University of the District of Columbia
Academic Affairs
Office of Recruitment and Admission
4200 Connecticut Avenue, NW
Washington, DC 20008
(202) 274-6110

Dear Applicant:

Thank you for your interest in the University of the District of Columbia.

In order to qualify as a District of Columbia resident eligible for preferential tuition (District of Columbia resident tuition rates) you must meet the following conditions for the calendar year prior to the date of your admission to the University:

1. You must be domiciled in the District of Columbia and have either paid District of Columbia income taxes or have received public assistance from a District of Columbia government agency; or

2. You have been claimed as a dependent on a District of Columbia resident tax return filed by a parent or spouse domiciled in the District of Columbia; or

3. You graduated from a District of Columbia High School within the year before enrollment and you were classified as a resident of the District of Columbia by the District of Columbia Public Schools.

To confirm your residency qualification, please secure from the DC Office of Finance, 941 North Capital Street, NE, ((202) 727-4829) a certified copy of your D-40 Tax Form or that of your parent(s) or spouse.

For additional information regarding this matter, please contact us at (202) 274-6110 or consult the University's website at www.udc.edu.

We are delighted that you have decided to continue your education at the University of the District of Columbia and look forward to your enrollment.

Sincerely,

LaVerne M. Hill-Flanagan
Director

"A New Day, A New Opportunity"

ADDITIONAL INFORMATION

1. Freshman Student – contact your high school or GED test center for an ***official transcript*** to be mailed directly to the University of the District of Columbia, Office of Recruitment and Admission, 4200 Connecticut Avenue, NW, Washington, DC 20008.

2. Transfer Student – contact all of your previous institutions of higher learning (University/College) to request an ***official transcript***. A high school transcript is also required of students with *less than 30 college transferable credits*. All transcripts should be mailed directly to the University of the District of Columbia, Office of Recruitment and Admission, 4200 Connecticut Avenue, NW, Washington, DC 20008.

   Note: When reporting for registration, transfer students are required to bring a "student copy" transcript of all academic work completed at other post-secondary institutions.

3. ACCUPLACER Assessment Test - The University of the District of Columbia requires all new freshmen students, and transfer students with less than *thirty (30) transferable credits* to take the ACCUPLACER Assessment Test in Math and English. This test is administered to determine appropriate course placement. The Testing Office will notify you, by mail, of your scheduled test date. To ensure that you receive notification, please mail any address change to the Office of Recruitment and Admission.

4. Health Insurance is required of all students. Students who are unable to show proof of health insurance coverage from other sources must purchase a policy through the University. For further information, please call the Office of Student Life and Services (202) 274-5350 or (202) 274-5900.

5. If you have a disability and require special services, please contact the Office of Services to Students with Disabilities at (202) 274-6152; TTY (202) 274-5078.

6. Immunization – D.C. Immunization Law 3-20 requires all students under the age of 26, and who are enrolled in college or university, to submit proof of immunization. For complete information concerning this requirement, please contact the University Health Services at (202) 274-5030.

7. Non-degree Student (not seeking a degree at the University of the District of Columbia) – Students who are enrolled at other institutions are required to have an **official letter of** G**ood Academic Standing** sent from the Registrar's Office to the University of the District of Columbia, Office of Recruitment and Admission, 4200 Connecticut Avenue, NW, Washington, DC 20008. Students with degrees may submit a photocopy of the diploma or transcript reflecting degree conferred.

8. Graduate Student –Students pursuing a graduate degree must submit a "complete" application packet to include: 1) Application for Graduate Admission, 2) two Official Transcripts from **each** college/university attended, 3) two Letters of Recommendation, 4) Essay, and 5) appropriate application fee. Students applying to the Department of Education must provide evidence of successful completion of PRAXIS I prior to admission. Additionally, students must have the appropriate GRE or GMAT score sent to the University's Office of Recruitment and Admission. ***Detailed information is contained in the Application for Graduation Admission, and in academic departments.***

9. Residency requirements – Information is indicated on the reverse side of this document.

10. Financial Aid – Applicants seeking financial aid should complete a Free Application for Federal Student Aid (FAFSA) immediately. The FAFSA can be picked up from the Financial Aid Office, Building 39, Room 101, (202) 274-5060; however, you are encouraged to file the FAFSA electronically. The University's FAFSA School Code is 007015. ***A copy of your parent(s)/guardian(s) or your most recent tax return must accompany your FAFSA form.***

11. Persons holding a B, F or J Visa ***must*** see an International Admission Counselor, Building 39, Room A09.