

**CHAPTER 5: STUDENT SERVICES
ADMINISTRATIVE PROCEDURE NO. 5012**

COLLEGE OF THE SISKIYOU

Procedure Manual

Title: International Students

Revision Date: 11/09; April 24, 2014

Responsible Office: Student Services

Reference: BP 5010; Education Code 76141, 76142;
Title 5, Section 54045; Title 8, U.S.C. Section 1101 et seq.

I. International Students

A. International students may be admitted if they meet the following requirements:

1. Application for admission.
2. Verification of high school completion or its equivalent. Official transcripts of all secondary schools and colleges must be submitted for this purpose.
3. Verification of English proficiency with a score of 470 paper based, 150 computer based, or 55 Internet based on the Test of English as a Foreign Language or completion level of 108 at an English Language School, or other English proficiency exam.
4. Evidence of health insurance policy covering international students in the United States.
5. Proof of tuberculin testing results.

B. Conditions of Continued Enrollment

1. All information must be on file at least two months prior to the beginning of each term to ensure admission for that term.
2. If admitted, international students will be issued a Form I-20 Certificate of Eligibility for use in securing a student (F-1) Visa. Admitted students must adhere to all U.S. Immigration and Customs Enforcement (ICE) regulations.
3. Students must maintain full-time enrollment at all times.
4. Students must notify the designated Student and Exchange Visitor Information System (SEVIS) Officer of all address changes.
5. Students must complete a monthly check-in with the designated SEVIS Officer.

II. International Student Fee Reduction

To promote the recruitment and retention of diversity, student fee reductions are granted to non-resident international students who have demonstrated financial need. Students who qualify for the reduction will pay three times the amount of the resident tuition/registration fee instead of the out-of-state tuition/registration fee. The total number of reductions may not exceed 10 percent of the international students who are enrolled during the current semester or either of the prior two semesters, whichever is greater. Availability of the fee reduction opportunity shall be included in the international student admission packet.

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- A. To apply for the reduction, international students must apply to attend COS and must submit the fee reduction application to the Financial Aid Office.
- B. The Director of Financial Aid will determine if the student meets the Board of Governors Waiver (BOGW) eligibility criteria, which shall be the standard for financial need.
- C. Applicants will be selected on a “first-come, first-serve” basis using the date of completion of their application, although no more than one fee reduction will be granted per country of origin. The Student Services Office will keep a record and current roster of approved reductions.
- D. Reductions will remain in effect for two calendar years, if the student is enrolled in and completes a minimum of 12 units each semester and has a minimum COS GPA of 2.00. After two years, students must reapply if they wish to be considered for additional semesters.