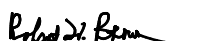


### **Policy on Required Student Documents and Evidence**

**The following forms and documentations are required to support an application for an F-1 Student Visa:**

- Passport valid for travel to the United States - Passport must be **valid for at least six months** beyond the period of stay in the United States (unless provided exemptions by certain countries.) If more than one person is included in the student's passport, each person who needs a visa must submit a separate application.
- Nonimmigrant Visa Application, Form DS-160 confirmation page
  - Students must complete the online Form DS-160 visa application and print the application confirmation page to bring to their interview
- Photo - Students will upload their photo while completing the online Form DS-160
  - If the photo upload fails, students must bring one printed photo in the format explained in the Photograph Requirements on the Department of State page.
- Application fee payment receipt.
- Form I-20 - All students, their spouse and minor children if they intend to reside in the United States with the student, must be registered in the Student and Exchange Visitor System (SEVIS). Each person receives an individual Form I-20.
- The SEVIS I-901 fee receipt.
- Financial Support Evidence.

  
Robert W. Brown (Aug 5, 2020 23:53 PDT)

Robert Brown  
President, CEO

  
Talon Brown (Aug 10, 2020 15:45 PDT)




Talon Brown  
School of Business Dean



Jay Frykberg  
School of Law Dean, CAO

**Documents Required for Admission to UWLA Policy**




- UWLA Application & Application Fee;
- Personal statement – Address the following:
  - Personal background information;
  - Current career path and/or future career aspirations or goals;
  - Candidate's interest in pursuing a graduate degree with an explanation of how achieving this accomplishment will impact the candidate;
  - Academic and/or professional achievements not demonstrable on testing alone that would support the candidate's success in the MS program.
- College/University transcript (s)
  - It is the candidate's responsibility to have transcripts translated by a certified translator and evaluated by a credential evaluation service.
  - Evaluations made by UWLA, or State approved Transcript Evaluator, such as World Education Service or the National Association of Credential Evaluation Services (NACES)
- Standardized test scores
  - Requires proof of language proficiency
- Resume
- Participation in a personal Interview conducted by the Director of Enrollment
- Two (2) Letters of Recommendation
  - An employer or mentor
  - A professor or instructor
- Passport
  - \*Must be valid for at least 6 months
- Proof of Financial Ability
  - \*Requires documentation of sufficient funds which requires translation
- Copy of current I-20 (*only applicable to DOMESTIC international students*)
- Copy of Visa Stamp (*only applicable to DOMESTIC international students*)

  
Robert W. Brown (Aug 5, 2020 23:53 PDT)  
Robert Brown  
President, CEO  
Talon Brown (Aug 10, 2020 15:45 PDT)  
Talon Brown  
School of Business Dean  
Jay Frykberg  
School of Law Dean, CAO

### **Policy on Eligibility for F-2 Status Dependents**

To qualify for F-2 status, a spouse or unmarried, minor (under age 21) child must establish to the satisfaction of the consular officer and the immigration officer at the port of entry that:

- He or she is the spouse (as evidenced by a valid marriage certificate) or child (as evidenced by a valid birth certificate) of the F-1 principal;
- He or she has sufficient funds to cover his/her expenses, or that other arrangements have been made to provide for such expenses once in the United States;
- He or she "will be accompanying or following to join the principal alien"
  - If the dependents are following to join the student, "the F-1 student is, or will be within 30 days, enrolled in a full course of study or engaged in approved practical training following completion of studies"
- He or she intends to leave the United States upon the termination of the status of the principal F-1 student
- An eligible dependent must also present a dependent Form I-20 issued by the DSO of the school that issued the F-1 student's Form I-20. Each dependent must have their own properly executed Form I-20 with a unique SEVIS ID number.




  
Robert W. Brown (Aug 5, 2020 23:53 PDT)  
Robert Brown  
President, CEO  
Talon Brown (Aug 10, 2020 15:45 PDT)  
Talon Brown  
School of Business Dean  
Jay Frykberg  
School of Law Dean, CAO

### **English Proficiency Requirement Policy**

International students seeking admissions into graduate business programs (GBP) in the School of Business and whose primary language is not English and have not graduated from an American college or university may be admitted with any one of the following:

- A submitted score of 71 or better (internet based) on the TOEFL examination
- A submitted score of 6.0 on the IELTS examination
- A submitted score of 527-530 on the Test of English for International Communication (TOEIC), paper-based test (PBT).

**Please Note:** If a student has graduated from a regionally or nationally accredited American college, or university they are exempt from English proficiency requirement as stated in the Master of Science program catalog.

