

PROCEDURE NAME: 5.1.6 International Students

Reference: Education Code Sections 76000, 76001, 76002, 76141; 76142; Title 5, Section 54045; Title 8, U.S.C. Section 1101, et seq.

Note: This procedure is required. It addresses the Chaffey Policy: Chapter 5: Student Services, 5.1.6 International Students.

Purpose: *To define the process for providing an education to F-1 students at Chaffey College.*

1. Statutory Definition

- 1.1 The F-1 category is created by section 101(a), (15) (f) of the Immigration and Nationality Act (INA), which allows international residents to enter the United States as F-1 nonimmigrant students.
- 1.2 An F-1 student is a nonimmigrant who is pursuing a “full course of study” towards a specific educational or professional objective at an academic institution in the United States that has been approved by the United States Department of Homeland Security/Immigration and Customs Enforcement (US DHS/ICE) to offer courses of study to such students.
- 1.3 Once the educational or professional objectives have been attained, the F-1 student is expected to return to his/her residence abroad.

2. International (F-1) students interested in enrolling at Chaffey College shall complete the following steps:

- 2.1 Apply to the College and submit the following documents to the International Student Office:
 - a. International Student Application
 - b. Chaffey College Application for Admission
 - c. Proof of English Proficiency, TOEFL (Test of English as a Foreign Language) score of 133 or a transcript indicating 6 years of English instruction
 - d. Official high school, college or university transcripts with certified English translation
 - e. Financial verification: bank statement verifying \$15,500 is available for tuition, fees, and living expenses for one-year

- f. Copy of valid passport
- g. Passport-size photograph
- h. Proof of recent tuberculosis (TB) testing
- i. Application materials shall be reviewed and processed by the International Student Office; and the Coordinator of International Student Services (the designated school official), will prepare an I-20 for qualified students and forward a letter of acceptance and the completed I-20 via U.S. mail.

2.2 Apply for Student (F-1) Visa

- a. After receiving an I-20 from Chaffey College, prospective students shall apply at the embassy or consulate for an F-1 visa stamp for his/her passport to indicate the status sought in the United States.

2.3 Make travel and housing arrangements

- a. May not arrive more than 30 days before the term begins
- b. Report to the Coordinator of International Student Services immediately upon arrival

2.4 Complete the Matriculation processes

- a. Attend the orientation for new international students
- b. Take assessment tests
- c. Meet with a counselor to develop an educational plan
- d. Register for classes (must be a minimum of 12 units)
- e. Pay required registration fees; purchase medical insurance

2.5 Maintain compliance with College policies and all immigration regulations

- a. Maintain a valid passport and a current, authorized Form I-20 at all times

- b. Follow education plan, maintain enrollment in 12 units, make satisfactory academic progress; consult with International Students staff before dropping classes
- c. Report any changes in status, address, degree program, etc., promptly to the International Student Office
- d. Observe College rules and regulations to ensure good standing
- e. Obtain a signature from the Coordinator of International Student Services on I-20 prior to traveling out of the country
- f. Contact the International Student Office for information and assistance with transfer, applications for practical training, and authorization for campus work

3. Exemptions from nonresident tuition as authorized by Education Code Section 76140(a) (2) for financial need for students with exceptional talent/athletic ability are recommended by staff and approved by the Superintendent/President. Consideration shall be based on the following:

- 3.1 A letter of recommendation documenting exceptional talent
- 3.2 An essay describing financial need and educational goals
- 3.3 Compliance with all immigration requirements
- 3.4 A full course load (12 units) and a minimum 2.0 grade point average