INTERNATIONAL STUDENT ADMISSION POLICY

Policy Statement

Terra State Community College (TSCC) welcomes qualified international students. An international student is defined as one who is in the United States on an F-1(student)visa. TSCCs 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 Purpose

An international student policy is necessary to make sure all international students adhere to US government rules and regulations and that TSCC remains complaint with government policy.

Policy Details

The College shall require, prior to consideration for admission for international students' compliance with the requirements of the Immigration and Naturalization Services.

1) In accordance with this policy the college shall require the following:
    a) Proof of English Language Proficiency demonstrated by one of the following:
        i) Test of English as a Foreign Language (TOEFL) score of at least 61
        ii) International English Language Testing System (IELTS) score of 5.5
        iii) International Language Testing Systems (iTEP) score of at least 3.5
        iv) Duolingo English test score of at least an 85
        v) Upon admission by TSCC student must obtain a student visa.
2) International Students seeking to transfer from another college or university in the United States must meet the additional conditions:
    a) Have not violated their immigration status and/or fallen out of status
    b) Fulfilled financial obligations to the previous college or university
3) Submit application for admission online at www.terra.edu. The priority application deadline dates for international students are June 1st for fall semester, November 1st for spring semester and March 1st for summer semester. For international students currently residing in the United States, priority application deadline dates are August 1st for fall semester, January 1st for spring semester, and May 1st for summer semester.
4) Submit required documentation
    a) Proof of English Language Proficiency
        i) All international students are required to demonstrate English proficiency by achieving a minimum score of 61 on the internet-based TOEFL®, or at least 5.5
        ii) on the IELTS™, or at least 3.5 on the ITEP, or at least 85 on the Duolingo, International test of English proficiency. Scores must be sent directly from ETS® or
        iii) be available for download through IELTS™ or Duolingo. International students who have completed high school in the United States will not be required to
        iv) submit test scores. For information on how to send TOEFL® scores, please visit: http://www.ets.org/toefl/ibt/scores/send/
    b) Proof of Adequate Financial Support

      i)   The estimated cost of attendance for international students studying at Terra State is $20,300.00 annually. International students are required to submit documentation from a government or bank official demonstrating that the student or the student's sponsor has sufficient funds to cover the student's cost of attendance. Immigration regulations prevent the student from earning any substantial portion of this amount through employment in the United States. In addition, international students are not eligible for federal financial aid.

c)   Provide Official Transcripts

      i)   Official high school transcripts indicating a graduation date or certification of a diploma are required before acceptance. All documents submitted to Terra State must be translated into the English language if the original language used is not English. If an international student has previously attended a college or university, an official copy of those transcripts must be submitted as well. Students transferring from an international institution must have their transcripts evaluated by an evaluation service provider on one of the following websites: www.naces.org, www.ece.org or www.asha.org.

d)   Passport

      i)   We require a scanned copy of your passport before acceptance. If you do not have a passport, we will need a scanned copy of your official ID. The scans can be emailed to admissions@terra.edu.

5) Get student visa.
6) Secure housing. Complete the NG Accuplacer placement test at TSCC or submit scores from the ACT or SAT.
7) Meet with the International Student Advisor.
8) Complete Academic Advising and Class Registration

Procedures

1. System User (SU) identifies international application and codes as 01: Decision Pending
2. Communication plan sends student International Student Admissions Checklist
3. Admissions follows up with student to collect remaining required documents
4. Admissions fills in Prospective International Student List excel document Z:\Staff\Admissions\International Students Docs
5. Once all requirements are collected, Admissions sends an email to Principal Designated School Official (PDSO) with student name ready for processing
6. Principal Designated School Official (PDSO) checks Prospective International Student List document and reviews all student documents
7. PDSO follows up on any concerns or questions; once satisfied that all requirements are met PDSO creates an Acceptance Letter and alerts SU that student has passed review
8. PDSO logs into Student & Exchange Visitor Information System (SEVIS) to create a new student record and I-20 document, prints, signs, scans and saves completed document in student file Z:\Staff\Admissions\International Students Docs
9. If student is transferring from a US institution, PDSO does not need to create a new I-20 since the student already has an F1 visa
10. PDSO emails transfer student Acceptance Letter and Notice of Intent to Transfer form with instructions to return the completed form so SEVIS record can be transferred from other institution.
11. PDSO emails new student Acceptance Letter and I-20 document with instructions to make an appointment for a visa interview and send a copy of the visa once obtained
12. PDSO mails original I-20 document and Acceptance Letter to student via postal service

13. Once PDSO receives a copy of the student visa, PDSO alerts SU
14. SU changes code to 35: Accepted
15. PDSO schedules an appointment with student to register for classes
16. PDSO ensures student has attended first week of classes and updates SEVIS record to confirm attendance or terminate record

Documentation Closing

Term	Definition
IELTS	International English Language Testing System
TOEFL	Test of English as a Foreign Language
iTEP	International Language Testing Systems

Resources

- Notice of Intent to Transfer form in z drive -admissions-international student

Contacts –International Student Services

Contact Name	Position	Email	Phone/Ext
Elizabeth Logsdon	Academic and Career Advisor	Elogsdo01@terra.edu	2157

History

Date	Notes
1/26/2005	Issued
2/19/2013	Revised
7/16/2013	Revised
11/1/2014	Revised
5/24/2022	Revised