  
Robert W. Brown (Aug 5, 2020 23:53 PDT)  
Robert Brown  
President, CEO  
Talon Brown (Aug 10, 2020 15:45 PDT)  
Talon Brown  
School of Business Dean  
Jay Frykberg  
School of Law Dean, CAO



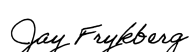
### **Approved Transcript Evaluation Policy**

UWLA recognizes professional third-party evaluation agencies as approved evaluators for international students seeking admission into programs at the university. These agencies include but are not limited to:

- A2Z Evaluations, LLC
- Academic Evaluation Services, Inc.
- Center for Applied Research, Evaluation and Education, Inc.
- Educational Credential Evaluators, Inc.
- Educational Perspectives, nfp
- Educational Records Evaluation Service, Inc.
- Evaluation Service, Inc.
- Foreign Academic Credential Service, Inc.
- Foundation for International Services, Inc. Global Credential Evaluators, Inc.
- Global Services Associates, Inc.
- International Academic Credential Evaluators, Inc.
- International Consultants of Delaware, Inc.
- International Education Evaluations, Inc.
- International Education Research Foundation, Inc.
- Josef Silny and Associates, Inc. International Education Consultants
- SpanTran: The Evaluation Company
- Transcript Research
- World Education Services, Inc.

Agencies not listed may be accepted after being evaluated by UWLA, transcripts may be evaluated by university personnel who have received professional training and are certified as a transcript evaluator.

UWLA has a transcript evaluation waiver policy for international students who have been admitted or graduated from U.S. graduate programs and who are applying for UWLA graduate programs. Such waiver includes typical evaluation companies.

  
Robert W. Brown (Aug 5, 2020 23:53 PDT)  
Robert Brown  
President, CEO  
Talon Brown (Aug 10, 2020 15:45 PDT)  
Talon Brown  
School of Business Dean  
Jay Frykberg  
School of Law Dean, CAO

### **Curricular Practical Training (CPT) Policy**

A student must request CPT from the DSO. To authorize the CPT, the DSO must determine eligibility and update the student's SEVIS record with the CPT authorization. After submitting the CPT authorization to SEVIS, the DSO must also print and execute an updated Form I-20 that will include the DSO's CPT endorsement.




***A student may not begin CPT before receiving the endorsed Form I-20 from the DSO and may not begin CPT before the CPT Employment Start Date in SEVIS.***

The DSO must update SEVIS with CPT authorization for a specific employer and for specific dates. The DSO must also print out an updated Form I-20 reflecting the CPT authorization. This must be done before the employment begins. The student will need the updated Form I-20 when completing form I-9 for the employer. USCIS approval is not required, and no EAD is issued.

### **Master of Organizational Leadership and Business Innovation**

International students who are accepted into the Master of Organizational Leadership and Business Innovation at UWLA may apply for and be approved for Curricular Practical Training (CPT) work authorization. This work authorization will be for a job that is considered an integral part of the student's education and can be related to their designated coursework. This position can be paid or unpaid, full-time or part-time, internship or job shadowing position.

Students must maintain continuous CPT work authorization for all terms. If at any point throughout the program a student does not maintain employment authorization (CPT) and/or proper F1 Student status, the student may be dismissed from the program and their status terminated via SEVIS.

  
Robert W. Brown (Aug 5, 2020 23:53 PDT)  
Robert Brown  
President, CEO  
Talon Brown (Aug 10, 2020 15:45 PDT)  
Talon Brown  
School of Business Dean  
Jay Frykberg  
School of Law Dean, CAO




### **CPT Probationary Policy**

#### ***Policy Regarding Acceptable Grade Point Average Level for Curriculum Practical Training:***

UWLA recognizes the need for international students to secure adequate internships and professional training which corresponds with their academic programs. CPT is a privilege for F1 students, who wish to work in the U. S. while they are pursuing their academic careers. In order to be eligible for Curricular Practical Training (CPT), students must meet the following prescribed criteria:

- A student must be considered a full-time student by enrolling in one (1) academic course **AND** the CPT required course per term to qualify for CPT.
- The prospective job must be an integral part of the established curriculum and the student must be present in-class each week to show they are actively participating in the course.
- If the student's overall GPA falls below 3.0 during the course of their academic career the student will be placed on CPT probation. Students who fall below 3.0 GPA are allowed to continue in their CPT in the following academic term to demonstrate progress in bringing up their GPA to an acceptable level.
- If the student's overall GPA falls below 2.0 during the course of their academic career the student will lose work authorization until the GPA is increased to the acceptable level (2.0 - 3.0).
- If a student fails a class, he/she must retake the course at the next opportunity. If the student was to fail the same class again, he/she will be dismissed from the program, and their status will be terminated on SEVIS.
- By midway through the program, the student must reach and/or exceed the 3.0 requirement and maintain the 3.0 until graduation or risk losing CPT privileges and/or be dismissed from the program.

