



WNCC Administrative Procedure

Title:	International Students
Division:	Student Services
Category:	Admissions, Registration, and Student Records
Reference:	U.S. Immigration and Customs Enforcement: Student and Exchange Visitor Program Section 641 of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 USA PATRIOT Act Public Law 107-56, amended Section 641 8 C.F.R. §§ 214.1 - 214.4 BP-514 (International Students) BP-520 (Admission, Continued Enrollment and Re-Enrollment of Students) AP-614 (Academic Skills Assessment)
Number:	AP-514.01
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Approval:	Greg Dart, President

Definitions

DHS: Department of Homeland Security

DSO: Designated School Official

F-1 Student Visa: Issued by the U.S. Department of State, the F-1 student visa allows a non-U.S. citizen to enter the United States as a full-time student at an accredited college. The student must be enrolled in a program that culminates in a degree, diploma, or certificate at an institution authorized by the U.S. government to accept international students.

I-20 form: A multi-purpose document issued by a government-approved, U.S. educational institution certifying that a student has been admitted to a full-time program of study and has demonstrated sufficient financial resources to stay in the U.S.

I-94 form: Issued by the U.S. Department of Homeland Security, this is the arrival/departure record electronically issued to travelers who are being admitted to the United States or who are adjusting or extending their status in the United States.

International students: WNCC students who are non-citizens of the United States and here on an F-1 visa.

Optional Practical Training (OPT): OPT allows international students in the U.S. with an F-1 visa to work up to 12 months in a position or positions directly related to their degree of study.

PDSO: Primary Designated School Official. Defined as the Registrar at WNCC.

SEVIS: The Student and Exchange Visitor Information System (SEVIS) is a web-based system for maintaining information on international nonimmigrant students and exchange visitors in the United States. It is the core technology for the DHS in this critical mission. SEVIS implements Section 641 of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, which requires DHS to collect current information from nonimmigrant students and exchange visitors continually during their course of stay in the United States.

SEVP: The Student and Exchange Visitor Program (SEVP) is the DHS program that administers SEVIS. It ensures that government agencies have essential data related to nonimmigrant students and exchange visitors to preserve national security. SEVP provides approval and oversight to schools authorized to enroll F (academic) and M (vocational) nonimmigrant students and gives guidance to both schools and students about the requirements for maintaining their status.

Admissions Procedure

The College considers international students an integral part of its diverse student body and will consider an application for admission when the following requirements have been met. These requirements are in compliance with the Student Exchange Visitor Program (SEVP) as established by the U.S. Immigration and Customs Enforcement agency.

Transcripts, letters, banking information, or any other form of documentation must be provided prior to admission and translated into English by an official third-party provider at a cost to be paid by the student.

1. Completed application for admission

The student is responsible for applying for admission to the College.

Each semester the College shall publish application deadlines that pertain to students who are not from the United States. These deadlines will be made available on the International

Student page of the WNCC web site and must be adhered to since the process may take longer for an international student than an U.S. citizen applying to WNCC.

Upon receipt of an application, the College will provide the student with information to prepare them in terms of what to expect culturally, economically, socially, and geographically while studying at WNCC.

Given the time involved to obtain permission from the U.S. State Department to study in the U.S., international students are strongly encouraged to apply well enough in advance to ensure all documentation has been approved before arranging for travel.

2. Proof of English Proficiency

If the student is from a country where English is not the national language, the student will demonstrate that they have attained a level of English proficiency that will allow them to succeed at WNCC. A minimum score of 57 is required on the TOEFL (Internet-based) exam or a comparable score on an alternate approved English proficiency test; this can include an ACT, SAT, Accuplacer, or IELTS test scores.

The student will do one of the following:

- a. Have sent to WNCC appropriate, official test scores demonstrating official English proficiency test scores (e.g., TOEFL (Internet-based), ACT, SAT, or IELTS);
- b. Take all proficiency tests of the online Accuplacer assessment through the College's designated online proctoring service; or
- c. If coming from a country where English is a primary language, a letter from the high school or equivalent indicating all secondary instruction has been taught in the English medium.

This step allows WNCC advisors to place students in the appropriate courses and register students before their arrival, thus avoiding closed classes. This step necessitates that the student make application early to WNCC.

3. Proof of Financial Support

The student will, prior to admission and issuance of the I-20, provide evidence of financial support, through one or a combination of the following:

- bank statements (checking or savings)
- investment accounts
- active lines of credit with a \$0 balance
- verified loans from the home country

- affidavits from sponsors (limited to two)
- verification of academic or performance scholarships, whether from the home country or WNCC.

