

Admissions Checklist for Prospective the Student with F-1 VISA

To be considered for admission to PCC, a student must have graduated from the equivalent of a U.S. High school (12 years of education) and submit the following documents. Items must be on file at PCC before an I-20 will be issued.

SECTION I:

___ 1. Application for Admission – Online application is required; paper will be accepted as an exception for international prospective students that do not have access to reliable and convenient internet services.

Application Deadlines:

- June 1 for Fall semester (August start date)
- November 1 for the Spring (January start date)

(Note: Exception to the above stated deadlines require approval by Coordinator Special Admission Programs)

___ 2. Academic Records (Transcripts)

Official copies of academic records for all coursework completed in secondary schools and/or colleges and universities must be submitted. **These must be translated to the English language and must include a graduation date and be properly certified.**

(Note 1: "Official Transcripts" must bear the seal of the educational institution, date and the Principal/School Official/Registrar's signature. Transcripts received that do not meet these requirements will not be considered official. The official transcript must be presented at time of arrival at PCC.)

(Note 2: For athlete students with F-1 VISA the "Official copy" will be provided, for review, to the Athletic Department for national eligibility documentation, after being certified by the Registrar's Office. Original transcripts will be returned to the Office of Registrar following national eligibility determination.)

(Note 3: If other than "Official" educational documents are preliminarily presented, paper copies, or scanned copies are preferred. If faxed documents are provided they must be "legible and readable".

___ 3 Financial Letter of Support (pdf):

Documentation showing financial support for the school year is required.

- Financial records that demonstrate the student's ability to pay required tuition, fees, residential costs, books and other costs that may be incurred. And demonstrate that the student has the ability to received appropriate medical care if needed, maintain insurance as required, and travel back to home country.
 - Bank statements, escrow account, trust accounts etc.
- The records of / signed financial support certificate by a party that is committed to support this student as identified above.

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___ 4. Passport

Scan and email copy of valid Passport to: Franks@prattcc.edu Fax copies are not accepted

___ 5. English Proficiency:

Students whose first language is not English must document their English proficiency in *one of the following ways*:

- A minimum **TOEFL** (Test of English as a Foreign Language)
 - **TOEFL Scores of: 61**
- **Writing 15; Speaking 15; Reading 16; Listening 15**
 - The institutional school code is 6581 for PCC.

- Completion of the ELS 109
- Completion of [KAPLAN INTERNATIONAL Intensive English](#).
- Successful completion of the **ESL** (English as a Second Language) level 9 at the [Hays Language Institute](#).
- Academic Credit of 12 hours or more from a U.S. Post-Secondary Institution.
- One year from a U.S. High school with a minimum of a 2.5 grade point average.
- Transcript which shows that all instruction was taught in English with a 2.0 grade point average on a 4.0 scale.

(Note – for students holding an F-1 VISA admission into the Pratt Community College nursing programs are required to present a TOEFL score to be utilized to determine English proficiency, other proficiency processes are not acceptable as determined by the Kansas State Board of Nursing.)

___ 6. Housing

- All International Students must live on campus. Exceptions include:
 - Living in the Pratt Community with direct family relatives
 - Other exceptions, if any must be arranged with the Coordinator of Special Programs.
- Must complete housing contract
 - Must pay required room and board costs in advance

___ 7. Pre-payment of Enrolling Semesters cost :

- PCC Estimated Cost sheet will be prepared detailing costs
- Prepayment of first semesters costs are REQUIRED prior to the I-20 being prepared and sent
 - There are no exceptions available

To be issued an I-20 the above documentation (items 1 through 7) must be submitted.

___ 8. Proof of Medical Insurance

International students must show proof of insurance at the initial time of enrollment and each subsequent enrollment period. PCC does not endorse any one company and recommends students research choices on their own. Numerous options may be found on the Internet.

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___ 9. Negative Tuberculosis Test-Skin test or Chest X-ray

Completed Tuberculosis (TB) Screening Questionnaire

Students MUST check in with the Office of Admissions – Coordinator for Special Programs / Primary Designated Service Official, prior to the date “start of program” on I-20 or within 24 hours of arrival on campus whichever comes first.

Upon arrival, the following must be submitted:

1. Proof of Medical Insurance is required before enrollment.
 2. Student copy of signed I-20
 3. Passport, F-1 Visa, and I-94
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SECTION II:

Transfer of Schools:

___ 1. Transfer to Pratt Community College:

- Student must meet PCC Admissions Requirements
- Must make contact with Primary Designated School Official (PDSO) or DSO to review admissions requirements
- PCC DOES NOT accept transfer of students that are not in Active Status with SEVIS
- PCC DOES NOT accept transfer of students that are not in good standing with the current college or university
- PCC DOES NOT accept transfer of students without prepayment of first semesters estimated costs.

___ 2. Provide documentation as identified above in Section I

___ 2. Student requesting transfer must:

- complete Section I of Transfer of Schools document
- submit to institution transferring from for completion of Section 2 (transferring school will submit document to Pratt Community College directly)

___ 3. PDSO at PCC will verify that the student was in a full course of study and maintained status at the previous educational institution.

___ 4. PDSO at PCC will register student as a PCC student in SEVIS and issue a new I-20

___ 5. A student who does not complete the process of transfer in a timely manner will be “out of status”.

Admissions requirements and procedures for international students are subject to change according to the recognized needs of students and the college.

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