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Administrative Regulation

**INTERNATIONAL STUDENTS**

**Eligibility for Admission:**

The authority to oversee the admission of eligible F-1 Visa students (non-citizen/non-resident students) is delegated to the Director of the International Student Office under the direction of the Vice President of Student Services. F-1 students eligible for admission to the College must show the following documents to substantiate issuance of the College immigration SEVIS Form I-20:

- Completed International Student Application Form and required processing fee.
- Official academic transcripts from high school/secondary school and diploma or equivalency of completion. (International Students transferring from a regionally accredited U.S. college or university must have the minimum grade point average of 2.0 out of 4.0 scale.)
- TOEFL (ETS) score report minimum of 45 on iBT exam, or 4.5 'band score' report from IELTS exam (British Council). (This requirement is waived for students seeking "Conditional Admission" and pursuing "Credit ESL/English" studies first semester/year of enrollment.)
- Affidavit of Support Form and Bank Statement to demonstrate sufficient funds for paying District non-resident tuition/fees, estimated off-campus living expenses and mandatory health insurance plan coverage.
- One-page personal essay statement and copy of passport (name page) verifying country of citizenship.

Glendale Community College may admit, on a part-time basis, individuals who have valid U.S. non-immigrant visas, provided the immigration service allows persons with their particular visa classification to attend school. Individuals holding the B-2 "Tourist Visa" are prohibited from enrolling in classes per U.S. immigration law.

**High School/Secondary School Graduates under Age 18:**

F-1 Visa students under 18 years of age must show high school or secondary school "equivalency" of completion (as defined by country's education system) at the time of class registration.

**Residency**

F-1 visa students are non-citizens/non-immigrants and as such, have their primary residence outside of the United States. F-1 Visa students are not eligible to establish California residency for in-state tuition purposes.

**Nonresident Tuition Fee**

A nonresident tuition fee will be charged for all credit courses taken and shall be set by the governing board of the College not later than February 1 of each year for the

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succeeding fiscal year. Any nonresident who is both a citizen and resident of a foreign country, who has demonstrated a financial need, *may* be exempted on an individual basis. Not more than 10 percent of the nonresident international students attending the College *may* be so exempted. Education Code Section 76140(a)(2).

**Capital Outlay Fee**

A community college district may charge nonresident students who are both citizens and residents of a foreign country, who have not or cannot establish residence, an amount not to exceed the amount expended by the district for capital outlay in the preceding fiscal year divided by the total full-time equivalent students in the preceding fiscal year. This fee cannot exceed 50 percent of the nonresident tuition fee.

Publications of admissions policies and procedures for F-1 Visa students are listed on the College's Website and published in the College's Catalog.

**References:**

- Education Code Sections 76140; 76141 and 76142;
- Title 5 Section 54045;
- Title 8, U.S. Code Sections 1101. et seq.

Adopted: 6/14/16