

STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION

PROCEDURE

PROCEDURE NUMBER: 3-2-102.1

PAGE: 1 of 3

TITLE: ADMISSION OF INTERNATIONAL STUDENTS

**POLICY
REFERENCE NUMBER:** 3-2-102

**DIVISION OF
RESPONSIBILITY:** EXECUTIVE DIRECTOR

DATE OF LAST REVISION: November 18, 2003

The State Board reaffirms its policy of non-discrimination with specific reference to international students. For the purpose of this procedure, international applicants/students are those non-citizens or non-permanent residents of the United State who hold or are applying for visa categories F or M.

International applicants may become members of a technical college student body if:

- A. The college has been certified for attendance by non-immigrant students by the United States Department of Justice, Immigration and Naturalization Service.
- B. The student applicant completes all standard and international specific admission requirements and is admitted to the college.

International specific admission requirements include:

- A. Submission of English translation of any documentation submitted to the college.
- B. Demonstration of proficiency in English by applicants whose native language is not English. Proficiency will be determined based on the applicant attaining, and submitting a satisfactory score on an official Test of English as a Foreign Language (TOEFL) score report. Each institution admitting international students must establish an appropriate TOEFL cut-off score for admission to the college

STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION

PROCEDURE

PROCEDURE NUMBER: 3-2-102.1

PAGE: 2 of 3

and its programs. The requirement to provide or achieve a specific TOEFL score may be waived at the discretion of the International Student Advisor or Director of Admissions based on the applicant's demonstrated proficiency/experience with English.

- C. Completion of the equivalent of a secondary school education or be 18 years of age.
- D. Presentations of evidence of living expenses demonstrating sufficient funds to cover all expenses for the first academic year.
- E. Payment of two (2) semesters advance tuition at the out-of-state/international tuition rated determined by the institution. Corporate or government contractual agreements and/or assessment of the student's ability to pay may satisfy this requirement.
- F. Receiving and maintaining visa and other related documentation required by the United States Department of Justice, Immigration and Naturalization Service.

Implementation of State Board Policy No. 3-2-102, Status of International Students, at each technical college should be guided by the following:

- A. A college's "Open Door" admission policy does not apply to international students.
- B. Each technical college that admits international students must obtain and maintain certification by the United States Department of Justice, Immigration and Naturalization Service to admit non-immigrant students (F and/or M visa categories).
- C. Each college approved to admit and enroll international applicants shall designate an international admissions officer/international student advisor for the institution.
- D. The college should maintain copies of appropriate United States Department of Justice, Immigration and Naturalization Service (INS) forms necessary for processing initial and subsequent INS transactions for the categories of international applicants that the school is approved to process.

STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION

PROCEDURE

PROCEDURE NUMBER: 3-2-102.1

PAGE: 3 of 3

- E. Each college should maintain a current copy of the National Association of Foreign Student Affairs (NAFSA) publication Advisors Manual of Federal Regulations Affecting Foreign Students and Scholars.
- F. The college can deny admission to any international applicant whenever such action appears to be in the best interest of the college.