



**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](http://www.pensacolastate.edu)

Toll Free Telephone: 1-888-897-3605

## INFORMATION AND INSTRUCTIONS FOR THE INTERNATIONAL STUDENT APPLICANT

<i>FALL TERM APPLICATION DEADLINE: <b>JULY 1</b></i>	<i>SPRING TERM APPLICATION DEADLINE: <b>NOVEMBER 1</b></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: Official transcripts of secondary school records, diploma, General Certificate of Education (GCE) or Caribbean Examinations Council (CXC) are required. 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](http://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](mailto:sdesbrow@pensacolastate.edu)

**PENSACOLA STATE COLLEGE  
INTERNATIONAL STUDENT APPLICATION**

**Read all items carefully. Print or type each response.**

**PERSONAL INFORMATION**

If you have a United States Social Security Number, provide it here: \_\_\_\_\_

Student Name \_\_\_\_\_  
Surname (Family Name) First Middle

Address for Reply \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Address in home country \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone Numbers: \_\_\_\_\_

Email address: \_\_\_\_\_

\_\_\_\_\_  
Date of birth (MTH/DA/YR) Country of Birth Country of Citizenship

Ethnic Origin: White Black Hispanic Asian Pacific Islander

Gender: Male Female

Does your father have a bachelor's degree or higher?  Yes  No  Unknown

Does your mother have a bachelor's degree or higher?  Yes  No  Unknown

**EDUCATIONAL BACKGROUND**

Secondary School (High School) Information

\_\_\_\_\_  
Name of School Location (City, Country) Type of Diploma Date Awarded

College/University Information

\_\_\_\_\_  
Name of College Location (City, State, Country) Dates of Attendance Degree Awarded

Name of College	Location (City, State, Country)	Dates of Attendance	Degree Awarded
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**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



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.

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<b>Student Last/Family Name</b>	<b>First Name</b>	<b>Middle Name)</b>
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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.

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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](mailto:sdesbrow@pensacolastate.edu)

## CREENTIALS 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](mailto:sdesbrow@pensacolastate.edu) if you have any questions regarding this process.

Josef Silny & Associates, Inc.  
7101 SW 102<sup>nd</sup> Avenue  
Miami FL 33173

Web Site: [www.jsilny.com](http://www.jsilny.com)

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

Web Site: [www.wes.org](http://www.wes.org)

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

Web Site: [www.iescaree.com](http://www.iescaree.com)

Education International, Inc.  
29 Denton Rd  
Wellesley MA 02482

Web Site: [educationinternational.org](http://educationinternational.org)

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

Web Site: [www.ece.org](http://www.ece.org)

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

Web Site: [www.e-valreports.com](http://www.e-valreports.com)

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

Web Site: [www.facsusa.com](http://www.facsusa.com)

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

Web Site: [www.fis-web.com](http://www.fis-web.com)