



ADMINISTRATIVE POLICY

Number	<u>400-09</u>
Adoption	<u>11-12-2003</u>
Deletion	<u> </u>
Revision	<u>12-18-2018</u>
Review Date	<u>12-18-2018</u>

INTERNATIONAL STUDENTS

For an international student to be considered for admission to PCC, the student must have graduated from the equivalent of a U.S. high school (12 years of education) and submit the following documents to the Coordinator. All items must be on file at PCC before an I-20 will be issued:

1. Application for Admission: Formal acceptance is dependent upon completion of all items required to obtain the I-20 and pre-pay by the dates listed below:
 - June 1 for Fall Semester
 - November 1 for Spring Semester
 - April 1 for Summer Semester
2. Academic Records (Transcripts): Official copies of the academic records for all coursework completed in secondary schools and/or colleges and universities must be submitted. These must be (translated) in the English language and must include a graduation date and must be properly certified by an official at the institution attended or by an official translator.
3. Financial Support Letter: Documentation stating financial support for the school year is required and should be dated within six months of the anticipated arrival date. A copy of a usable document is available from the admissions office. (Exhibit A-Certificate of Financial Support Form)
4. English Proficiency: Students whose first language is not English must document their English proficiency in one of the following ways:
 - a. TOEFL Scores of 58 (writing: 14; Speaking: 14; Reading: 14; Listening: 16).
 - b. Duolingo English Test Score of 85 or higher
 - c. Completion of the ELS 109.
 - d. Completion of KAPLAN INTERNATIONAL Intensive English.
 - e. Successful completion of the ESL (English as a Second Language) level 9 at the Hays Language Institute.
 - f. Academic credits of 12 hours or more from a U.S. Post Secondary Institution.

- g. A transcript in which it reflects that all instruction was taught in English with a 2.0 grade point average minimum obtained on a 4.0 scale.
 - h. Transcript from a college or U.S. high school for one-year minimum and a grade point average of 2.5 or higher.
 - i. Transcript from a college or U.S. high school for one-year minimum and a grade point average of 2.5 or higher. The student will be re-evaluated in the areas of Math, Reading, and English upon arrival. This is to be done by way of the Accuplacer Test and the student must be enrolled in classes that are deemed appropriate by the results of this evaluation.
5. Pre-payment
- a. The pre-payment will consist of one-half of tuition and fees (based on 32 credit hours for the year), books, and residence hall charges for a 19 meals plan. Pre-payment will also include \$200 dorm deposit, and \$900 for emergency expense fee. \$300 international student fee, \$100 certified mail processing fee, and a \$350 fee paid directly to SEVIS.
 - b. An international student will not be able to enroll in subsequent semesters unless the previous balance is paid in full and pre-payment for the subsequent semester's expenses is received.
6. Housing Information
- a. Housing contract for 19 meals in residence halls. All areas requiring initials must be completed.
 - b. Personal information sheet
 - c. Immunization Records
 - d. Health card
 - e. Emergency contact card
 - f. Deposit is included in the pre-payment.
 - g. An international student will not be able to reside in the residence hall if a previous balance is owed to the college from a subsequent semester's expense.
7. Proof of Medical Insurance: Proof of medical insurance accepted in the United States is required and must be presented before enrollment of each semester.
This must be translated to English.
8. Completion of I-20: The following information is required for the completion of the I-20:
- a. Last name
 - b. First name
 - c. Country of birth

- d. City of birth
- e. Date of birth
- f. Country of citizenship
- g. Copy of Passport
- h. Intended major (Liberal Arts will be used if not indicated)
- i. Scholarship information (if applicable)
- j. Work study information (if applicable)
- k. Additional financial assistance (if applicable)
- l. Foreign Address (P.O. Box not acceptable)

9. Negative Tuberculosis Test: Documentation showing either a negative skin test, blood test or chest x-ray if they answer yes to any of the questions on the TB questionnaire.

Items 2-9 must be completed by the following deadlines: June 1 prior to the fall semester, November 1 prior to the spring semester, and April 1 prior to the summer semester.

