

**Allan Hancock Joint Community College District  
Board Policy  
Chapter 5 – Student Services**

---

**BP 5012 INTERNATIONAL STUDENTS**

The District admits international students in approved study programs in accordance with regulations established by the United States Bureau of Citizenship and Immigration Service. The District will maintain specific admission criteria, requirements, and procedures that govern the selection of international student applicants for admission.

References: Education Code Sections 76140 et seq.;  
Title 8 U.S. Code Sections 1101 et seq.

---

**Adopted: 12/16/03**  
**Revised: 7/14/15**

**Reviewed: 10/13/20**

---

**Allan Hancock Joint Community College District**  
**Administrative Procedure**  
Chapter 5 – Student Services

---

## **AP 5012 INTERNATIONAL STUDENTS**

The Director, Admissions and Records, is responsible for the admission and enrollment of international students. Allan Hancock College is approved by the Bureau of Citizenship and Immigration Service to accept qualified applicants from foreign countries who possess a valid F-1 visa. An international student is a person who is a citizen and resident of another country and is in the United States on an F-1 student visa or other allowable visa. Federal law precludes international students holding F-1 visas from establishing domicile in the United States, and also states that they shall not be classified as a resident of this state.

### **Admission/Application Requirements for International Students**

The Admissions and Records Office is responsible for receiving and responding to inquiries from prospective international applicants. Application materials may be obtained by contacting the Admissions and Records Office by mail, telephone, or email. The Admissions and Records Office will only process application materials received by the established deadlines for admission to the college. The Bureau of Citizenship and Immigration Service requires that international students be in compliance with their rules and regulations, including enrollment as full-time students. Full-time status is defined as enrollment in 12 or more semester units.

The college requires that the documents listed below be submitted to the Admissions and Records Office before an international applicant is approved for admission to Allan Hancock College and before a Form I-20 is issued.

1. A completed application for admission with a declared educational objective.
2. Evidence of sufficient facility in the use of the English language to ensure proper progression in a collegiate course of study. To provide this evidence, Allan Hancock College requires one of the following:
  - a. Submission of official Test of English as a Foreign Language (TOEFL) scores. Students with a score of less than 475 paper-based or 153 computer-based are required to take the Allan Hancock College English as a Second Language (ESL) assessment test. Students with a score of 475 paper-based or 153 computer-based or higher on the TOEFL are required to take the Allan Hancock College START test for English placement before registering for classes.

- b. Evidence of having satisfactorily passed a course in oral and written English at an institution in the United States.
3. A confidential statement of finance that verifies financial capability for the costs of attending Allan Hancock College, or affidavits guaranteeing financial support from responsible resident citizens of the United States. The college does not provide financial assistance for international students.
4. Official transcripts from all preparatory, high schools and/or colleges previously attended. Transcripts should be in English.
5. Proof of major medical insurance coverage. If needed, the college can provide information on policies available to international students.
6. Proof of measles immunization and tuberculosis (TB) clearance.

### **Fees**

The college assesses all international students the enrollment, health, student center fees, and nonresident tuition at the time of registration. According to immigration policy, international students may work 20 hours a week on campus only. The Associate Superintendent/Vice President, Student Services may waive the nonresident tuition as authorized by law for reasons of financial need.

Allan Hancock College shall send a signed Form I-20 to the student as proof of acceptance for admission via regular mail service. Federal law requires all international students to report to the college indicated on their Form I-20 within 30 days of arriving in the United States of America. The Director, Admissions and Records is the designated school official (DSO) and shall report any and all international students who fail to report to the college within 30 days of arrival to the Bureau of Citizenship and Immigration. The DSO and/or designee shall comply with federal reporting requirements through the Student and Exchange Visitor Information System (SEVIS) on-line program.

Calculation of nonresident tuition fee applicable to noncitizens who have not or cannot establish residence, in 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. This fee cannot exceed 50 percent of the nonresident tuition charged other nonresidents.

References: Education Code Section 76140 et seq.;  
Title 5 Section 54045;  
Title 8, U.S. Code. Sections 1101. et seq.;  
USA Patriot Act;  
Border Security Act

---

**Approved: 12/16/03**  
**Revised: 6/16/15**  
**Revised 5/10/16**

**Reviewed: 6/9/20**