This policy is separate from the academic probation policy but will be evaluated along with the academic probation policy if the need arises.




  
Robert W. Brown (Aug 5, 2020 23:53 PDT)  
Robert Brown  
President, CEO  
Talon Brown (Aug 10, 2020 15:45 PDT)  
Talon Brown  
School of Business Dean  
Jay Frykberg  
School of Law Dean, CAO

### **Document Acceptance Deadline Policy**

UWLA recognizes the need for students to secure previous institutions' documentation, e.g. transcripts, English proficiency score cards, bank statements etc. Applicants, who have attended or graduated from U.S. or international universities and are applying for graduate programs at UWLA are required to submit transcripts and documents from each institution attended.

Given the time elements involved in the decision-making process for professionals seeking advanced degrees, applicants may provide unofficial transcripts and documents with the understanding that official documents will be provided within the first **30 days of the first term** in which the student is enrolled.

Should students not submit the official documents as required, they will not be permitted to enroll in the succeeding term and may have their SEVIS record terminated immediately.

  
Robert W. Brown (Aug 5, 2020 23:53 PDT)  
Robert Brown  
President, CEO  
Talon Brown (Aug 10, 2020 15:45 PDT)  
Talon Brown  
School of Business Dean  
Jay Frykberg  
School of Law Dean, CAO



### **Financial Document Requirement Policy**

Students applying for an F-1 visa must provide documentary evidence of financial support in the amount indicated on the form I-20 (SEVP Requirement (8 CFR 214.2(f)(1))). Students will be asked to provide proof of financial support upon initial admission to UWLA. For F-1 students, the amount of funding **must cover at least one (1) year of costs or the length of the program, whichever is less**. For current UWLA students applying for a program extension, the amount of funding must cover the costs for the length of the extension as well.

\*Items to be considered are:

1. School Tuition-\$18,750
2. Books - \$400
3. Fees - \$525
4. International Student Fee (one-time fee)- \$500
5. Living expenses
  1. Housing/Food - \$15,084
  2. Transportation- \$1,278
  3. Miscellaneous Expenses - \$3,996



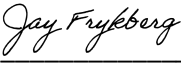
Total for one year: \$40,533\*\*

The spirit of this request is to ensure that the student meets SEVIS requirements that the students pay for their educational costs. University officials charged with the document review do so through normal visual inspection. If a question arises, then additional verification might be requested.

For those students who are arriving at the university from a foreign country for their first-time experience at UWLA, the financial documents submitted to a U.S. consulate for the purpose of a visa interview will be considered sufficient to demonstrate financial solvency with UWLA.

\*This is an estimated budget for 2019-2020 academic year. Costs for the 2020-2021 academic year are expected to increase. Students should check the Financial Aid website for updated figures. This is considered a moderate budget. Individual expenses will vary.

\*\* This total will increase for every additional F-2 Dependent.

  
Robert W. Brown (Aug 5, 2020 23:53 PDT)  
Robert Brown  
President, CEO  
Talon Brown (Aug 10, 2020 15:45 PDT)  
Talon Brown  
School of Business Dean  
Jay Frykberg  
School of Law Dean, CAO

### **Financial Document Submission Policy**




#### ***Financial Documentation Accepted by UWLA Includes:***

- Checking or Savings account statements or lines of credit dated within 6 months of the start of the term for which the student is applying must be equal to or greater than your cost of tuition & living expenses.
  - Note: Students with dependents must demonstrate additional funds per dependent who will reside with them in the U.S.
  - Financial statements must be dated within the most recent 6-month period prior to or during the process of application as acceptable forms of documentation necessary to demonstrate financial solvency for students.
- An Affidavit of Support Form I-134 if funds come from a sponsor (family or otherwise).

#### ***Financial Documents Must Meet the Following Requirements:***

- ALL financial documents must be original or copies of originals for new applicants
  - Scanned documents and copies of originals will be accepted, but UWLA strongly encourages students to get two copies of original documents for their visa interview and entry to the United States.
- Financial documents must be less than six months old at the time I-20 is issued. Updated financial documents may be required for newly admitted students who defer attendance to a future semester.
- Financial documents must be in English or must include an official English translation.

Verification of financial statements are to be accomplished by visual inspection of digital documents. While some students may submit hardcopy documents, these are not required.

  
Robert W. Brown (Aug 5, 2020 23:53 PDT)  
Robert Brown  
President, CEO  
Talon Brown (Aug 10, 2020 15:45 PDT)  
Talon Brown  
School of Business Dean  
Jay Frykberg  
School of Law Dean, CAO

### **SEVP Reporting Policy**




In order to comply with the Student Visitor and Exchange Program (SEVP) and for reporting via the SEVP Student Visitor and Exchange Information System (SEVIS), UWLA will recognize the international students date of reporting for Master of Science in Org. Leadership and Business Innovation as the date of the students' orientation.