When arriving to enroll, the following must be submitted:

- A. Proof of medical insurance
- B. Student copy of the I-20
- C. I-94 arrival/departure record
- D. Copy of VISA
- E. Copy of I-20 from transferring school (if applicable)

INTERNATIONAL GUEST STUDENTS

Students wishing to enroll in Pratt Community College while on an I-20 from another institution must submit an F-1 Guest Application (Exhibit B)

TRANSFER OF SCHOOLS

1. International Students on an F-1 Visa who are coming to PCC from another academic institution in the USA must complete the steps outlined on the International Student Transfer of Schools form (Exhibit C). The steps are required by the Department of Homeland Security and U.S. Citizenship and Immigration Services (USCIS).
2. The PDSO (Primary Designated School Official) at the new school informs the USCIS (U.S. Citizenship and Immigration Services) of the transfer after verifying that the student was in a full course of study and maintained status at the old school and has completed enrollment at the new school. The process involves making information available on the USCIS reporting system known as SEVIS (Student Exchange and Visitor Information System). A new I-20 form will be printed upon completion of information being submitted. A photocopy will be sent to the students' previous school.

3. A student who does not complete the process of transfer in a timely manner becomes out of status and will require reinstatement.

SUMMARY OF REQUIREMENTS ATTACHED AS EXHIBIT D- International Student
Admissions- Requirements/Checklist

Revision Dates: 12-18-2018, 11-15-2016, 11-02-2010, 01-31-2006.

Intentionally left blank
Exhibits A-D follow on pages 5-13

EXHIBIT A

Certificate of Financial Support

Pratt Community College

Form to be completed by family member, sponsor, church, etc.

You cannot be your own personal financial supporter without bank statements showing you have adequate funds available to make all payments.

I, _____ (full legal name) residing at:

_____ (full legal physical address – home country)

_____ (City) (Province) (Postal Code) (Country)

Does hereby ensure full financial support for:

_____ (Student's name)

This support is designated for the course of study at Pratt Community College.

My financial support will cover tuition, fees, books, room and board, orientation, residence hall deposit, and etc. School supplies, personal funds, and other associated cost are not included, and must be paid separately.

I agree to prepay \$personalized amount to be inserted US Dollars (estimated) amount due for the first semester, Fall 2021 (18 credit hours) plus Room/ Board and appropriate fees (estimated).

DUE PRIOR TO JUNE 1, 2021

This is an estimated amount based on medium priced dorm and full meal plan. The exact amount may vary slightly causing additional payment to be due at time of enrollment.

Payment of this amount is required prior to the issuance of the I-20 document.

\$personalized amount to be inserted for the second semester (18 credit hours), plus Room/ Board and appropriate fees (estimated)

Payment for Fall 2021 is due on November 1, 2021 as class enrollment will not be allowed if prepayment is not made.

PREPAYMENT PROCEDURES

Prepayments may be made in one of two ways:

1. Bank Transfer

Transfer should be made to 'The Peoples Bank' and bank personnel should be instructed to contact the business office at PCC (620-450-2143) in order to facilitate transfer.

The Peoples Bank

222 South Main
Pratt, KS 67124
620-672-5611

Routing #101101659

Account # 333333

2. **Payment by Credit Card**

You have the option of paying by credit card via the phone at: 620-450-2143

After the transfer, funds are deposited into an account at PCC in the student's name. If you are unable to attend, a full refund is available when requested by email at:

elyseb@prattcc.edu or fax: 620-450-2282. Or Business Office 620.450.2143

I, _____ (name of person making prepayment) give “The Peoples Bank” the authority to notify:

Kent Adams, Vice President for Finance at PCC, 620.450.2140

Elyse Birdsong, Associate Director of Special Program Admissions 620.450.2114

Signature: (required)

_____ (Legal signature of individual accepting responsibility for the financial security of the above identified student, while attending Pratt Community College)

EXHIBIT B



INTERNATIONAL F-1 GUEST APPLICATION

International guest students must obtain permission from their current international advisor to enroll concurrently at Pratt Community College. International guest students will be considered non-degree seeking at Pratt Community College.

The student will be notified once enrollment is completed and/or further information/documentation is required of the student.

