



PENSACOLA
S T A T E C O L L E G E

International Student Application

Please print the application in its entirety, complete the required forms, and submit the forms along with the \$30 application fee (in US dollars) to the below-listed address:

Office of Admissions and Records
Pensacola State College
1000 College Boulevard
Pensacola FL 32504-8998
USA

www.pensacolastate.edu

Toll Free Telephone: 1-888-897-3605

INFORMATION AND INSTRUCTIONS FOR THE INTERNATIONAL STUDENT APPLICANT

<i>FALL TERM APPLICATION DEADLINE: JULY 1</i>	<i>SPRING TERM APPLICATION DEADLINE: NOVEMBER 1</i>
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The application packet contains information regarding the application process. The required forms for admission to Pensacola State College are included in this packet. Please review this information and all documents in this packet before submitting your application.

Pensacola State College is a state college approved to admit international students pursuing the associate degree. Pensacola State offers programs leading to the Associate in Arts degree and the Associate in Science degree. The College Catalog, available on the web site, should be reviewed for information regarding specific programs of study.

Pensacola State College does not offer an intensive English language program, and international students seeking admission must be proficient in the English language prior to admission. Language proficiency is documented by the Test of English as a Foreign Language (TOEFL). See TOEFL information on Page 3.

Application for Admission

The forms to be used for admission are included in this packet.

Application Fee

The application fee is \$30 and must be paid in US dollars by money order or cashier's check. The application fee is non-refundable.

Confidential Financial Statement

The financial statement is enclosed and includes a requirement for financial verification (see next). Do not submit the application without this required information.

Financial Verification

The applicant must submit documentation that verifies the availability of the funds indicated on the Confidential Financial Statement. Acceptable documentation includes the following:

- A statement from a financial institution with whom the applicant or the applicant's sponsor has deposited funds or maintained accounts
- Evidence in the form of bank statements, etc., showing that adequate funds are available
- Other documentation that the applicant feels will substantiate financial capability during enrollment at Pensacola State College.

School Records

- High school (secondary) records: The official school record must be sent directly from the educational institution (school) to the Office of Admissions and Records at Pensacola State College. Copies received from applicants will not be considered official. If the transcript is not in English, a professional translator must translate the school record into English.
- College/university records (from abroad): If you have earned college or university credit in your home country or any country outside of the United States, you may be able to apply this credit to your enrollment record at Pensacola State College. The College does not evaluate credit earned abroad but will accept the recommendations of a professional credentials evaluation service. See listing of services included in this packet.
- College/university records (in the United States): If you have earned college or university credit at a regionally accredited institution in the United States, the official transcript will be required and must be sent directly to the Office of Admissions and Records from the issuing institution.

Transfer

If you are currently an F-1 Student Visa holder and authorized for enrollment at another college or university in the United States, you must complete the application to Pensacola State College. Additionally, your previous school must verify your status during enrollment and release you for studies at Pensacola State College. The required Transfer Form is included in this packet and must be completed by the Designated School Official (or international student advisor) at your current school. Acceptance as a transfer student at Pensacola State College will not be finalized without this required document. **Pensacola State College will not admit a student whose SEVIS record has been terminated at another college/university.**

Test of English as a Foreign Language (TOEFL)

The Test of English as a Foreign Language (TOEFL) is required of all international student applicants whose native language is not English. A score of 500 on the handwritten exam, a score of 173 on the computer-based exam, or a score of 61 on the internet-based exam is required. Non-English speakers who have not taken the TOEFL should not apply. Exceptions to the minimum requirement are not made.

To have an official TOEFL Score Report sent to Pensacola State College, please use the Institution Code Number of 5535 when taking the examination or when requesting an official TOEFL Score Report. Photocopies of score reports or the score report sent to the applicant will not be accepted.

Information regarding TOEFL testing procedures, costs, testing dates, and locations may be obtained directly from the Educational Testing Service (ETS). Please consult the ETS web site (URL provided below). Pensacola State College does not administer the TOEFL.

www.ets.org/toefl/ibt/register/centers_dates

Pensacola State College does not offer an intensive language program for TOEFL preparation.

