Agent Manual
Academic Program Supplement

Office of International Students and Scholars
www.unr.edu/oiss - international@unr.edu
Office of International Students and Scholars

The University of Nevada was founded in 1874 and is the oldest Public University in Nevada. The Office of International Students and Scholars (OISS) fosters intercultural understanding and enhances the skills needed to be successful in an increasingly interconnected world.

The staff at the Office of International Students and Scholars welcomes you to the University of Nevada, Reno! The staff has special knowledge about issues that affect international visitors and we are here to provide support and advice to help you and your family during your stay in the United States.

OISS staff has extensive knowledge and experience in the international education field and work with students, scholars, and community members to help enrich their study and research experiences at the University.

The Office of International Students & Scholars provides assistance with the following:

- Admission to the University of Nevada, Reno
- A smooth transition from your home country to living in the United States
- A better understanding of the policies, procedures, and regulations that pertain to your visa status
- Assistance with university policies, procedures, and resources
- Expertise on federal laws that pertain to international students and scholars
- Intercultural understanding and training.

We invite you to join a dynamic educational community which has students and scholars from over 70 countries.

Sincerely,

The Staff of the Office of International Students and Scholars
Academic Calendar 2015

Spring 2015
Spring Semester: January 20 - May 13, 2015*
*No classes 2/16/15, 3/14 - 22/15

Summer 2015
Mini-session: May 18 - June 5, 2015
Summer Session I: June 8 - July 10, 2015*
*No Class 5/25/15, 7/4/15
Summer Session II: July 13 - August 14, 2015
Students may attend one or both summer terms

Fall 2015
Fall Semester: August 24 - December 16, 2015*
*No Classes 9/7/15, 10/30/15, 11/11/15, 11/26 - 27/15

Estimated Expenses

All fees are due and payable in the U.S. currency at the time of registration. Note that fees are estimated and subject to change. Please check the Tuition and Fees website for the most recent registration fees.

*If your spouse and child are accompanying you to the University of Nevada, Reno, please provide additional financial documentation in the amount of $7,000 for your spouse and $3,000 for each child.

** We recommend that international undergraduate students arrive at least one week before school starts. International graduate students need to check on the arrival date with their academic departments which may require an earlier arrival. Students can arrive 30 days prior to the start date indicated on the I-20 or DS-2019 form.

Estimated Expenses for Academic Year (9 Months)

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<tbody>
<tr>
<td>Tuition and Credit Fees</td>
<td>$20,000</td>
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<tr>
<td>Health Insurance, Health Center and other mandatory fees</td>
<td>$ 3,800</td>
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<tr>
<td>Books and Supplies</td>
<td>$ 1,000</td>
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<tr>
<td>Room and Board</td>
<td>$ 8,800</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>$33,600</strong></td>
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Application Procedures

If a student would like to apply for Admission to the University of Nevada, Reno they will need to follow the steps below:

1. Complete the International Student on-line application at Apply Nevada. Students are to pay the application fee of $95 at the time of application. Hardcopy applications are also accepted with a check for the same amount made out to the “Board of Regents”.

2. **Official high school transcripts** showing dates of enrollment, subjects taken in the last three years, grades received, graduation date and/or certificate of graduation and official transcripts from all higher education institutions attended. Transcripts must be sent directly from the institutions attended to the University of Nevada, Reno.

If your student has not yet graduated from high school at the time of applying to the University, they will need to submit at least 7th semester transcripts before the file can be evaluated for admission. The final transcripts and diploma need to be submitted as soon as they become available.

Required: Minimum academic GPA of 3.0; 3 years each of Language, Mathematics, Natural Science, and Social Science.

Transfer Students - **Official transcripts** showing dates of enrollment, subjects taken, grades received, graduation date and/or certificate of graduation and official transcripts from all higher education institutions attended.

Required: Minimum academic GPA of 2.5 from all transferrable coursework.

3. **Verification of having met the English requirement** through one of the following options:
   - **Test of English as a Foreign Language (TOEFL)** score of 61 (iBT-Internet-Based Test) or 500 (Paper-Based Test). Please indicate 'Institution Code 4844' and 'Undergraduate 00' to Educational Testing Service (ETS) to ensure that the scores are sent directly to UNR.
   - **International English Language Testing System (IELTS)** - must be academic version with an equivalency score of 6.
   - **Pearson Test of English (PTE)** Academic with an equivalency score of 57.
   - **Scholastic Aptitude Test (SAT)** score of 510 or higher on the Critical Reading (formerly Verbal) section.
   - **American College Testing (ACT)** score of 21 or higher.
- Completion of English 101 or equivalent from another U.S. higher education institution.
- Receive recommendation for academic study from the **Intensive English Language Center (IELC)** at UNR.

**EXEMPTION:** Please note that students coming from the following English-speaking countries are exempt from the English language testing requirements: Australia, Bahamas, Belize, British Guyana, Canada (except for Quebec), Ireland, Jamaica, New Zealand, St. Vincent, Trinidad & Tobago, and United Kingdom.

