



# PIEDMONT TECHNICAL COLLEGE

## PROCEDURE

**POLICY NUMBER:** 3-2-1010.3

**PAGE:** 1 of 3

**TITLE:** International Admissions

**RELATED POLICY  
AND PROCEDURES:**

3-2-1010 Open Admissions Policy

3-2-1010.1 Open Admissions

3-2-1010.2 Minimum Age for Admission

**DIVISION OF**

**RESPONSIBILITY:**

Enrollment and Communications

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November 18, 2015  
Date Approved by President

\_\_\_\_\_  
Date of Last Revision

\_\_\_\_\_  
Date of Last Revision

Piedmont Technical College adheres to the procedure outlined in State Board Procedure Number 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:

- A. Apply for admission.
- B. Submit a certified English translation of secondary school records, including evidence of graduation.
- C. Send certified English translations of final, official transcripts from any post-secondary colleges or universities attended. If the institutions are located outside the U.S., professional credential evaluations from any member of the National Association of Credential Evaluation Services (NACES) are required. If requesting transfer of credits, a course by course report is also required. The report must be sent directly to Piedmont Student Records Office from the evaluation service.



## PIEDMONT TECHNICAL COLLEGE

### PROCEDURE

**POLICY NUMBER:** 3-2-1010.3

**PAGE:** 2 of 3

D. Provide evidence of English language proficiency by one of the following:

1. Test results from the Test of English as a Foreign Language (TOEFL) showing a minimum score of 61 on the internet-based version. If the paper version is taken, a minimum of 173 Computerized; 500 Written.
2. Test results from the International English Language Testing System (IELTS) indicating a minimum overall band score of 5.0.
3. Official report verifying transfer credit for postsecondary level English coursework.

These requirements may be waived for a student whose first language is English or whose secondary school of instructions is English.

E. Complete the placement test within the past 5 years, or provide proof of one of the following:

- a. An earned composite SAT score of at least 960 with a minimum of 480 on Verbal (or Critical Reading after March 2005) and 480 on Math;
- b. An earned composite ACT score of at least 21;
- c. A college level English and math courses from an accredited or approved institution with minimum grades of "C".

F. Demonstrate evidence of financial support by submitting an Affidavit of Support (Form I-134) 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.

G. Provide a two-semester escrow deposit of U.S. 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. Corporate or government contractual agreements and/or assessment of the student's ability to pay may satisfy this requirement. The College will also adhere to the Sister-State Agreements established annually by the South Carolina Commission on Higher Education. Therefore, when the student submits necessary forms and is approved under the Sister-State Agreements, the student will be refunded the difference from the international to out-of-county tuition rate.



## PIEDMONT TECHNICAL COLLEGE

### PROCEDURE

**POLICY NUMBER:** 3-2-1010.3

**PAGE:** 3 of 3

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

- A. 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).
- B. The College must have a primary designated international admissions officer/international student advisor.
- C. 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).
- D. 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 Note

- 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.