Other Language Proficiency Measures

Applicants who have attended an ELS Center and completed an intensive language program through Level 109 may be considered without the TOEFL. An official transcript indicating this level of completion must be sent directly from the ELS Center.

Applicants who have satisfactorily completed high school or college/university studies in the United States with English as the language of instruction may be considered without the TOEFL. An official transcript indicating coursework in English with satisfactory grades must be sent directly from the institution.

Fees and Expenses

Pensacola State College **estimates** the minimum annual expenses of the international student as follows:

Tuition and fees	\$ 11,000
Living expenses	12,000
Books, supplies, etc.	<u>2,000</u>
TOTAL annual estimate	\$ 25,000

Enrollment Requirements

International students are required to enroll as full-time students (at least 12 credit hours) during the fall and spring semesters. Summer enrollment is optional. The College is required to report international students who do not comply with this requirement. Additionally, international students who do not maintain full-time enrollment may be denied enrollment in subsequent semesters.

Health Insurance

International students are required to have a health/hospitalization insurance policy that is valid in the United States. For the international student who does not have a policy in the home country that provides coverage in the United States, obtaining a health insurance policy in the United States will be required. Insurance may be obtained after arrival in the United States. However, no registration will be permitted until verification of health insurance coverage is provided. Pensacola State College does not offer a student insurance program.

Financial Assistance

In all instances, federal financial assistance is not available to international students. In most cases, other forms of financial assistance are not available to international students. Applicants should not plan to attend Pensacola State College unless sufficient funds are available for tuition and living expenses.

Employment

International students may be employed as student assistants and work on campus for no more than 20 hours per week. However, because the availability of these jobs is limited, the international student should not plan on obtaining an on-campus job. Off-campus employment is rarely permitted and requires Immigration approval.

The Immigration Form I-20

Once an applicant has submitted all the required documents for admission and a determination of eligibility has been made, Pensacola State College will issue the Immigration Form I-20. The Form I-20 is used to obtain the F-1 Student Visa. The Immigration Form I-20 will not and cannot be issued until all admissions requirements are met. Once the applicant has received the Immigration Form I-20, he or she is responsible for scheduling an appointment with the Embassy in his or her home country for the purposes of obtaining the F-1 Student Visa.

The F-1 Student Visa

Applicants should not travel to the United States unless the Form I-20 has been issued by Pensacola State College, and the F-1 Student Visa has been obtained. An individual who is currently in the United States with a tourist/visitor visa may have difficulty changing status from tourist to student and may be required to return to his or her home country to process the change. The College will assist the student in filing for a change of status, but registration will not be permitted until the status change has been approved. An individual in the country on a tourist visa will not be permitted to register for classes.

International Student Reporting

Pensacola State College is required to maintain records of all international students attending classes on our campuses. Failure to comply with the regulations established by Homeland Security will be reported immediately.

Contact Person

Any questions regarding the admissions/enrollment requirements should be directed to the following individual:

Susan Desbrow, Registrar
Admissions & Records
Pensacola State College
1000 College Boulevard
Pensacola FL 32504-8998 USA

Telephone: (850) 484-1605
Toll-free: 1-888-897-3605, extension 1605
Email: sdesbrow@pensacolastate.edu

LANGUAGE PROFICIENCY INFORMATION

Have you taken the Test of English as a Foreign Language (TOEFL)?

Yes

_____ Date of Test

_____ Test Site

_____ Score

No

_____ Date Scheduled for Test

_____ Test Site

If you do not plan to take the TOEFL, indicate your reasons for not taking this language proficiency examination.

ENROLLMENT PLANS

Indicate the degree you plan to earn at Pensacola State College and the program of study you will be following to earn that degree:

Associate in Arts:

Major _____

Associate in Science:

Major _____

Indicate the term of the academic year you wish to be considered for enrollment. Remember to begin your application process at least three months in advance of your anticipated enrollment.

