

## *Policy Statement*

Terra State Community College (TSCC) welcomes qualified undocumented students. An undocumented student is an individual who is not a citizen of the United States and is not a national with legal authorization to reside in the United States. TSCC's goal is to prepare students from all backgrounds to be successful after completing their education here. Acceptance can be made for fall, spring or summer semesters if a student meets the requirements listed in this policy.

## *Policy Details*

Individuals who are not United States citizens or nationals with legal authorization to reside in the United States are eligible for admission to the College if they meet the College's admission requirements. These individuals are commonly referred to as undocumented students.

Individuals who apply for admission must provide proof of their completion of a secondary education from a state accredited Ohio Public (Chartered) or Ohio Non-Public Chartered School on order to be eligible for in-state tuition rates.

To be eligible for admission, students must:

- (A) Have entered the United States prior to the age of sixteen (16)
- (B) Have continuously resided in the United States from June 15, 2007 to the date of the application
- (C) Have completed high school/GED or been honorably discharged from the Coast Guard or Armed Forces of the United States
- (D) Proof of English Language Proficiency demonstrated by one of the following:
  - a. Test of English as a Foreign Language (TOEFL) score of at least 61
  - b. International English Language Testing System (IELTS) score of 5.5
  - c. International Language Testing Systems (iTEP) score of at least 3.5
  - d. Duolingo English test score of at least an 85
- (E) Have not been convicted of a felony. Students who indicate that they have a felony conviction will be required to complete a FBI/BCI background check with campus safety and pay any cost associated with the background check.

## *Procedures*

Undocumented students seeking admission and/or in-state tuition rates are encouraged to consult with the College's admissions office. Once students have decided to apply for admission they must gather evidence of their identity and high school/GED completion. Evidence that will be accepted includes certified birth certificate, Visa, Official transcripts from high school or GED completion, bank statements, federal income tax returns, housing lease agreements and mortgage documents.

Students must submit all gathered, appropriate evidence as mentioned above, to the Office of Admissions located in Roy Klay Hall (building A), office 100 or mail to Terra State Community College, 2830 Napoleon Road, Fremont, OH 43420. Emailed documents will not be accepted.

Students are encouraged to review the Federal Student Aid [Handbook](#) on U.S. Citizenship and Eligible Noncitizens to determine if you may qualify for Federal Financial Aid.

Please contact [admissions@terra.edu](mailto:admissions@terra.edu) for any questions regarding this policy

## *Resources*

[www.federalstudentaid.gov](http://www.federalstudentaid.gov)

<https://fsapartners.ed.gov/knowledge-center/fsa-handbook>

**Documentation**

NA

**Definitions**

**Term Definition**

<i>Undocumented student</i>	A student who is not a citizen of the United States and is not a national with legal authorization to reside in the United States.
<i>English Language Proficiency</i>	A test that is used to determine a student’s comprehension and ability to communicate using English language.
<i>Federal Financial Aid</i>	Financial aid is established by the Federal Government and is money that students may qualify for to help pay for college. Financial aid may be grants, work-study or loans.
<i>Federal Student Aid Handbook</i>	A resource to assist students with understanding their eligibility for federal financial aid, how to apply, and other resources.

**Approval History**

<i>Date</i>	<i>Policy/Procedure or Entire Document</i>	<i>Notes (Types of Actions)</i>	<i>**Approved by</i>
07/16/2013	Policy	Issued	Unknown
07/14/2023	Entire Document	Transfer to new template	Jessica McCarthy, Dean of Enrollment Services
07/14/2023	Entire Document	Edited the policy to remove a biometrics test requirement and appointment with U.S. Citizenship and Immigration Services. Added requirement for an English language proficiency exam.	Jessica McCarthy, Dean of Enrollment Services

\*\*Full name of CASA Committee Chair, signatory, or designee

**Effective Date: 7/06/2013**

**Next Review Date: 7/31/2026**