SECTION 1 - to be completed by student

* ALL INFORMATION IS REQUIRED

Legal Name spelled as it is spelled on I-20

Applicant's Name: (last name) _____ (first name) _____

Country of Birth: _____ Country of Citizenship: _____

Type of VISA: _____ Current College/University: _____

U.S. Address:

Street Name: _____

Apt or house number: _____

City: _____

State: _____

Zip Code: _____

E-mail address: _____

Foreign Address:

Street Name: _____

Apt or house number: _____

City: _____

State: _____

Zip Code: _____

Country: _____

Semester you wish to enroll at PCC: Fall 20____ Spring 20____ Summer 20____

Student Signature _____ Date _____

SECTION 2 - to be completed by the International Student Advisor at the school where you are degree seeking. This form may be:

- faxed to 620-450-2282 (Attention: International Student Services)
- or mailed to: PCC Admissions, 348 NE SR 61, Pratt, KS 67124
- or scanned and emailed to: elyseb@prattcc.edu

1. Last session of registration/enrollment: _____ # of cr hrs: ____ on campus ____ online

2. The student listed above is considered to be: _____ In Status _____ Out of Status

Institution Name: _____

Address: _____

Telephone (office): _____ E-mail: _____

PDSO/DSO Name (print): _____

PDSO/DSO Signature _____ Date: _____



INTERNATIONAL STUDENT TRANSFER OF SCHOOLS
PCC SEVIS School Code: KAN214F00440000

ATTENTION:

International Students on an F-1 Visa who are coming to PCC from another academic institution in the USA must complete the following steps as required by the Department of Homeland Security and U.S. Citizenship and Immigration Services (USCIS):

1. Complete Section 1 and give to your current International Student Advisor for completion of part 2.
2. Upon acceptance, you must bring the following items with you to register at PCC:
 - Your new I-20 from PCC
 - Your passport and I-94 card
 - All I-20s from previous schools

To maintain your F-1 student visa status it is your responsibility to complete the transfer process described above on or before registration day at Pratt Community College.

NOTICE TO STUDENTS: USCIS regulations state that F-1 Work Authorization (OPT or “Severe Economic Hardship”) is automatically terminated after F-1 transfer is completed.

SECTION 1 - to be completed by student

Legal Name spelled as it is spelled on I-20

*Applicant’s Name: (last name)_____ (first name)_____

U.S. Address: *** ALL INFORMATION IS REQUIRED**

*Street Name: _____

*Apt or house number: _____

*City: _____

*State: _____

*Zip Code: _____

*E-mail address: _____

*Confirm E-Mail address: _____

*Semester you intend to begin at PCC _____

*I authorize the release of this information by the International Student Advisor for the purpose of the transfer of schools.

*Student Signature _____

*Date _____

SECTION 2 - to be completed by the International Student Advisor at the school you are transferring from. This form may be:

- faxed to 620-450-2285 (Attention: International Student Services)
- or mailed to: PCC Admissions, 348 NE SR 61, Pratt, KS 67124
- or scanned and emailed to: elyseb@prattcc.edu

3. Student's SEVIS ID #: _____
4. Expiration date of student's current I-20: _____
5. Anticipated date of termination of study _____
6. Your school's SEVIS release-for-transfer date for this student: _____

PLEASE DO NOT RELEASE RECORD UNTIL APROVAL FROM PRATT CC HAS BEEN RECEIVED.

7. Is this student eligible to continue at your institution? YES _____ NO _____
 - a. If not, please explain:

 - b. Is student aware of this status? YES _____ NO _____
8. To the best of your knowledge, is the student maintaining full-time status?
YES _____ NO _____
 - a. If "NO" please do not release this student's record in SEVIS, and please advise by e-mailing elyseb@prattcc.edu
9. Does the student have a current ACTIVE status in SEVIS?
YES _____ NO _____
 - a. If "NO" please do not release this student's record in SEVIS, and please advise by e-mailing elyseb@prattcc.edu

PDSO / DSO's name _____ (print)

Institution's name: _____

Address _____

Telephone (office): _____

Telephone (cell): _____

Fax: _____

E-mail: _____

PDSO/DSO Signature _____ Date: _____

EXHIBIT D



2020-2021

International Student Admissions: Requirements/Checklist

STEP ONE: Apply to Pratt Community College using the online application [CLICK HERE TO APPLY](#)

STEP TWO: Submit the admissions requirements listed below via email. All required documents must be **scanned (pdf only)** and emailed to elyseb@prattcc.edu. The subject line of the email must include the student's full name and anticipated semester and year of attendance. **Failure to submit all documents in this manner may result in a delay or denial of acceptance.**

- Copy of passport
- Secondary School (High School) transcript *see additional transcript information below for official requirements
- College Transcripts (if any)
- [Completed Housing Contract](#)
- Completed "Certificate of Financial Support"
- Completed "TB Questionnaire" * must provide a negative skin test and/or chest scan if you answer yes to any question
- English Proficiency- Students whose first language is not English are required to document their English proficiency in one of the following ways:
 - TOEFL Scores of: 58 (Writing: 14; Speaking: 14; Reading: 14; Listening: 16)
 - Duolingo English Test Score of 85 or higher
 - 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.

