

TECHNICAL COLLEGE OF THE LOWCOUNTRY

PROCEDURE

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PROCEDURE TITLE: **ADMISSION OF INTERNATIONAL STUDENTS**

BASED ON POLICY:

REVISION NUMBER: 2

OFFICE OF RESPONSIBILITY: **Marketing and Enrollment Management**



PRESIDENT

October 3, 2012

DATE

PURPOSE

The purpose of this procedure is to provide guidelines for admitting international students to the College in accordance with Department of State and Immigration and Naturalization Service (INS) regulations.

PROCEDURE

1. Definition of Terms

- A. International: An applicant who is not a citizen or permanent resident of the United States.
- B. Test of English as a Foreign Language (TOEFL); this test evaluates the English proficiency of individuals whose native language is not English.
- C. TOEFL Exempt: Applicants are not required to demonstrate English proficiency via the TOEFL when one of the following applies:
 - (1) The primary language of the student is English, and
 - (2) The applicant graduated from a secondary school in the United States and has shown basic proficiency through the College's placement exam.

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- D. Affidavit of Support: A current (within six months) letter from a sponsor/financial institution verifying that the student's financial need for the duration of his eligibility at the College can be met by the student.
 - E. Sponsor: The individual(s) who agree to support the student financially while enrolled at the College.
2. Criteria and Processing
- A. Initial inquiries from international students will be responded to by the Primary Designated School Official (PDSO). The PDSO or their designee will send the prospective student an application and information outlining admission requirements and procedures.
 - B. Prospective international students must provide the Enrollment Services Office with the following documents:
 - (1) Completed application.
 - (2) A certified translation of secondary school transcripts for degree-seeking applicants only (if required by student's program of study).
 - (3) An official copy of the TOEFL report; unless approved for exemption.
 - (4) Affidavit of financial support (signed and notarized).
 - (5) A check or money order made out to Technical College of the Lowcountry (TCL) in the amount of the tuition for the first two semesters.
 - C. Upon review of all credentials, and documents, and verification of deposits, the PDSO will issue the student an I-20 document in accordance with all federal and state regulations. All documentation will be entered into the Student and Exchange Visitors Information System (SEVIS) and ISEAS, a Department of State database. Students will be monitored and tracked throughout their enrollment at the College to ensure compliance.
3. The PDSO may deny admission to an international student application when it jeopardizes the College's compliance with Department of State or INS regulations. Appeals to admissions decisions may be made to the Vice President of Marketing and Enrollment Management.