

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

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 Graduate Headcount: 3,421 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

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

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

Course Search - 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 Enrollment Requirements	12 Credit Hours (9 Credit Hours Face-to-Face)
Graduate Exchange Enrollment Requirements	6 Credit Hours (3 Credit Hours Face-to-Face)
English as a Second Language Classes Offered (Additional Fees Apply)	Academic Listening and Speaking (3 Credit Hours) Academic Reading and Writing (3 Credit Hours) Early Arrival Summer Intensive English (Six weeks, 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 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.
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## 2024-25 Fact Sheet for Student Exchange Exchange Student Contacts

Outgoing UWF Exchange Advising	Jessica Prather, Study Abroad Coordinator <a href="mailto:jprather@uwf.edu">jprather@uwf.edu</a> +1.850.474.2479
Incoming UWF Exchange Advising and Processing	Sara Brake, Senior Coordinator <a href="mailto:sbrake@uwf.edu">sbrake@uwf.edu</a> +1.850.857.6270
On-Campus Housing *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> +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 <a href="mailto:healthservices@uwf.edu">healthservices@uwf.edu</a> +1.850.474.2172
Course Registration Assistance	Britiny Vetitoe, Enrollment Coordinator <a href="mailto:registrarexchange@uwf.edu">registrarexchange@uwf.edu</a> +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 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.

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.