



(Last updated August 20, 2024; Effective August 31, 2024)

- 1) We will pay you a Service Fee for each of your students who enrolls at Wichita State University as a new student. You may read more about our Service Fee payments at the end of this document.
- 2) Conditional admission is available for students who have not met our English proficiency requirement but otherwise meet our academic requirements for admission. A conditional I-20 will be issued for Intensive English but not the student's academic major.
- 3) Undergraduate and Intensive English applications are processed by the Office of International Education. Students will need to use their individual email address to create an account to start an application and upload documents. Students may also log into their account to check their application status.
  - a) We accept undergraduate or Intensive English application materials electronically per the instructions at <https://wichita.edu/ApplyInternational>.
  - b) We accept test scores submitted electronically but the official results must be sent to WSU directly from the testing company.
  - c) For undergraduate or Intensive English applications, you will be copied on the automated email messages sent to students to notify them of the receipt of their application materials and reminders of any missing items for their application.
  - d) Application processing times vary depending on the [Service Level](#) you pay for. You may choose one of the following:
    - – 3 business days
    - – About 2 to 3 weeks
    - – About 4 to 5 weeksProcessing time does not begin until we have received all required application materials; it does not include the time that we are waiting for missing items or document verification. After we review the application, you will be sent another email to inform you of the student's application status.
  - e) While Wichita State University accepts Common App app
- 4) IE Online applications are processed by the Office of International Education.
  - a) We accept IE Online application materials electronically per the [application instructions webpage](#). Agents do not need to send application materials by post.

- b) We accept test scores submitted electronically but the official results must be sent to WSU directly from the testing company.
  - c) For IE Online applications, you will be copied on the automated email messages sent to students to notify them of the receipt of their application materials.
  - d) IE Online applications processed in 2-3 weeks. Processing time does not begin until we have received all required application documents. After we review the application, you will be sent another email to inform you of the student's application status.
  - e) IE Online application fee is US\$75.
- 5) Graduate applications are processed by the Graduate School, which has different application requirements and business processes from that of undergraduate and Intensive English applications. Students will need to use their individual email address to create an account to start an application and upload documents. Students must log into their account to check the status of their application.
- a) The Graduate School accepts electronic submission of application materials according to the instructions at <https://wichita.edu/GradApplication>.
  - b) All test scores must be sent to WSU directly from the testing company. All transcripts and diplomas must be officially attested by a school or government official; they may not be

11) Wichita State University expects all agents to conduct themselves in a professional manner. Our database tracks all conduct violations including, but not limited to:

- a) Complaints from students about an agent's dishonest business practices.
- b) Agents who habitually submit applicatioe3sbit7 (s)1a-0.7 (m)412l (:)-7707 Td(0.8 ()sh8 (/TT0 1 1(l)-3.2)3.3 ( i)-e53 (l

a)

Undergraduate	US\$2,400 for each student	US\$1,150 for each student
Graduate	US\$2,050 for each student	US\$1,000 for each student

b)

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Intensive English on Campus  
(Fall 2024)

21) After we send out your Agent Statement of Account, you have up to one calendar year to send us an invoice (and any required supporting documents) or to notify us of any errors in the Agent Statement of Account. After one year, you are considered forfeiting any claim to the Service Fee in question.

22) In order to be paid a Service Fee, the following conditions must be met:

a) Except students enrolled in the IE Online program, all students must be enrolled full-time by the date the Service Fee payment is initiated (see the above table) for which the Service Fee would be paid.

b) Agents will NOT be paid a Service Fee for any student who does not enroll full-time at Wichita State University for any reason, with the exception of IE Online students. As such, agents should only send applications for students who are truly interested in attending WSU.

c) Service Fee payments will be paid for only NEW students during the first semester they enroll at Wichita State University. No Service Fee will be paid for any subsequent semesters the students enroll at the University, with the exception of IE Online students.

d) Students must have admission8 (6B(d)-0(c)-4.9 (e)-6 (p Td(d)-03 (e)78)5.2 (en)5.3 (ts)1.7 ( )1 ( )1U3 (a)13.69 (rs)-1-

b e

**SAMPLE**