4. **Financial Data Form** accompanied by a bank statement showing a minimum of $33,600* for Spring of 2015. Original financial documents must be dated within the previous 12 months of application submission and may come from any dependable source, including scholarship, personal funds, or funds from the student’s family. Financial documentation should be on bank letterhead. (*This amount is subject to change without notice.)

5. Please include a copy of the biographical page of the student’s passport. If it is not available, please explain why.

6. If transferring to UNR from another school within the U.S., please submit documents listed on the www.unr.edu/oiss website under “International Transfer Student Checklist”.

All Documents are to be addressed to:

University of Nevada, Reno  
Office of International Students & Scholars  
Mail Stop 0074  
1664 N Virginia St  
Reno, Nevada 89557  
USA

**Graduate Students** are typically required to take the Graduate Record Exam (GRE) or Graduate Management Admission Test (GMAT) in addition to submitting transcripts and degree certificates from all higher education institutions. Scores, English Proficiency and GPA minimums vary depending on the department requirements. All documents are to be mailed to:

University of Nevada, Reno  
Graduate School/MS 0326  
1664 N Virginia St  
Reno, Nevada 89557 USA
SCHOLARSHIP OPPORTUNITIES

Nevada provides high quality education at competitive price with a variety of funding opportunities. Approximately 80% of international graduate students receive graduate assistantships from academic departments.

- New/Transfer International Student Award is a partial scholarship offered to new full-time students in F-1 or J-1 status.
- International Awards are offered to international undergraduate students; competitive application process is directed at students currently enrolled.
- Kayoko Okumoto Scholarship is offered to Japanese students majoring in Business and History.
- Wilter Ocampo Scholarship offered to undergraduate and graduate Bolivian students.
- Graduate Assistantships (Teaching and research) are valued at an estimated $33,600 and include a monthly stipend of $1,650, a per credit grant-in-aid, health insurance, and in-state resident status for tuition purposes. The academic departments make decisions on awarding the graduate assistantships and students should contact the intended academic department directly. For more information about graduate assistantships, please visit the Graduate School website.
- The Graduate Student Association (GSA) offers graduate students assistance in variety of ways:
  - $500 travel grants for students to attend professional conferences
  - Outstanding International Graduate Student Scholarships offered to outstanding, full-time international graduate students
  - Research grants of up to $2,500, computer loans up to $1,500, financial crisis grants, medical hardship and child care scholarships are available to international graduate students
  - GSA Household Items program distributes free furniture items and other household necessities to current graduate students.
Agent Agreements

The Office of International Students and Scholars at the University of Nevada, Reno, welcomes new agents. We recognize that many international students are best served through knowledgeable agents, and we encourage agent recruitment and representation.

Agent Support
We are quick to respond to student and agent inquiries. We are proud to provide fast and helpful support to agents. We also help keep agents informed about any news or changes at the Intensive English Language Center (IELC) and University of Nevada, Reno (UNR) by issuing Agent e-newsletters throughout the year.

Commission
The Office of International Students and Scholars offers qualified agents a commission for the first two semester’s tuition. Qualified agents must send an invoice to the Office of International Students and Scholars to receive payment of commission. We offer further support to agents by providing timely responses to their inquiries, quick processing of applications, providing promotional materials, agent certificates and e-newsletters. We are also available to assist agents with any other questions and concerns.

Agreement
To become an agent, you will need to first fill out an agent application. Once we receive the agent application we will send you an agent agreement. To represent the University of Nevada, we require that agents sign an agent agreement. The agreement must also be signed by the Director of the Office of International Students and Scholars and the Controller of the University of Nevada, Reno. The purpose of the contract is to give both parties a complete understanding of the working relationship.

Application Procedure
Once the agent has a student interested in attending, the agent should have the student complete an application form on-line and submit it to the University of Nevada, Reno. Applications must be filled out completely and all steps need to be taken for the application to be accepted. Incomplete applications will delay the process of having the student admitted.

Contact Information

Agent Agreement: Elizabeth Loureiro, International Admissions & Recruitment Coordinator
eloureiro@unr.edu

Undergraduate Admissions: Becky Earl, International Admissions Specialist
becky@unr.edu

Graduate Admissions: gradadmissions@unr.edu
Top 10 Majors:

- Business Administration and Management
- Civil Engineering
- Chemistry
- Computer Science and Engineering
- Physics
- Mechanical Engineering
- Electrical Engineering
- Psychology
- Mathematics
- Biochemistry

University by the numbers

- Established: 1874
- Location: Reno, Nevada
- Motto: Omnia Pro Patria (“All for Our Country”)
- Students: 19,934 / 781 International
- Faculty: 1,041
- Full-time faculty holding highest degrees in their fields: 82 percent
- Degrees offered: A comprehensive selection of degree programs at the undergraduate, graduate and doctoral level.
- Colleges and schools: Agriculture, Biotechnology and Natural Resources; Business; Education; Engineering; Journalism; Liberal Arts; Medicine; Graduate School; and the Division of Health Sciences.
- Mascot: Alphie, the wolf; Wolfie Jr.
- Nickname: Wolf Pack
- Colors: Silver and Blue
- Accredited by: Northwest Commission on Colleges and Universities (since 1938), plus 20 professionally accredited programs.