

Pennsylvania College of Technology

Procedure Statement

Title: Admission of Undergraduate
International Students

Number: PR 4.21

Approved by:
Presidential Action

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Persons/Departments Affected:

Admissions Office, Academic Affairs, Registrar's Office, LEAP Center, Undergraduate International Students

Responsible Department:

Admissions Office

Definitions:

- a. International Student: An undergraduate student whose sole citizenship or official permanent residence is outside the United States or recognized territories and is studying on an F-1 Visa; an undergraduate student whose sole citizenship or official permanent residence is outside the United States or recognized territories and is studying on a different visa other than an F-1 Visa; or an undergraduate student who is not a U.S. citizen or permanent resident but resides within the United States and does not require a visa.
- b. The Student Exchange and Visitor Information System (SEVIS): The Student and Exchange Visitor Program (SEVP) collects, maintains, analyzes, and provides information in an easily accessible information system (SEVIS) so only legitimate foreign students or exchange visitors gain entry to the United States.
- c. The United States Citizenship and Immigration Services (USCIS): The government agency that oversees lawful immigration to the United States.
- d. Official: Required documents are official only if they are in their original printed format sent directly from the originating entity. Official documents will also be accepted from those entities who attest to originality of the documents.

Procedure:

International students seeking admission to Penn College will adhere to the standard Undergraduate Admissions Procedure, [PR4.06](#), as well as the following:

- I. Application

- A. The admissions application and all required supporting materials, including placement requirements and the tuition deposit, must be received by the appropriate deadline:
 - 1. May 1 for fall semester admission
 - 2. October 1 for spring semester admission
- B. The College reserves the right to extend these deadlines upon appeal to the director of admissions due to extenuating circumstances.

II. International Transcripts

- A. Transcripts from secondary and postsecondary schools outside of the U.S. must be evaluated by an agency recognized by the National Association of Credential Evaluation Services (NACES). The evaluation must be official, sent directly to Penn College. Exceptions may be granted by the director of admissions.
- B. Postsecondary transcripts must be evaluated on a course-by-course basis if the student wishes to have the transcript evaluated for transfer credit.

III. English Language Proficiency

- A. Proof of English language proficiency can be provided through any of the following ways:
 - 1. Submit Test of English as a Foreign Language (TOEFL) score of 68 Internet-based Test (IBT) or higher; TOEFL scores must be originals, sent directly from Educational Testing Services to Penn College (ID# 2989).
 - 2. Submit International English Language Testing System (IELTS), academic format, band score of 6.0 or higher. IELTS scores must be originals, sent directly from the testing service to Penn College (ID# 2989).
 - 3. Complete one year of academic (not English preparatory or vocational) coursework (24 credits) with a minimum overall GPA of 2.0 or higher (on a 4.0 scale); the coursework must have been completed within the immediately previous 24-month period at a regionally accredited U.S. college or university.
 - 4. Submit SAT Reading score of 23 or higher and Writing and Language score of 28 or higher or ACT English score of 21 or higher.

5. Verify that the student has graduated from a secondary or post-secondary school in a country where English is the official language and the language of instruction while attending was English.

B. Applicants will be held to the English language proficiency requirements regardless of citizenship status.

IV. Passport

A. All international students must submit a copy of their passport.

V. Placement Requirements

A. All international students must meet and follow the College's standard placement requirements and procedures for degree and certificate programs as outlined in Undergraduate Admissions Procedure, [PR4.06](#). The following additional procedures apply specifically to international students:

1. Off-campus placement testing is available for all international students who do not reside in the immediate geographic area.
2. Extended test time will be granted for all students whose native language is not English.
3. Placement requirements must be successfully satisfied before an offer of acceptance may be granted.
4. In instances that a student's placement test results fall into the category of "low score," LEAP Center communicates options directly to the student.

VI. Financial Guarantee

A. All international students who plan to study on an F-1 Visa must certify that they have adequate financial resources, determined annually by the College, to support themselves and all members of their family who will accompany them to the United States while attending the College. This information is required for acceptance to the College and issuance of the I-20 form that is needed to obtain an F-1 Visa. Financial guarantee may be satisfied by providing:

1. A Letter of Commitment from the student's financial guarantor confirming sponsorship for one academic year (nine months).

2. An official financial/bank statement provided on behalf of the financial guarantor showing minimum required funds dated within the previous six months, unless sponsored by a government or corporate entity.

VII. Offer of Acceptance/Confirming Intent to Enroll

- A. After all documents referred to above are on file and requirements are satisfied, the director of admissions will make a decision regarding acceptance to the College.
- B. Accepted international students who submit the tuition deposit will have a limit of two deferments under one tuition deposit. Two deferments will allow for the delays that can occur due to visa processing and sponsorship paperwork.
- C. If the student is denied admission, the student shall be notified by e-mail of that decision, plus the reason(s) for that decision.

