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POLICIES & PROCEDURES FOR EMPLOYEES

Southwestern Community College - Policies and Procedures Manual

Procedure Title:	International Student Admission	6.31.1
Responsible Division:	Instruction and Student Services	
Date Approved:	January 2006	

1. Southwestern Community College is authorized under Federal law to enroll nonimmigrant alien students. Proficiency in the English language and satisfactory academic records are important factors in the admission decision for all applicants from outside the United States. International students must have graduated from a secondary school that is equivalent to secondary schools in the United States.
2. Nonimmigrant students are subject to the same considerations as US citizens in the determination of residency status for tuition purposes except that holders of B, C, D, F, H, J and M visas may not be considered residents for tuition purposes, and their dependent relatives may not be eligible for a tuition rate less than the out-of-state rate. Alien Registration Card holders are admitted in the same manner as citizens of the United States.
3. The college cannot provide federal financial aid to most international students; therefore, students must have sufficient funds to cover all living expenses, tuition and fees for the duration of the course of study. A notarized financial resource statement is required of all international applicants. Student housing is not available on campus and international students are expected to make their own housing arrangements.
4. An official Test of English as a Foreign Language (TOEFL) score report is required of all international applicants, except those from countries where English is the native language or if the applicant is a transfer student from another accredited United States institution with English transfer credit. The minimum acceptable TOEFL score is 500 on the paper-based test (or 173 for the computer-based test or 61 for the Internet-based test).
5. A certified copy of the international student's original educational record, to include all previous academic experiences, is required of all degree, diploma, or certificate seeking students. If the original record is written in a language other than English, then a certified copy of an English translation and evaluation is required.
6. A record of certain immunizations may also be required.
7. Applications for international student enrollment are available from the Admissions Office.

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