ADMISSION INTO THE SCHOOL OF GRADUATE STUDIES

APPLYING FOR ADMISSION - DEGREE SEEKING

Students seeking admission to the School of Graduate Studies as an on-campus degree seeking student must first apply for admission. You may apply online by using the UW System electronic application at https://apply.wisconsin.edu.

There is an application processing fee of $56, which may be charged to a credit card. Please note that if the application fee is not paid, the application will not be processed.

Applicants must submit an official transcript from the institution awarding their undergraduate degree. If the applicant has previously taken graduate courses and would like to have them considered for transfer to a University of Wisconsin-Platteville graduate degree program, the applicant must also provide official transcript(s) from the institution(s) where the graduate credits were earned. The official transcripts must be sent directly from the institution where the course work was completed. Transcripts become the property of UW-Platteville and will remain on file at the university. Those seeking admission must have an earned bachelor’s degree from a nationally or regionally accredited institution recognized by the Council for Higher Education Accreditation. International degrees will be evaluated individually. In some cases, a fee may be assessed to have international transcripts evaluated. Some programs may have additional admission requirements.

The faculty in the program area will evaluate each application for admission. Recommendations for admission, including admission status, will be based on a number of factors such as academic background in specific areas, performance in specific areas, test scores, recommendations, and previous graduate work. Admission status will be determined and reported to the applicant by the School of Graduate Studies.

The Graduate School has the right to deny admission to a student based on the student’s prior academic standing at UW-Platteville or any other institution.

INTERNATIONAL STUDENTS

Admission deadlines for students already in the U.S. in active F-1 status:

- July 15 (for Fall admission)
- December 1 (for Spring admission)

Admission deadlines for students not currently in the U.S. in F-1 status needing an initial I-20:

- July 1 (for Fall admission)
- November 15 (for Spring admission)

In addition, international students must file prior to admittance:

- All "regular" admissions documents (listed above)
- Official transcript translation (if not in English) and the "Course by Course" report option evaluation by Educational Credential Evaluators or World Education Services. Altered documentation will be considered a perjury and shall cause us to reject the application
- Proof of funding (bank statement or letter from sponsor) proving funds for at least one academic year of graduate studies
- Financial Verification (http://www.uwplatt.edu/files/graduate-studies/onCampusAdmission/2016-2017_grad_financial_verification_form.pdf) form
- Copy of passport
- Transfer Clearance Form (if student is transferring to UW-Platteville from U.S. university)
- Dependent information:
  - If your spouse and/or children will be living with you, and if you wish for them to receive dependent 1-20s and F-2 visas, you will need to complete the F-2 Dependent Application form and Financial Certification Form. Please see the International Student and Scholar Services website for more information: http://www.uwplatt.edu/isss/f-2-dependents

As of 12/10/2015, International applicants are required to submit evidence of English proficiency by successfully completing one of the following areas:

- An Official TOEFL Score: A minimum score of 550 PBT (paper based) or 79 iBT (Internet based) on the Test of English as a Foreign Language Examination is required of all international students whose native language is not English. When requesting that scores be sent directly to UW-Platteville, please use institution code 1917.
- An Official IELTS Score: A minimum score of 6.5 with a minimum of 6.0 in each sub score on the International English Language Testing System.
- International Transfer Students: Students transferring from United States colleges and universities may be excused from the TOEFL or IELTS requirement if they have demonstrated competence in English through courses taken at such institutions and have earned grades of "B" or higher in English composition courses and speech or two English composition courses, or
- For students in ESL programs:
Admission into the School of Graduate Studies

• **Program in ESL at UW-Madison Students:** When students who enroll in the Program in English as a Second Language at UW-Madison (http://www.english.wisc.edu/esl/) in Madison Wisconsin complete their coursework, the ESL Program Coordinator will provide the School of Graduate Studies with a letter of recommendation of English language proficiency, a copy of the current I-20 and a completed Transfer Clearance Form.

• **WESLI Students:** When students who enroll at Wisconsin English as a Second Language Institute (http://www.wesli.com) in Madison, Wisconsin complete their coursework, WESLI will provide the School of Graduate Studies with a letter of recommendation of English language proficiency, a copy of the current I-20 and a completed Transfer Clearance Form. Students exit WESLI upon completion of the 700 level coursework and/or at least a 75 on the Michigan test.

• **MESLS Students:** When students who enroll at Madison English as a Second Language School (http://www.mesls.org/) in Madison, Wisconsin complete their coursework, MESLS will provide UW-Platteville with a letter of recommendation of English language proficiency, a copy of the current I-20 and a completed Transfer Clearance Form. Students exit MESLS upon completion of the 302 Advanced level coursework and/or at least a 75 on the Michigan test.

Students from English speaking countries may not need to provide proof of English proficiency. Instead they should check with the director of the School of Graduate Studies to obtain a waiver. The students may request a waiver by submitting an acceptable justification for the waiver to:

Dr. Chanak Mendis  
Director of the School of Graduate Studies  
Tel: 608.342.1262  
Email: gradstudies@uwplatt.edu

Getting Your I-20

Before you will be issued an I-20 document from UW-Platteville to obtain your F-1 visa, you must log in to their International Student and Scholar Services online account (https://isss.uwplatt.edu/index.cfm?FuseAction=Security.ExistingUserLogin) to complete the I-20 Request Form and the Mailing Request Form before your I-20 will be issued and mailed to you. Your online ISSS account will also provide specific information regarding transportation, orientation, immigration, academic, and life at UW-Platteville.