VIII. Transfer Students

- A. International students who are transferring from a college/university within the United States must have the *International Student Transfer Form* completed by their current college/university. This form documents their current status with USCIS. Once complete, the form is returned to the Admissions Office.
- B. The I-20 is issued by the Admissions Office after the form is received and the student's SEVIS record is released by their current college/university. The Admissions Office will upload the I-20 to the student's application record and send to the Registrar's Office to be scanned to the student's electronic file.
- C. A student wishing to transfer credits from:
 1. A college/university outside of the United States, must have their official transcript evaluated (see Section II). Transfer credit is handled according to Transfer Credit Policy, [P 4.34](#). If course descriptions or syllabi are required for transfer credit review, they must be translated to English to assist the department in determining credit transfer.
 2. An accredited U.S. college/university, will follow the Transfer Credit Policy, [P4.34](#), directly.

IX. Issuing I-20

- A. After the tuition deposit is processed, the Admissions Office will complete and mail the *I-20 Certificate of Eligibility for Nonimmigrant (F-1) Student Status* to the student. The Admissions Office will upload the I-20 to the student's application record and send to the Registrar's Office to be scanned into the student's electronic file.

X. Receipt of I-20 by Student

- A. After receiving the I-20 document, students must complete the necessary documentation to allow travel to the U.S. and enrollment in the College.
- B. Students must pay the required SEVIS I-901 fee through the Department of Homeland Security and print the receipt for proof of payment prior to the required visa interview at the U.S. embassy.
- C. After approval from the embassy and receiving their visa(s), students may make travel arrangements to the College.
- D. International students should arrange to arrive on campus during the week prior to the first day of classes.

XI. Health Insurance/Immunizations

- A. Students must be covered by health insurance (including repatriation and medical evacuation) that meets the minimum government standards that apply to students on F-1 Visas. Students may purchase the College's contracted policy or provide evidence that they have their own coverage either individually or through sponsorship by an organization/government that includes the coverage on the financial guarantee form. The health insurance payment is added to their tuition bill each semester. If a student does not pay, they will not be registered for classes. If the student is on a deferred payment plan, the insurance fees will not be deferred.
- B. Students must provide proof of immunizations for Measles, Mumps, and Rubella (MMR), Tetanus-Diphtheria, Hepatitis B, Varicella (Chicken Pox), Meningococcal (Meningitis), MCV4, Meningococcal Serogroup B and a Tuberculosis (TB) test. The Immunization Verification Form and documentation of immunization records must be submitted online to College Health Services prior to their arrival. Students who do not have the MMR and TB tests must work with the College Health Services Office to obtain the mandatory immunizations after arrival. Students who have not received those immunizations by the end of the third week of classes will be administratively withdrawn and receive W grades.

XII. Other

- A. International students are required to submit a one-time international student matriculation fee upon first time enrollment.
- B. TOEFL, IELTS, SAT, and ACT scores are valid for the academic year in which the exams were taken and for the following two academic years. For example, scores for exams taken in the 2021-22 academic year (either in the fall or spring) will be valid through the remainder of 2021-22 and through both the 2022-23 and 2023-24 academic years. Therefore, if one student took an exam in September 2021 and another took it in January 2022, both of their results could be used through Spring 2024 enrollment.

Revision History:

- Date 8/2021 Updated Persons/Departments Affected; Revised Title to clarify applicability to undergraduate students
- Date: 10/2020 Clarified course-by-course evaluation of postsecondary transcript for transfer credit evaluation purposes only; removed reference to ESL program; added ACT scores as a way to satisfy English language proficiency requirements; updated responsible office for issuance of initial I-20s; updated language regarding immunizations; minor updates to language; added Academic Success Center as a department affected; revised definition of an international student
- Date: 3/2018 Major content reorganization; updated transcript evaluation requirement from WES to agency recognized by NACES; updated SAT scores, clarified ESL requirements, and added clarification on citizenship status for English language proficiency; clarified application process for ESL applications; updated health insurance to specify students may provide evidence of their own coverage; updated process for submitting proof of immunizations.
- Date: 07/2015 Removed application fee requirement; defined low score; clarified baccalaureate major requirements; added definition of “official”; added requirement for new matriculation fee.
- Date: 11/2014 Revised and updated requirements for the ESL Program, modified organization.
- Date: 05/2012 Change to new format; add references to ESL; revise references to DHS and SEVIS; removed language proficiency criteria.

Cross References:

- Admission of Undergraduate International Students Policy, [P 4.21](#)
- Undergraduate Admissions Policy, [P 4.06](#)
- Transfer Credit Policy, [P 4.34](#)