edu">healthservices@uwf.edu</a> +1.850.474.2172   |
| Course Registration Assistance   | Britiny Vetitoe, Enrollment Coordinator<br><a href="mailto:registrarexchange@uwf.edu">registrarexchange@uwf.edu</a><br>+1.850.474.2244   |
| On-Campus Meal Plans   | <a href="https://uwf.campusdish.com/MealPlans">https://uwf.campusdish.com/MealPlans</a>  |
| Insurance Requirements   | <a href="#">Insurance Requirements and Information</a> - J1 students will be able to request to opt out IF they have insurance that meets the same level of coverage as the UWF group insurance plan<br>Further information about the opt out process is noted at the link |

## Dynamic Forms Accounts

Incoming exchange students and advisors must have a Dynamic Forms account in order to use and sign the digital documents used in the exchange student application process. Each Dynamic Forms account is tied to a single email address.

Dynamic Forms accounts can be created following the instructions at <https://confluence.uwf.edu/display/public/Creating+a+Dynamic+Forms+account%2C+for+end+users+without+Argonet+usernames+and+passwords>.

This account must be signed into when accessing Dynamic Forms or the form will not open. An exchange partner institution may have more than one Dynamic Forms account if more than one staff person submits nominations.

## 2024-25 Fact Sheet for Student Exchange Incoming Exchange Student Application Process

1. The home institution advisor completes a nomination form for each student at <https://dynamicforms.ngwebsolutions.com/ShowForm.aspx?RequestedDynamicFormTemplate=6ff0e159-f05a-459b-ade0-5f798053a20e>.
2. The potential exchange student submits and signs the online application following the instructions at <https://confluence.uwf.edu/pages/viewpage.action?pageId=35718210>. The application requires upload of supporting academic documents:
  - A. School Transcripts of Grades (in English or with English translations)
  - B. Proof of English Proficiency (this can be an English test or another agreed upon verification). <https://uwf.edu/academic-engagement-and-student-affairs/departments/international-student-and-scholar-services/exchange-students/how-to-apply/>
3. The home institution advisor digitally signs the application following the instructions at <https://confluence.uwf.edu/pages/viewpage.action?pageId=35719577>.
4. After application processing and issuance of a UWF student ID number, the exchange student must complete the immigration financial support and identity verification Dynamic Form at <https://marina.uwf.edu/pass/dynamicforms/?formid=d5af591e-db94-4835-a78d-3048451e0706>.

This form requires:

- A. Passport valid for six months into the future
- B. Financial support documents such as bank statements or scholarship letters. See Estimated Expenses information.

Post Application Steps:

1. Students must either complete the electronic health insurance waiver by the deadline or purchase the approved University of West Florida health insurance policy upon arrival. Insurance fees are automatically added to student accounts.
2. Students must submit the required immunization documents through the University of West Florida Health Center. Documentation must be in English.
3. Students who wish to live on-campus must complete a housing contract following the instructions at <https://uwf.edu/academic-engagement-and-student-affairs/departments/housing-and-residence-life/contracts/> and pay the \$225(USD) deposit.



## 2024-25 Fact Sheet for Student Exchange Estimated Student Expenses with Tuition Waiver per Semester

Please share this information with all students nominated for incoming exchange to the University of West Florida.

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| Tuition  | \$0 if Paid to Home Institution under exchange agreement. |
| Mandatory Service Fees (estimated)                   | To be paid after arrival \$100.00                         |
| Housing (average cost in apartment-style)            | \$3,585.00  |
| Meals (100 meals for semester with \$430 Argo Bucks) | \$1345.00   |
| Nautilus Card Student ID                             | \$10.00   |
| Health Insurance *****                               | \$950.00  |
| Books and Supplies                                   | \$600.00  |
| Personal and Incidental Expenses                     | \$1,100.00  |
| Transportation                                       | \$900.00  |
| International Student Fee                            | \$50.00   |
| International Student Orientation Fee                | \$115.00  |
| <b>Estimated Total</b>                               | <b>\$8,755.00</b>   |

This estimated total is the amount of support which is required for UWF to be able to issue the Form DS-2019 required for J-1 visa application. Academic-year exchange students must provide proof for two semesters of estimated expenses: at least \$17,510.

\*\*\*\*\* Travel insurance plans that meet J1 requirements WILL NOT meet the State of Florida requirements for international student insurance at UWF. J1 students should prepare to enroll in the UWF approved insurance as part of their exchange term. Fees for semester coverage will be billed to student accounts in the UWF System.

\*Students nominated as fee-paying exchange will need to show an additional \$7695 per semester in support for the tuition estimate.