

# Transfer Guide for International Students

Thank you for your interest in our programs. We hope you will find this information helpful as you begin your application process. In registering for courses and/or accepting admission into the University of Massachusetts Lowell, each student assumes the responsibility for knowing and complying with the definitions, regulations, and procedures as set forth in our website and publications. Additionally, international students should be aware of their responsibility to know and adhere to the U.S. Citizenship & Immigration Services (USCIS) regulations.

Students interested in pursuing a degree or certificate through Online and Continuing Education at UMass Lowell must provide proof that they have completed a minimum of high school level education. If you completed your high school level education abroad, or if you have taken college-level courses outside the U.S. and would like to have your credits evaluated for transfer credit eligibility, you will need to contact World Education Services (WES) to have your documents and credentials evaluated.

World Education Services provides UMass Lowell with professional assistance in interpreting prospective students' educational documentation. While the information below is designed to help guide you through the process of obtaining a Credential Evaluation from WES, we strongly advise you to check directly with WES for the most up-to-date information regarding regulations, requirements, restrictions, forms and applicable fees. Visit [www.wes.org](http://www.wes.org) for details and a helpful video that walks students through the WES application process.

## The Evaluation Process

WES's evaluation fees vary based on the type of evaluation you request. Students who have only completed high school level education abroad should select the Document-by-Document option. Students who have completed college-level courses or a degree abroad should select the Course-by-Course Evaluation option.

1. Apply for a WES Credential Evaluation at <http://www.wes.org/students> and receive a reference number.
2. Carefully follow the documentation requirements and arrange for your official academic transcripts to be sent from your previous educational institution(s) to *both* WES and UMass Lowell. If you choose the Basic Evaluation, you must also provide UMass Lowell with official transcripts. If you choose the ICAP Evaluation, WES will send a verified copy of your transcripts on your behalf along with your evaluation.
3. WES will evaluate the academic records and will prepare an official Credential Evaluation Report.
4. On the WES website, be sure to designate the University of Massachusetts Lowell as the Educational Institution recipient to which you would like WES to send your Credential Evaluation Report. Please provide WES with the following address:

University of Massachusetts Lowell  
Division of Online & Continuing Education  
One University Avenue  
Southwick Hall 203  
Lowell, MA 01854

Once the evaluation is completed, WES will mail a copy of your evaluation to you and to UMass Lowell.

5. Students must also provide UMass Lowell with course descriptions for any college-level courses they would like to transfer. Course descriptions must be in English or they must include a certified translation. Course descriptions should be sent directly to UMass Lowell at the address above, or emailed to [OCE\\_Admissions@uml.edu](mailto:OCE_Admissions@uml.edu), or faxed to 978-934-4006 along with your name and either your date of birth or UML Student ID#. This information must be received by UMass Lowell before any application and course transfer decisions can be made. Please email [OCE\\_Admissions@uml.edu](mailto:OCE_Admissions@uml.edu) for additional information regarding your application.

## Additional Information for International Students

The University of Massachusetts Lowell does not issue student visa documents (i.e., Form I-20 or Form DS-2019, etc.) to students for any Online and Continuing Education programs. International students presently living in the U.S. who are registering for the Division of Online and Continuing Education classes must provide proof of non-immigrant status. Please submit a copy of: Your current visa document (Form I-20, Form DS-2019, Form I-797, Employee Authorization Card, etc.); visa stamp; and I-94 card, <https://i94.cbp.dhs.gov/i94/> with your registration form. F-1 and J-1 students from another academic institution must obtain the consent of their U.S. sponsoring institution in order to enroll for courses at UMass Lowell. Such consent will be reviewed by the International Students & Scholars Office (ISSO). These students will not be permitted to be full-time or degree seeking students at UMass Lowell while maintaining F-1 or J-1 student status from another academic institution. Students holding B-1 and B-2 status may not register for any academic classes. F-2 spouses and minor children of a legal F-1 student may not engage in a full-time program of study, but may work towards completion of a degree while on part-time status. Please contact the International Students and Scholars Office at [international@uml.edu](mailto:international@uml.edu) with any questions.



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