



**TITLE:** International Admissions

**PROCEDURE NUMBER:** 3-2-1010.2

**RELATED POLICY AND PROCEDURES:** 3-2-1010 Admissions Criteria  
3-2-1010.1 Admissions Criteria

**DIVISION OF RESPONSIBILITY:** Student Affairs

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November 18, 2015  
Approved by President

February 19, 2026  
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Piedmont Technical College adheres to the procedure outlined in [State Board for Technical and Comprehensive Education Procedure 3-2-102.1 Admission of International Students](#). For the purpose of this procedure, international applicants/students are those non-citizens or non-permanent residents of the United States who hold or who are applying for student visa category F for admission to the College's credit programs. International students holding other visas should consult with the International Student Advisor for admission information.

Piedmont Technical College reaffirms its policy of nondiscrimination with specific reference to international students. The College's "Open Door" policy does not apply to international students. The College can deny admission to any international applicant whenever such action appears to be in the best interest of the College. In addition to meeting the regular College and program admission criteria, international students must fulfill the following requirements:

1. Apply for admission.
2. Provide Educational Records. Provide an approved evaluation of evidence of **successful completion of secondary school**, equal to a U.S. high school

diploma. **Note: An English translation may be required for approval.** Evaluation must be submitted directly from a NACES (National Association of Credential Evaluation Services) member evaluator. A list of NACES members can be found at [www.naces.org](http://www.naces.org).

3. Provide evidence of English language proficiency by one of the following:
  - TOEFL (Test of English as a Foreign Language) scores with a minimum of 61 (Internet-based). Scores valid for two years from test date.
  - IELTS (International English Language Testing System) score band 5.0.
  - Transfer credit for post-secondary level English coursework. **Note: For transfer credit, provide an approved credit evaluation for college or university coursework for international transcripts. The evaluator of the coursework must be a NACES member evaluator.**

This requirement may be waived for a student whose first language is English or whose secondary school of instruction is English.

4. Demonstrate evidence of financial support by submitting an Affidavit of Support with official document of financial support to cover tuition and expenses for one academic year. The amount is subject to change based on the current rate of tuition, books, and cost living in the local area.
5. Provide a two-semester escrow deposit of U.S. dollars based on the international rate of tuition. A portion will be used to pay first semester tuition and fees. The balance will remain in escrow to be applied to your last semester. This amount is subject to change based on the current tuition rate for international students.
6. Issue INS Form 1-20 upon receipt of all required documents and escrow deposit. Issuance of an INS Form 1-20 does not guarantee the approval of F-1 visa status by the U.S. Immigration and Naturalization Office or the U.S. embassy or consulate in your home country.

When an international student is enrolled at the College, the student must:

- A. Comply with certain academic requirements.
- B. Follow the requirements of the Student Code.
- C. Maintain visa status and immigration documents in the manner required by the Department of Homeland Security.

Implementation of PTC Procedure 3-2-1020 Admission of International Students will be guided by the following:

1. The College must maintain certification by the United States Department of Homeland Security and the United States Immigration and Customs Enforcement to admit nonimmigrant students (F visa category).
2. The College must have a primary designated international admissions officer/international student advisor.
3. The College must maintain a current subscription to the Adviser's Manual of Federal Regulations Affecting Foreign Students and Scholars, which is a publication of the Association of International Educators (NAFSA).
3. The College shall maintain all necessary and appropriate documents for international students as required by U.S. Immigration and Customs Enforcement and ensure the accuracy of the Student & Exchange Visitor Information System (SEVIS).

Additional Notes:

Financial assistance is not available to incoming international students. Students on F-1 visa are not permitted to work off-campus. On-campus employment is extremely limited.

International students who wish to pursue a degree exclusively online from their home country do not need to secure an F-1 visa and should contact SEVIS Designated School Official for more information about this process.

Transient International students must also provide a copy of their INS Form 1-20 and visa.