If you are an international student and are currently studying in the United States on an F-visa and seek to transfer to UW-Platteville, it is required that you work with the International Student Advisor/DSO at your current school to complete the Transfer Clearance Form (http://www.uwplatt.edu/files/graduate-studies/onCampusAdmission/transfer_clearance_form.pdf). You must then upload the completed Transfer Clearance Form to your online ISSS account (https://isss.uwplatt.edu/index.cfm?FuseAction=Security.ExistingUserLogin).

International Student Orientation

All new international students are required to attend International Student Orientation, which takes place approximately one week before classes start in the fall and spring semesters. Please see the International Student and Scholar Services website for more information: http://www.uwplatt.edu/isss/arrivalorientation.

Additional information for International students applying for admission to campus-based graduate programs at UW-Platteville:

• International Graduate Prospective (http://www.uwplatt.edu/files/graduate-studies/onCampusAdmission/international_graduate_prospective_2016-2017.pdf)
• Financial Verification Form (http://www.uwplatt.edu/files/graduate-studies/onCampusAdmission/2016-2017_grad_financial_verification_form.pdf)
• International Student Transfer Clearance Form (http://www.uwplatt.edu/files/graduate-studies/onCampusAdmission/transfer_clearance_form.pdf)
• Graduate Assistantship Application (http://www.uwplatt.edu/files/graduate-studies/Assistantship_Application_Revised_20130509.pdf)

ADMISSION STATUS

Upon being admitted, students will be classified in one of the following categories:

**FULL STANDING**

• Full Standing – To be eligible for admission in full standing, a student must have an overall undergraduate grade point average of 2.75 or above; or 2.90 on the last 60 credits from the degree-granting institution.

• Individual programs may have additional admission requirements

**EXTENDED REVIEW**

If students do not meet the stated full standing requirements, an extended review will be conducted and the following requirements may be taken into consideration for full admission standing:
• Bachelor’s degree GPA of 2.5-2.75
• Graduate course work with a GPA of 3.0 or higher
• Nontraditional students (bachelors’ degree earned more than five years before date of application)
• Degree in a non-related field
• Degree from a non-U.S. institution of higher education

Students will be notified if they need to submit additional materials for review. For this extended review, students are required to submit a letter addressing how they will be successful in the program; including how the program will relate to their future career goals and/or how they have overcome barriers to past educational success. Interviews, letters of recommendation, and evidence of professional experience may also be requested.

TRIAL ENROLLMENT
Students who do not qualify for admission in full standing may be admitted on trial enrollment. Trial enrollment admission status is to be used only in extraordinary cases. Admission as a trial enrollee must be justified by the admitting department and approved by the director of the School of Graduate Studies. Each program determines the number of credits contained in its trial enrollment period, up to nine credits of graduate course work. After a student has completed the minimum (as specified by their program area), the faculty in the program area recommend that the student’s status be changed to full standing or dismissal. The credits earned while on trial enrollment may be counted toward a degree if approved by the faculty in the program area.

NOT ACCEPTED
Students who are not eligible for admission are encouraged to take classes as a special student. Each program determines the number of credits that students should take as special students and the grade they must receive to be considered for admission in the future. Students should not take more than 12 credits as a special student.

ASSIGNMENT OF ADVISOR
An advisor will be assigned to each new degree-seeking graduate student by the program area upon the student’s admission to the School of Graduate Studies. The director of the School of Graduate Studies will confirm the final approval of advisor assignments. Students may request a change of advisor at any point during graduate study.

TRANSFER CREDITS
If the individual has previously taken graduate courses and would like to have them considered for transfer to a UW-Platteville graduate degree program, they must provide official transcript(s) from the institution(s) where the graduate credits were earned. The official transcripts should be sent to:

School of Graduate Studies
106 Brigham Hall
University of Wisconsin-Platteville
1 University Plaza
Platteville, WI 53818-3099

The following guidelines apply for transferring credits to graduate programs at UW-Platteville:

• To be accepted for transfer, credits must be approved by more than one faculty member in the relevant program along with the director of the School of Graduate Studies. Faculty may be 1) the program’s committee; or 2) some mix of the student’s advisor, program head, and a faculty member with expertise in the field.
• A maximum of 12 credits may be transferred to a master’s program at UW-Platteville (covers external and internal credits).
• Credits may be transferred only from a nationally or regionally accredited institution recognized by the Council for Higher Education Accreditation.
• Students must complete their graduate program within seven years of being admitted to the program at UW-Platteville (extensions may be granted). Once credits have been accepted as transfer credits, they become part of the current program of study, and the seven-year limit is based on the date of admission into the program.
• Only courses where the student received a grade of B- or higher will be accepted.
APPLYING FOR ADMISSION - NON-DEGREE SEEKING

Students not seeking a master’s degree who have earned a bachelor’s degree from a nationally or regionally accredited institution recognized by the Council for Higher Education Accreditation may register as special students. You may apply online by using the UW System electronic application at https://apply.wisconsin.edu.

Special students receive full academic credit for credit courses taken while they are on special student status. The special student may later be considered for admission into a degree program if a 3.0 grade point average has been maintained in all graduate-level work and all other admission requirements are met. With the program area’s approval, a special student may transfer up to 12 credits earned at UW-Platteville into a degree program. All graduate level work will be included in computing the student’s academic average. Students are encouraged to talk to the appropriate program coordinator if they have questions about which courses to take as a special student.

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