

**TEXAS STATE TECHNICAL COLLEGE
COLLEGE OPERATING PROCEDURE**

4.27

CAMPUS:	Marshall	Page 1 of 4
TITLE:	Admission & Enrollment of International Students	
OFFICE OF RESPONSIBILITY:	Enrollment Management	
APPROVED BY:		
TITLE:	President	Date: October 25, 2006

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PRACTICE:

It is the practice of Texas State Technical College Marshall to enforce System Operating Standard ES.4.01 on the Admission and Enrollment of International Students.

PROCEDURES:

The following procedures are provided to give assistance to the staff regarding the international student admission process at Texas State Technical College Marshall. It has been developed to provide information, answer questions, and outline the process used when admitting an international student at TSTC. It is NOT intended to give legal counsel or advice.

- A. Admission Procedures for the International Student Visas F-1 and Dependent of an F-1.
 - 1. The following procedures should be followed when admitting international students from outside the United States or who are transferring from

another American institution. All international students must submit the following:

- a. Application for admission.
 - b. Official transcripts from all schools attended.
 - c. Affidavit of support with supporting documentation.
 - d. Official TOEFL report showing a score of 550 or above on paper based test or 213 or above on computer based test.
 - e. Valid visa, passport, and 1-20 (applies to students already in the States).
2. Students from the following countries, where English is the native language, are exempt from taking the TOEFL exam: Australia, England, Ireland, Philippines, Jamaica, Trinidad, New Zealand, and Canada (west of Ontario). French is the native language west of Quebec, in part of Nova Scotia, and in New Brunswick.
 3. The F-2 student (dependent of an F-1) must provide copies of a valid visa, passport and the 1-20 of the F-1, as well as all other items listed above.

B. Students Transfer within the United States

1. The following procedure should be followed when accepting a transfer student within the United States:
 - a. The same admissions procedures will apply, along with the statement from the college/university international student advisor giving permission for the student to transfer.
 - b. This must be received before acceptance into TSTC can occur.

C. Concurrent Enrollment

1. This student is in the United States and enrolled at another institution. The student is allowed to take one or two courses at TSTC and transfer these credits back to his/her home college. A statement from the home college international student advisor must be submitted prior to acceptance stating that the student has permission to enroll at TSTC and the I-20 will be maintained at that school.

- a. The international student will be admitted once all admissions requirements have been met.
 - b. The admissions procedures will be the same as other international students.
 - c. An I-20 will not be issued by TSTC for this type of student.
- D. Currently Enrolled TSTC International Students Seeking Transfer or Concurrent Enrollment at another Institution.
1. Transfer to another college.
 - a. Complete the International Student Advisors Report form as appropriate.
 - b. Mail form to the school the student seeks to transfer to.
 2. Concurrent enrollment at another college.
 - a. Verify that courses student desires to enroll for at the other college will transfer back to TSTC. Obtain statement of transfer from appropriate department chair.
 - b. Prepare a letter of enrollment and approval for concurrent enrollment. Be sure the following statement is included in the letter: Student has permission to be concurrently enrolled at TSTC. The student's 1-20 will be maintained by TSTC.
 - c. Mail the letter to the receiving college.
- E. Change of Status From B-2 to F-1.
1. The following is the procedure for persons wanting to change their Visa type from B-2 to the F-1 student Visa:
 - a. The prospective international student is required to meet all admission requirements for the F-1 student.
 - b. After meeting the admissions requirements, the individual should submit the following:
 - (1) Completed 1-539 form.

- (2) A non-refundable check or money order made payable to INS for the appropriate fee.
- (3) Letter from the student to INS requesting the status change.

F. Change of Status from F-2 to F-1.

1. The student wishing to change from F-2 to F-1 student status must meet the same admission requirements as the student who originally applied for the F-1 status. The procedure is exactly the same.

G. Change of Status from J-1 to F-1.

1. The admission requirement and procedures are the same except that a copy of the IAP66 form needs to be included in the paperwork.

H. Reinstatement to Student Status.

1. The following is the procedure for the student who has dropped below full-time status (either at TSTC or transferring into TSTC) and is in the United States:
 - a. For students currently enrolled at TSTC they must submit, in Writing, the reason for dropping below full-time status and that this is only a temporary situation.
 - b. The letter should state that the student will register as a full-time student for the next form.
 - c. If the reason is medical, a doctor's statement is required.
 - d. File this letter in the student's file.
 - e. Indicate to the student that dropping below full-time status could affect transferring.

I. Out of Status Student Seeking Admission to TSTC.

1. The student must meet all requirements for admission to TSTC. In addition, the student should submit the following:
 - a. The 1-539 form (Request for Reinstatement)

- b. A letter stating the reason for being out of status (Original letter is retained and student is given a copy of his records).
 - c. A copy of the 1-94 card
 - d. A non-refundable check or money order made payable to INS for the appropriate fee.
2. Detailed instructions to be followed by the DSO (Designated School Official) are maintained in the Admissions and Records Office.