

**SOUTH FLORIDA STATE COLLEGE
ADMINISTRATIVE PROCEDURES**

PROCEDURE NO. 3161

TITLE: ADMISSION OF INTERNATIONAL STUDENTS

BASED ON POLICY: 3.16 ADMISSIONS OF STUDENTS

OFFICE OF PRIMARY RESPONSIBILITY: VICE PRESIDENT FOR ACADEMIC
AFFAIRS AND STUDENT SERVICES

I. Purpose:

To establish guidelines and procedures for admitting international students to South Florida State College (SFSC)

II. Procedure:

- A. It is required that all required application documents and credentials be on file in the Admissions Office at least three months prior to the beginning of the term the applicant plans to enter the College.
- B. International applicants must submit the following documents to the Admissions Office:
 1. A completed Application for Admission form.
 2. Official copies of transcripts/records from secondary schools and colleges.
 - a. The records should be in the original language with certified evaluations and translations into the English language.
 - b. Each transcript will be evaluated, at the expense of the applicant, by an approved accredited evaluation agency.
 - c. The applicant must provide satisfactory academic and conduct records from comparable secondary or higher level educational institutions attended.
 - d. The review of records must show that the applicant's education level is the equivalent of United States high school graduation.
 3. Provide current evidence of proficiency in speaking, writing, and understanding the English language by submitting the score on the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) which is required when your native

language is not English. TOEFL is administered by the Educational Testing Service (ETS), at a number of sites worldwide. The telephone number is 609-771-7100, website is ets.org. IELTS tests are held in over 900 locations worldwide with tests up to four times a month and may be found on their website ielts.org (the code for SFSC is #5666). The applicant is responsible for making arrangements directly with ETS or IELTS to take the examination and for requesting those results to be sent to the Admissions Office at SFSC. The applicant must have a score of at least 500 on the paper version, 173 on the computer-based version, 61 on the internet version of the TOEFL, and at least a Band 6 on the IELTS.

4. A certified Declaration of Financial Support indicating that the student has sufficient funds to pay full matriculation, tuition and textbook fees, and living and transportation expenses.
 - a. The funds must be available to the student each term of enrollment.
 - b. An international student who is in the United States on a student visa may not claim Florida residency and will be charged non-resident fees.
 5. Proof of health insurance that is accepted in the United States. This insurance must remain active throughout enrollment at SFSC.
 6. Proof of immunization for the following diseases:
 - a. Measles (two doses)
 - b. Rubella
 - c. Mumps
 - d. Tetanus
 - e. Diphtheria
 - f. Polio
- C. An international applicant must meet all other regular admission requirements.
- D. Upon completion of all admission requirements and submission of all required documents, the advisor, international students will generate through the U.S. Student and Exchange Visitor Information System (SEVIS) an I-20 form (Certificate of Eligibility for Non-Immigrant (F-1) Status - for Academic and Language Students) and mail to the applicant. This document informs the applicant of admission to the College.

- E. When the student arrives at the College and evidence of payment of the SEVIS I-901 fee has been received, the advisor, international students will register the student for classes and monitor enrollment as required on SEVIS through completion of coursework and practical training at SFSC.

- F. The advisor, international students will ensure that international students who expect to receive any form of financial aid complete the necessary IRS forms and forward originals to the SFSC Business Office.

HISTORY: Last Reviewed: 1/21/20

Adopted: 8/27/84

Reviewed: 3/27/12, 1/21/20

Revised: 8/1/89, 1/21/02, 7/19/05, 4/28/09, 3/31/15