

UB International Admissions: Premium Processing

Instructions & Cover Sheet

What is Premium Processing? Premium Processing is a type of “self managed” application processing. You help us by sending all required documents (see list below) in one single packet along with the paper application form – with nothing missing and no information incomplete – and in turn we will process your application and offer an admission decision in less than ten working days for freshmen and no more than fifteen days for transfers. And there’s no special cost for Premium Processing.

Who can use Premium Processing? Any international undergraduate applicant applying on his/her own and who has all of the required documents to send at one time. If you do not have all of the required documents to send in one single packet along with the application form, you cannot use the Premium Processing method (just apply in the regular fashion with partial documents and we will follow up with you regarding missing items). Applicants who use the Premium Processing method incorrectly (that is, not submitting all documents in one packet) will delay their application processing because their application file will be moved to the end of the processing queue and processed in the normal four to six week time period. Educational Advisors/Agents may not use this form; instead please use the Educational Advisors/Agents Processing Form for special processing.

Instructions and Checklist for Premium Processing:

Print this Premium Processing Form and check () the boxes for each item in the list that you will include in a single packet. If you can check off **all** of the required boxes, you can use Premium Processing. Place this form (with the checked boxes) on the **top** of all of your documents and mail everything in one single packet to the address below.

- (1) This Premium Processing Form Cover Sheet. **[REQUIRED]**
- (2) UB International Application Form (fully completed and signed) with application fee check attached or valid credit card information provided in the application. If you are using the SUNY online application form or the Common Application, please print the completed online application screens and submit them in the packet. The application fee cannot be waived. **[REQUIRED]**
- (3) Official academic transcripts, mark sheets, exam certificates (such as ‘O’ levels, ‘A’ levels, SSC / HSC exam results), etc. for **all** postsecondary course work (whether completed or not – omit nothing). Originals or copies certified by the issuing school / board are preferred; transcripts should be submitted in sealed school envelopes; copies of exam results if certified by the issuing board or your school principal/headmaster can be submitted. If you do not have the originals or certified copies, submit whatever copies you have for a preliminary/provisional review. **[REQUIRED]**
- (4) TOEFL / IELTS score report (original score report or a clear photocopy). **[REQUIRED]**
- (5) SAT I score report (optional – recommended; original or a clear photocopy). **[REQUIRED]**
- (6) Personal Essay (“Why I Want to Study at UB: My Dreams and Goals”). **[REQUIRED]**
- (7) Teacher Recommendation (one minimum). **[REQUIRED]**
- (8) Copy of passport biographical page (submit with application if available; must be submitted for I-20 to be issued)
- (9) UB Financial Form (can be submitted later after admission decision is announced)
- (10) Bank Statement (can be submitted later after admission decision is announced)
- (11) Any other documents (but please do not submit portfolios or discs unless specifically requested)

Mail all of the above documents (with nothing missing) to:

University at Buffalo
International Admissions Office – Premium Processing
411 Capen Hall
Buffalo, NY 14260 USA