

**ADMINISTRATIVE PROCEDURE 5012 INTERNATIONAL STUDENTS****A. International Student Admissions Requirements**

Peralta Community College District (PCCD) may issue an I-20 to an international student to obtain F-1 Student status after the student has completed the following steps:

- STEP 1** Students submit completed International Student Application Form, \$50 (US) non-refundable application fee, and the other required documents as listed below to Office of International Education:
- a. International Student Application Form (with completed Applicant Signature)
  - b. \$50 non-refundable application fee (check, money order or credit card) payable to "Peralta Community College District"
  - c. Official Transcripts (translated into English)
  - d. Copy of Diploma (from High School or secondary school; translated into English)
  - e. TOEFL, IELTS, or ITEP Scores (optional). These tests are not required for ESL students or for students where English is your first language. (All students must take the ESL/English or Math assessment, unless they have already had English 1A or English 5 or math classes at another community college or higher education institution within the United States that is accredited)
  - f. Personal Essay (1 page describing educational goals, aspirations, etc...)
  - g. Financial Documents: Financial Support Declaration and Bank Statement (minimum \$19,700) Note: A bank letter is not accepted.
  - h. Health Documents: Student Statement of Health and Medical Examination (with Physician's signature)
  - i. Passport Bio Copy Pages
  - j. International Student Agreement Form
- STEP 2** Students will be contacted within approximately 2 weeks confirming the status of their application as being either preliminarily accepted or determined to be incomplete. If the application is incomplete, students will be requested to submit the missing/incomplete documents.
- STEP 3** Students must complete the CCCApply online application to create a student account.
- STEP 4** Once students have completed the CCCApply online application, they will receive an automated email with their Student ID Number. Students must submit their Student ID Number to the Office of International Education in order for their application to be officially accepted.
- STEP 5** Upon submitting the Student ID Number to the Office of International Education, the office will provide students with an official A-letter of acceptance and all necessary immigration documents (Form I-20).

**B. Transferring F-1 Students**

F-1 Visa students already attending a U.S. institution of higher education may apply for admission to PCCD for F-1 student status and be issued an I-20 provided the following criteria are met:

1. Complete the International Student Admissions Process
2. Submit the Certification of F-1 Student Visa Status (Transfer In) form

3. Submit copies of all related immigration documents Form I-20, passport biography and visa page.

### **C. International Student's Status and Eligibility**

1. F-1 students attending PCCD are not eligible for financial aid
2. The College will comply with all immigration policies in regard to admitting students to the credit programs at PCCD
3. Students accepted on an F-1 Visa are required to comply with all immigration laws and regulations to maintain legal status
4. Students in the U.S. on a visa other than F-1, will have their eligibility for F-1 status determined by U.S. immigration rules and regulations
5. F-1 international students must attend the International Student Orientation
6. All F-1 Students must update their current personal, academic or financial information with the Office of International Education
7. F-1 Students must comply with immigrations rules and regulations in regards to academic course load and performance each semester

### **D. International Student Fees**

International Students are required to submit a \$50 non-refundable application fee along with the application form to be considered for admission. In addition the following fees are required and must be paid when students register for classes: (See Administrative Procedure AP 5030 for the dollar amount associated with each fee.)

1. Non-Resident Tuition (per unit)
2. Enrollment Fee (per unit)
3. Capital Outlay Fee
4. Campus Fee (per campus)
5. AC Transit Pass (per semester, must be enrolled in at least 9 units)
6. Health Fee (per term)
7. International Student Health Insurance Fee (per term).  
Students must pay the International Student Health Insurance fee prior to enrollment in a payment plan. Students cannot include this fee in a payment plan.

### References:

Education Code Sections 70902(b)(9); 76140, 76141 and 76142;  
Title 5 Section 54045;  
Title 8, U.S. Code Sections 1101. et seq.

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