This documentation is necessary to ensure that funds are available to cover the costs of education for a student for a period two semesters (9 months) based on the cost of attendance published annually in the College's current catalog. The estimated expenses include tuition and fees, books, personal expenses, transportation, housing and food, and incidental costs.

Student Athletes

Student athletes on full or partial scholarship are also required to provide proof of financial support through a line of credit or a bank statement (checking or savings).

4. Proof of Academic Attainment

The student will provide documentation to certify that they have graduated from high school or the equivalent in their home country.

Once admitted to WNCC, all communication will be between WNCC and the student, not the parent, sponsor, or agent. Communication with any of these entities will be only after a student has completed the College's Release of Information form, available through the student portal.

I-20 and F-1 Visa Requirements

Only upon receipt and approval of all of the above required documentation and subsequent admission to the College will WNCC issue a United States Form I-20, "Certificate of Eligibility for Nonimmigrant Student Status." The I-20 affirms that the student has been admitted to a college or university and is "eligible" to apply for an F-1 visa.

Once the I-20 has been issued, the student must then apply for an F-1 visa through a U.S. consulate or embassy. Students are eligible to study at WNCC only with a current, valid F-1 visa.

The student should review F-1 visa requirements carefully. Immigration regulations allow the student to travel to the U.S. no earlier than 30 days before the start of the semester.

The F-1 visa allows a student to remain in the United States while taking a full course of study or during authorized employment after completion of their program. When the F-1 status ends, the student must leave the United States on the earliest of the following dates:

- a. the program end date on their Form I-20 plus 60 days;
- b. the end date of the student's OPT plus 60 days; or
- c. the termination of the student's program for any other reason.

Other Requirements of International Students

1. International students must provide copies of their I-94 and passport to the Registrar's Office.
2. The student will:
 - a. Provide proof of medical insurance, translated into English by an official third-party provider at a cost to be paid by the student, or purchase medical insurance while in the U.S.
 - b. Follow the directives of the U.S. State Department requiring immunizations before entering the country. Students planning to or living in College-owned or operated housing will comply with the any additional immunization requirements specified in residence life policies and procedures and as administered by the Dean of Students Office.
 - c. Remain a full-time student at WNCC. Full-time enrollment is defined as 12 credit hours, and international students are required to enroll in at least nine (9) credit hours in synchronous (face-to-face or online) courses.
 - d. Engage only in authorized employment.
 - e. Maintain a current and valid passport with a minimum of six months of valid time remaining on the passport.
3. The student will comply with all local, state, and federal laws of the United States of America as well as all College policies, procedures, guidelines, handbooks, or manuals.
4. It is the student's responsibility to report their U.S. address, if they do not reside in the College student housing, to the College's DSO. The student's up-to-date, current address must always be available in the College's electronic student information system.
5. If the student intends to leave the country for any reason, the student must go to the Registrar's Office for instructions on re-entry requirements. Those requirements include:
 - a. a valid passport;
 - b. possession of a valid F-1 student visa (unless the student is exempt from the visa requirements); and
 - c. page 2 of the Form I-20 be properly endorsed for re-entry by the College's PDSO/DSO.
6. Should an international student require an extension to complete a program of study, it is the student's responsibility to contact the College's PDSO/DSO at least 15 days before the program end date to request an extension.

7. Should an international student desire to transfer schools, the student must notify the College's PDSO/DSO to plan for the transfer. It is the student's responsibility to seek admittance from the college he or she plans to attend. Once approval for the transfer is granted by the transfer school, the College's PDSO/DSO will transfer the student's SEVIS record. The student must enroll in the new school at the next session start date and that school's PDSO/DSO must update the student's registration in SEVIS.
8. The student, by their signature on the Form I-20, gives authorization to the College's PDSO/DSO to release information to the DHS, e.g., student name, country of birth, current address, immigration status and certain other information, as requested.

Violation of any of these requirements may result in the termination of a student's F1-Visa eligibility to study at WNCC, thus requiring the student to leave the institution and impacting their ability to stay in the country.

Revising this Procedure

This Administrative Procedure supersedes any prior WNCC procedure, guideline, or handbook on this subject matter.

WNCC reserves the right to revise this procedure, as necessary, and for the changes to become effective immediately.

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