Should the official start date of their initial course begin prior to the orientation, the date of reporting will be the first date of classes.

### **Make-Up Residency Policy**


While travel issues can be responsible for first day tardiness, there can be no excuse for continued lateness or early exits from residency class sessions. SEVIS issues will result from such absences, jeopardizing the program for other students. Seat time is critical.

- Students who miss more than three (3) hours of an instructor's residency class time, will be required to attend a make-up residency;
- The make-up residency will be a one day-long session located at the UWLA, LAX campus and will be scheduled on a Saturday to accommodate travel connections;
- If a Student misses more than (10) hours of their residency, they must make-up the entire residency at the next scheduled time for that specific class;
- A fee of three hundred dollars (\$300.00) will be assessed to each student who is required to have a make-up session;
- The content of the make-up session will concentrate on business communication skills, professional standards, organizational leadership and other related topics;
- The students will still be responsible for any course requirements & fees associated with the missed residency;
- The make-up sessions will occur once each semester;
- A student will be allowed to make-up only one (1) residency during the length of the student's program. If more than one residency is required, the student will be considered out of compliance and face possible removal from the program.

  
Robert W. Brown (Aug 5, 2020 23:53 PDT)  
Robert Brown  
President, CEO  
Talon Brown (Aug 10, 2020 15:45 PDT)  
Talon Brown  
School of Business Dean  
Jay Frykberg  
School of Law Dean, CAO

*A special notice for international students who are on F-1 status with Homeland Security:*

- Based on SEVIS regulations international students can miss only one (1) day of residency per year.
- Any absence of more than three (3) hours is equivalent to one (1) day of non-attendance. This will be considered the SEVIS one (1) day,
- The first time that a student misses more than three (3) hours of a residency, a notation will be placed in the student's file and no additional days of absence will be allowed.
- The student will be required to repeat the same hybrid course at the next opportunity.
- Any student who does not attend a regularly assigned hybrid course residency and does not attend the scheduled make-up residency will be given a failing grade in the course.
- The student will be charged the normal tuition fee for the additional course.
- Any student who receives a failing grade in the repeated hybrid course a second time will be dismissed from the program.

  
Robert W. Brown (Aug 5, 2020 23:53 PDT)

Robert Brown  
President, CEO

  
Talon Brown (Aug 10, 2020 15:45 PDT)

Talon Brown  
School of Business Dean



Jay Frykberg  
School of Law Dean, CAO



# Policies & Procedures 08\_05\_2020 SA

Final Audit Report

2020-09-23

Created:	2020-08-06
By:	Shay Brown (shay@uwla.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAACW1As7bR6pQYZZPALzkecHhx1dBBMG82

## "Policies & Procedures 08\_05\_2020 SA" History

-  Document created by Shay Brown (shay@uwla.edu)  
2020-08-06 - 5:10:47 AM GMT- IP address: 45.50.174.95
-  Document emailed to Robert W. Brown (rbrown@uwla.edu) for signature  
2020-08-06 - 5:14:16 AM GMT
-  Email viewed by Robert W. Brown (rbrown@uwla.edu)  
2020-08-06 - 6:51:16 AM GMT- IP address: 66.102.6.141
-  Document e-signed by Robert W. Brown (rbrown@uwla.edu)  
Signature Date: 2020-08-06 - 6:53:31 AM GMT - Time Source: server- IP address: 76.175.144.139
-  Document emailed to Talon Brown (tlbrown@uwla.edu) for signature  
2020-08-06 - 6:53:33 AM GMT
-  Email viewed by Talon Brown (tlbrown@uwla.edu)  
2020-08-10 - 10:31:37 PM GMT- IP address: 66.249.84.79
-  Document e-signed by Talon Brown (tlbrown@uwla.edu)  
Signature Date: 2020-08-10 - 10:45:44 PM GMT - Time Source: server- IP address: 172.91.123.157- Signature captured from device with phone number XXXXXXXX7544
-  Document emailed to Jay Frykberg (jfrykberg@uwla.edu) for signature  
2020-08-10 - 10:45:48 PM GMT
-  Email viewed by Jay Frykberg (jfrykberg@uwla.edu)  
2020-08-10 - 10:47:41 PM GMT- IP address: 66.249.84.64
-  Document e-signed by Jay Frykberg (jfrykberg@uwla.edu)  
Signature Date: 2020-09-23 - 7:17:58 PM GMT - Time Source: server- IP address: 206.214.35.38
-  Agreement completed.  
2020-09-23 - 7:17:58 PM GMT