



# Santa Fe College Rules Manual

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Title: **Nonimmigrant International Student Admission and Registration Procedure 7.6P**

Based on: Rule 7.6

Effective Date: September 19, 2018

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Purpose: To provide procedural information for admission and registration of nonimmigrant international students.

## Admission

To be admitted to the College, nonimmigrant international students must complete the application for admission, including its international student module. The Application for Admission and all required documentation must be submitted before the application deadline for each term. The application deadline for each term is published on the International Student Services website.

Required admissions documents include academic transcripts, proof of English proficiency, financial documents, and immigration documents mandated by the U.S. Department of Homeland Security.

Academic transcripts of secondary school, college, university, technical, and other postsecondary schools attended must be certified as final and official. Foreign transcripts must be evaluated, translated, and verified indicating proof of completion of a level of education that is equal to or higher than a U.S. high school degree.

International students who have not completed at least three years of high school level English must provide proof of English language proficiency by one of the means listed below:

- Submit an official score of at least 32 on the Internet-based test (IBT) Test of English as a Foreign Language (TOEFL) that is less than two years old; or
- Submit an official score of at least 4.5 on the International English Language Testing System (IELTS), or that is less than two years old; or
- Earn a “C” or higher in the equivalent of English Composition 1 (ENC 1101) at a regionally accredited college or university; or
- Earn a standard diploma from a valid United States high school; or

- Submit proof of citizenship from an English-speaking country; or
- Submit official documents showing completion of level 40 or higher in all sections from the University of Florida's English Language Institute.

### Financial Requirements

All nonimmigrant international students must have sufficient funds to pay full non-resident College tuition, fees, textbooks, living expenses, transportation, expenses, health insurance, and other incidental expenses while attending college in the United States. Detailed information as to the approximate expenses is available on the International Student Services website. Documentary evidence of means of financial support (Proof of Funds and a Bank letter in forms acceptable to the College) must be provided to the College for Admission purposes prior to the issuance of the Certificate of Eligibility (Form I-20A-B) for nonimmigrant (F-1) international student status.

Nonimmigrant international students must provide proof of health insurance every academic year.

### Certificate of Eligibility (Form I-20A-B)

United States Citizenship and Immigration Services, part of the Department of Homeland Security, allows a Designated School Official (DSO) to issue the Form I-20, "Certificate of Eligibility for Nonimmigrant Student Status" to admitted nonimmigrant international students upon student request following completion of all admission requirements. Documentary evidence of means of financial support must be attached to the Certificate of Eligibility when applying for the F-1 student visa at the United States Consular Office.

### Full-Time Enrollment

Nonimmigrant international students on F-1 student visas are required to be enrolled full-time as defined by the institution during their first semester and every fall and spring term. At Santa Fe College, this is a minimum of twelve credits per semester. Nonimmigrant international students are expected to make satisfactory progress toward their approved program objectives each term (as defined by College Rule 7.9, Student Academic Progress) or the continuation of study on a student visa may be jeopardized and the Certificate of Eligibility rescinded.

### United States Citizenship and Immigration Services, Federal Law and Regulations

It is the student's responsibility to comply carefully with all nonimmigrant international student requirements as stated under the United States Federal Law Immigration and Nationality Act. The College is required to report to the United States Citizenship and Immigration Services any nonimmigrant international students who:

- A. Do not register at the College by the last day to add a class.

- B. Do not carry a full course of studies.
- C. Do not attend classes to the extent normally required.
- D. Terminate their attendance at the College before completion of the term.
- E. Terminate their attendance at the College upon completion of the term prior to graduation.
- F. Work off campus without previous authorization from a DSO.
- G. Request a reduced course load due to medical or academic reasons.
- H. Request an Authorized Early Withdrawal.

### Placement

First term placement for all students (regardless of TOEFL score) will be determined by the CPT, ACT, or SAT scores of the student. Students who score below college level will be enrolled in Developmental Education classes until they demonstrate English proficiency and/or complete the Development Educational sequence into which they placed. Students who score into college-level English must write an essay in the Assessment Center to determine the appropriate placement into college-level English.