Fall Term (August-December) of _____ (year)

Spring Term (January-April) of _____ (year)

Summer Session A (May-June) of _____ (year)

Summer Session B (June-August) of _____ (year)

APPLICANT CERTIFICATION AND SIGNATURE

I certify that I have provided true and accurate information in my application for admission. I have read the information provided in this application packet and understand the requirements for the international student during enrollment. I understand that I am required to be enrolled as a full-time student during the Fall and Spring terms. Further, I understand that I will be considered a non-resident for tuition purposes and that at no time during my enrollment and as long as I am an F1 (student) visa holder will I be able to change my residence status for tuition purposes. I understand that information about my enrollment at the College may be released to Homeland Security upon request and that any change in my enrollment status will be reported by the College.

Signature _____

Date _____

Submit this application and all required documentation with the \$30 application fee as follows:

Pensacola State College
Office of Admissions and Records
1000 College Boulevard
Pensacola FL 32504-8998

CONFIDENTIAL FINANCIAL STATEMENT

International student applicants must provide verification that sufficient funds are available to meet living expenses and education costs. Pensacola State College will not issue the Immigration Form I-20 until all application documents, including the financial statement and verification of funds, are received.

Please print or type all information.

Applicant Name _____
Surname (Family Name)
First
Middle

1. Indicate the amounts (in US dollars) you will have available to meet your expenses during your anticipated enrollment at Pensacola State College.

First Year (Fall and Spring Terms) \$ _____
 Second Year (Fall and Spring Terms) \$ _____

The amounts listed here must not be less than \$25,000 per year unless the student is being provided room and board by friends, relatives, or a sponsor in the Pensacola area.

2. Who will be providing the funds for your study at Pensacola State College?

Name of individual providing funds _____
 Address of individual providing funds _____

 What is this person's relationship to you? _____

IMPORTANT NOTICE TO PARENTS AND SPONSORS OF INTERNATIONAL STUDENTS: Pensacola State College will not release information regarding the international student without the authorization of the international student. If you wish to receive any information, the student must authorize the release using the form provided in this packet. Any information must be requested in writing and submitted to the OFFICE OF ADMISSIONS AND RECORDS.

3. If the funds indicated above are to be supplemented by sources in the United States, describe that assistance in detail. (For example: If you will be provided living arrangements by friends or family members currently residing in the Pensacola area, please provide that information here. Additionally, verifying documentation of any other assistance may be required.) _____

4. If you have health insurance in your home country that will provide coverage while you are in the United States, please provide that information here. If not, indicate your plans for obtaining health insurance coverage. **REMEMBER:** Registration will not be permitted until verification of health insurance coverage is provided.

5. If you have dependents coming to the US requiring the F2 visa, complete this information:

Dependent's Name	Date of Birth (MM/DD/YY)	Country of Citizenship	Relationship to you	Who will support the dependent?

I certify the information provided in this Confidential Financial Statement to be true and accurate.

Applicant Signature _____ Date _____

Note: Financial verification must be submitted with this form. See next page for detailed information regarding this requirement.

FINANCIAL VERIFICATION

The applicant must submit the Confidential Financial Statement (preceding page) and an independent certification from a financial institution with which the applicant or the applicant's sponsor has deposited funds or maintained accounts.

On letterhead stationery, the financial institution should provide an indication of the available funds for the support of the international student applicant. Comments regarding the ability of the applicant or the applicant's sponsor to provide the necessary funding for living expenses and educational costs will be appreciated.

All monetary amounts referring to available funds and average balances in accounts must be indicated in US dollars.

The official and written verification is to be attached to the application.

If the applicant will be attending Pensacola State College on a scholarship or by an educational loan in the applicant's home country, the sponsoring agency must provide a letter of authorization or commitment. The letter must include (1) all amounts in US dollars, (2) an indication of the duration of the scholarship or loan, (3) the conditions for maintaining the scholarship or loan, and (4) the method of payment to Pensacola State College.

If a friend or relative residing in the Pensacola area will provide the student housing, a statement from the individual providing the housing must be submitted. This will reduce the amount of funds that must be documented for living expenses.

RELEASE OF INFORMATION

If the person providing financial support for your studies at Pensacola State College will be requesting information from the College regarding your progress, your permission to release the information is required. Please provide the RELEASE OF INFORMATION form to your parents or sponsors so they understand the requirements for the release of your enrollment information.