STEP THREE: **REQUIRED PREPAYMENT *Due prior to I-20 being sent***

- Estimated cost statement will be provided and will identify:
 - First Semester cost. The prepayment is the adjusted first semester costs and will be identified on the "Estimated Cost Statement"
- Payment instructions are identified on the Estimated Cost Statement
- Prepayment does not include \$200 housing deposit

DEADLINES FOR ABOVE REQUIREMENTS:

- June 1 for Fall Semester
- November 1 for Spring Semester
- April 1 for Summer Semester

STEP FOUR: Contact elyseb@prattcc.edu to confirm steps 1-3 above are complete and request the issuance of an I-20.

I-20 Details:

- Required to obtain your F-1 VISA
- Provided as soon as prepayment and above requirements are met
- If you currently hold an I-20 please request transfer to Pratt CC
- PCC cannot issue a new I-20 until the former school's I-20 is released in SEVIS
- PCC does not accept SEVIS records transferred in terminated status. The transfer record must be in active status as PCC does not assist with reinstatement.

STEP FIVE: Pay the SEVIS Fee. \$350 non-refundable fee paid to U.S. Department of Homeland Security with Form I-901. Your receipt can be printed upon payment and is necessary for scheduling a visa interview appointment. www.fmjfee.com

STEP SIX: Visa Interview. Students must schedule the visa appointment after paying the SEVIS fee. For information on interview requirements, contact the U.S. Embassy or Consulate.

STEP SEVEN: Make Travel Arrangements. Schedule flights to Wichita's Dwight D. Eisenhower National Airport (ICT). Pratt Community College Admissions does not provide airport pickup/transportation.

STEP EIGHT: ARRIVAL - CHECK IN / CHECK OUT WITH PDSO, Elyse Birdsong

- Check In with PDSO (Primary Designated School Official)
 - Required within 24 hours of start of classes
- Testing - completed here at PCC after arrival
 - Take ACCUPLACER test to determine class level placement
- Enrollment – completed here at PCC after arrival
 - Enroll in the classes recommended through placement testing / required for major / degree
- Check Out with PDSO
 - Required prior to leaving immediate Pratt area for greater than 72 hours except on college business / sports activities

ADDITIONAL INFORMATION REGARDING OFFICIAL SECONDARY/ HIGH SCHOOL TRANSCRIPTS

INTERNATIONAL HIGH SCHOOL/SECONDARY TRANSCRIPT POLICY

- Official Secondary School transcripts are required to be:
 - Provided in English
 - Student is responsible to utilize an transcript evaluation/translation service to ensure that they are submitting a transcript that is acceptable for use in a US College
- Official transcripts **MUST**
 - Be signed by school official
 - Have a full graduation date (Day / Month / Year)
 - If the transcript is not signed and/or have a graduation date, you **MUST** provide a letter on the school's letterhead, that states the day, month and year of graduation, and be signed by school official
 - If the school official cannot be reached, the student may, upon arrival to campus, write the full graduation date (Day / Month / Year) on the transcript and/or letter and sign the document to make it official.

MEDICAL INSURANCE

- ALL International Students are required to have Medical Insurance.
 - Medical Insurance may be obtained prior to coming to the US
 - Or, May be purchased in the US
 - PCC does NOT offer Medical Insurance, or recommend medical insurance providers

- ALL International Students MUST provide a medical insurance card (proof of insurance)
 - Provide to PDSO (Primary Designated School Official)
 - Within 30 days of check in

IT IS HIGHLY RECOMMENDED THAT YOU VISIT AND REVIEW “[STUDY IN THE STATES](https://studyinthestates.dhs.gov/)” PRIOR TO TRAVELING TO THE UNITED STATES TO ATTEND COLLEGE.

<https://studyinthestates.dhs.gov/>

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

PRATT COMMUNITY COLLEGE does not discriminate on the basis of race, color, national origin, sex, disability, age or veteran status in its programs and activities. Complete notice can be found at: <http://prattcc.edu/notice>