Policy Title: International Student Admission and Registration

**Purpose:**
To ensure compliance with United States Citizenship and Immigration Services, state and College requirements.

**Definitions:**

**Policy:**
International students are those who do not have United States citizenship, permanent residency, or refugee or political asylum status. International students must complete the College’s International Student Admissions and Registration process including the International Student Requirements packet. International students must also meet the English language proficiency, academic, financial support, and immunization and health insurance requirements. The College issues the Form I-20 for F-1 and M-1 student visas to accepted students.

**Part 1. English Proficiency Requirements**
Minnesota State Community and Technical College requires a minimum TOEFL score of 550 on the paper version, of the exam or 213 on the computer version or 79 on the internet based version or recent completion of a college-level composition course with a grade of “C“ or better from a regionally accredited college or university in the United States. The College will waive the English requirement for any applicant whose native language in English.

**Part 2. Academic Requirements**
The minimum academic requirement is graduation from an accredited secondary school or its equivalent. International student applicants must arrange for the College’s Admissions Office to receive official academic records from all secondary, college, university or professional institutions they have attended. The College reserves the right to determine the appropriateness of the certification. Photocopies are not acceptable. Photocopies or electronic copies are accepted only with prior approval from the college’s Primary Designated School Official (PDSO). A certified literal translation must be included with the official document if the record is not in English.

**Part 3. Financial Requirements**

a. International student applicants who desire an I-20 form to obtain a F-1 or M-1 visa must provide documentation verifying that all educational and living expenses will be provided for their first year of enrollment at the College. (Financial Responsibilities Statement) The College reserves the right to determine the accuracy of the financial certification.

b. International students are expected to have at their disposal sufficient funds to meet all educational and living expenses throughout the time it will take to complete their educational program.
Financial aid is not available for international students through the college. Off-campus employment is not available during the first year of academic study. Off-campus employment opportunities are limited after the first year and are subject to the regulations of the Department of Homeland Security.

c. Students must pay their tuition and fee balance in full no later than the fifth day of the academic term or have an approved payment plan in place per Minnesota State System Procedure 5.12.3 Payment Related Dates and Registration Cancellation [https://www.mnscu.edu/board/procedure/512p3.html]. Failure to do so will result in a cancellation of that term’s courses and the termination of their SEVIS record.

Part 4. Immunization Requirements
Minnesota law requires that all students born after 1956 and who are enrolled in a public or private post-secondary school in Minnesota be immunized against diphtheria, tetanus, measles, mumps and rubella, allowing for certain specified exceptions.

Part 5. Health Insurance Requirements
The Minnesota State Colleges and Universities International Student Health Insurance Policy is required as a condition of registration for all international students attending the College. Proof of health insurance must be presented to the college prior to a student registering for courses.

Failure to meet any of the above requirements will affect a student’s ability to enroll and/or remain enrolled at the college.

Associated Policies:
Minnesota State System Board Policy 3.4
Department of Homeland Security Website: www.studyinthestates.dhs.gov

Associated Procedures:
Minnesota State Colleges and Universities International Students Health Insurance website: https://www.uhcsr.com/mnscu/

Policy History:
Policy Owner: Chief Student Services Officer
Policy Author: Shawn Anderson
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Updated Policy;
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Procedure Written: Select Status