

## **POLICIES AND PROCEDURES**

### **COLLEGE OF THE OUACHITAS**

**SUBJECT AREA: Student Affairs**

**POLICY/PROCEDURE: Admission of International and Exchange Students**

**DATE: July 25, 2000**

**NUMBER: 5.25**

**REVISION(s): 3/27/2007, 12/02/08, 12/06/11**

#### **Policy**

International students seeking admission to the College must follow the regular admission procedure as outlined in **COPP 5.24**. In addition, International students must provide evidence of financial responsibility and English language proficiency.

#### **Procedure**

Applicants must submit the following:

1. An application for admission.
2. Proof of two immunizations against measles at least twenty-eight days apart and proof of one immunization against rubella and one immunization against mumps, as required by state law.
3. Proof of tuberculosis screening as required by state law.
4. Placement score: ACT, SAT, ASSET, or COMPASS
5. Authenticated copies of academic records, translated into English. These records should describe the course of instruction, the number of years spent in school, and the subject matter covered with the grades earned in each subject.
6. All International students should be proficient in the English language prior to enrollment. Students should submit official documentation of having completed the Test of English as a Foreign Language (TOEFL) with a score of 500 (paper based), or 173 (computer based) or better with the admissions application.

Arrangements to take the TOELF test may be made by writing:

TOEFL Program Director  
CN 6151  
Princeton, New Jersey 08541-6151  
U.S.A.

7. Official documented evidence of financial support for academic and living expenses must be provided to the College. Upon acceptance, the College will furnish the student an I-20 Form that must be processed through the United States Immigration Service and Customs

Enforcement, U.S. Department of Homeland Security and returned to the College prior to the day of registration. This process takes several months to complete.

8. International students are required to be enrolled in at least 12 hours each semester.
9. Provide proof of health insurance coverage in the United States.
10. Tuition will be assessed at the International Student tuition rate.
11. A one time \$100 processing fee will be charged.
12. Students must apply for admission at least six (6) months prior to the beginning of the semester with completed documentation on file in the Office of Student Affairs.
13. Students transferring from another college or university in the United States must submit, in addition to an official transcript, a Transfer Notification Form completed by the student's advisor at the educational institution from which he/she is transferring. Copies of the student's current I-20, passport, and I-94 card must also be submitted.

The International Student should be aware that the College has no residential housing.

### **Admission of Exchange Students**

International high school students participating in the foreign exchange program may apply for admission as do resident high school students. Required documentation includes a letter from the local high school indicating the student is in good standing and giving permission for concurrent enrollment. The exchange student must also request the local high school to send copies of all International documents, immunization, and TOEFL scores.

AUTHENTICATION (Signature):	COPP
_____	
President	12/06/11
	5.25