**PENSACOLA STATE COLLEGE
RELEASE OF INFORMATION AUTHORIZATION
INTERNATIONAL STUDENT**

Pensacola State College complies fully with federal laws regarding the release of student information. No information will be released to any individual without the written consent of the student. Therefore, sponsors and/or parents of international students are encouraged to have the international student agree to the release of information prior to finalization of admission.

International Student Name _____
Last/Family Name First Middle

By my signature below, Pensacola State College is hereby authorized to release information pertaining to my enrollment and student record to the individual(s) listed below:

Name of Individual to whom information is to be released Relationship to me

Name of Individual to whom information is to be released Relationship to me

Date _____ Signature _____
Signature of International Student/Applicant

Witness to Signature:

Date _____
Signature of Witness

Printed Name of Witness

Witness Address

**Pensacola State College
International Student Transfer Form**

International students who are currently enrolled, or have been enrolled, at another school in the United States and anticipate transfer to Pensacola State College must submit this form before admission will be finalized. An international student whose SEVIS record has been terminated at his/her former school will not be admitted to Pensacola State College.

The International Student Advisor or the Designated School Official at your previous college or university must complete this form. If the international student is NOT transferring from another institution in the United States, this form is NOT required.

Student Last/Family Name	First Name	Middle Name)
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To be completed by the International Student Advisor or the Designated School Official

- Yes No Is the above-named student in good academic standing at your institution?
If no, please explain: _____
- Yes No Has the student been enrolled according to Bureau of Citizenship and Immigration Services requirements guidelines; i.e., full-time each semester?
If no, please explain _____
- Yes No Has the student satisfied all financial obligations to your institution?
If no, please explain _____
- Yes No To the best of your knowledge, is the student in good legal standing at your institution, in the community, and with BCIS?
If no, please explain: _____
- Yes No If the student is accepted at Pensacola State College, what will you require from Pensacola State College in order for the student's SEVIS record to be transferred to us?

Please feel free to provide any comments you feel are important to Pensacola State College as we determine admissions eligibility.

Signature (International Advisor or DSO)	Printed Name	email address	Date
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Printed Name of Institution	Location (City, State and Zip Code)	Telephone Number
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Return this form to the following person/address: Susan Desbrow, Registrar, Admissions & Records, Pensacola State College, 1000 College Blvd, FL 32504-8998. [850.484.1605]

You may contact Ms. Desbrow if you have any questions regarding this student's transfer request or if you have any information you wish to provide. The form may be scanned and emailed to: sdesbrow@pensacolastate.edu

CREDENTIALS EVALUATION SERVICES

Students who wish to receive credit for college-level courses completed at institutions outside of the United States must purchase the services of a credentials evaluation service for recommendations of the courses completed. The report to be requested is the course-by-course evaluation. International students are not required to follow this process, but the process must be followed if credit is requested. The College is not involved in the request for these services or the payment required by the service. Below is a listing of those services we will accept, and the services of the two in bold font have provided excellent reports for our students. Contact Susan Desbrow at (850) 484-1605 or sdesbrow@pensacolastate.edu if you have any questions regarding this process.

Josef Silny & Associates, Inc.
7101 SW 102nd Avenue
Miami FL 33173

Web Site: www.jsilny.com

World Education Services, Inc.
P O Box 5087 Bowling Green Station
New York NY 10274-5087

Web Site: www.wes.org

Center for Applied Research,
Evaluations & Education, Inc.
P O Box 18358
Anaheim CA 92817

Web Site: www.iescaree.com

Education International, Inc.
29 Denton Rd
Wellesley MA 02482

Web Site: educationinternational.org

Educational Credential Evaluators, Inc.
P O Box 514070
Milwaukee WI 53203-3470

Web Site: www.ece.org

e-Val Reports
10924 Mukilteo Speedway #290
Mukilteo WA 98275

Web Site: www.e-valreports.com

Foreign Academic Credential Service, Inc.
P O Box 400
Glen Carbon IL 62034

Web Site: www.facsusa.com

Foundation for International Services, Inc.
14926 W 35th Avenue, Suite 210
Lynnwood WA 98087

Web Site: www.fis-web.com