

ADMISSIONS PROCEDURES

We are pleased that you are interested in applying to Virginia Union University. The selection committee reviews all complete applicants on a rolling basis and decisions are based on student's scholastic achievement, character, and evidence of aptitude for achievement. **The application deadline date is June 30 for the fall term and November 30 for the spring term.** Notification of the admission decision is sent to the applicant shortly after all credentials are received. Top consideration is given to those complete applicants who apply early to the Office of Admissions. Financial aid and academic scholarships are awarded on a first-come, first-served basis to those who qualify.

FRESHMAN APPLICANTS

Freshman candidates are students who are currently enrolled in high school or who graduated from high school and have not attended any accredited college or university (not to include dual enrollment).

Freshman Checklist

- The signed and completed VUU application form.
- \$25 non-refundable application fee.
- OFFICIAL transcript from ALL high schools attended or official GED scores.
- The signed and completed VUU Secondary School Report Form.
- A copy of your signed social security card.
- ALL OFFICIAL SAT/ACT scores.
- Dual enrolled students should submit ALL college transcripts to be evaluated for transferring credit.
- Home schooled students must contact the Office of Admissions for specific requirements.

TRANSFER APPLICANTS

Transfer candidates are students who are currently enrolled or have attended an accredited college and/or university after graduating from high school or receiving a GED. Transfer students must be academically, financially, and socially eligible to return in good standing to their former institution(s).

Transfer Checklist

- The signed and completed VUU application form.
- \$25 non-refundable application fee.
- OFFICIAL transcripts from ALL high schools attended or official GED scores.
- OFFICIAL transcripts from ALL colleges or universities attended.
- The signed and completed VUU Secondary School Report Form.
- A copy of your signed social security card.
- ALL OFFICIAL SAT/ACT scores.

INTERNATIONAL APPLICANTS

Any student who is not a U.S. citizen or permanent resident of the U.S. is required to apply as an International Applicant. This would include non-immigrant and temporary visa applicants. To avoid mailing delays, applicants should apply prior to March 30 for the fall term and August 30 for the spring term.

International Checklist

- The signed and completed VUU application form.
- \$25 non-refundable application fee in U.S. currency or Eurodollar money orders.
- OFFICIAL records of all secondary and post-secondary institutions translated and evaluated in English when necessary, including grading scale/and or system.
- A copy of your passport and/or visa.
- The signed and completed VUU Financial Verification Form.
- OFFICIAL results of the SAT or ACT exam for native speakers of English. OFFICIAL results of the TOFEL exam (Test of English as a Foreign Language) for non-native English speakers.

MESSAGE FOR ALL APPLICANTS

STOP and **PAWS** for these helpful **PANTHER** Tips: 

- VUU's SAT and TOFEL Code is **5862** and ACT code is **4428**. Visit www.collegeboard.com, www.toefl.org, or www.act.org, for more information.
- ALL U.S. applicants who wish to be considered for financial aid should file their FAFSA to the U.S. Department of Education the same day they apply to VUU. Apply on line at www.FAFSA.ed.gov (1-800-4-FEDAID). VUU's Federal Student code is **003766**.
- If your name or address changes after submitting your application, please notify the Office of Admissions.
- Make copies of all submitted documents. Detach and keep this portion for your records.
- Make your application fee payable to Virginia Union University. Certified check and money orders are accepted. Please do not send cash through the mail.
- Documents submitted, under separate cover, by piece mail process should list student's full legal name and social security number on the top right hand corner of each document.
- Send your complete application packet and fee to:

VIRGINIA UNION UNIVERSITY
Office of Admissions
1500 N. Lombardy Street
Richmond, VA 23220
800.368.3227/ 804.342.3570
fax: 804.342.3511