

# PENSACOLA STATE — COLLEGE —



## **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:

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

[www.PensacolaState.Edu](http://www.PensacolaState.Edu)

1-888-897-3605

## **INFORMATION AND INSTRUCTIONS FOR THE INTERNATIONAL STUDENT APPLICANT**

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 two-year community college offering programs leading to the Associate in Arts degree, the Associate in Science degree, and the Associate in Applied Science degree. We also offer certificate programs that are one year or less in length. The College Catalog should be reviewed for information regarding specific programs of study available at Pensacola State College.

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. The documentation that will be reviewed for possible acceptance 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 District Office of Admissions and Registration at Pensacola State College. Copies received from applicants will not be considered official. If the language of instruction was not 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 other country outside of the United States, you may be able to apply this credit to your enrollment record at Pensacola State College. Pensacola State College does not evaluate credit earned abroad but will accept the recommendations of a professional credentials evaluation service. Contact the District Office of Admissions and Registration if you are interested in obtaining information about the credentials evaluation services recognized by Pensacola State College.
- 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 District Office of Admissions and Registration 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. Please provide the International Student Transfer Form included in this packet to the designated school official (international student advisor) at your current school. Acceptance as a transfer student at Pensacola State College will not be finalized without this required document.

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 can be obtained directly from The College Board. Pensacola State College does not administer the TOEFL.

College Board  
ATTN: Test of English as a Foreign Language  
Box 899  
Princeton, New Jersey 08540

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 annual expenses of the international student as follows:

Tuition and fees	\$ 9,500.00
Living expenses	10,000.00
Books, supplies, etc.	<u>2,000.00</u>
TOTAL annual estimate	\$21,500.00

Enrollment Requirements

International students are required to enroll as full-time students during the fall and spring semesters. Summer enrollment is optional. Enrollment in 12 credit hours is considered a full-time load of courses, and international students must register for and complete at least 12 credit hours in a fall term and in a spring term. International students who do not comply with this requirement will be reported to the Bureau of Citizenship and Immigration Services (BCIS).

### Health Insurance

International students are required to have a health/hospitalization insurance policy that is valid in the United States. For those students who do not have a policy in the home country that provides coverage in the United States, obtaining a health insurance policy in the US 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 to 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 approval of the Bureau of Citizenship and Immigration Services.

### 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.

### The F-1 Student Visa

Applicants should not travel to the United States unless the Form I-20 has been issued by the College and the student has been obtained. Individuals who are currently in the United States with a tourist/visitor visa may have difficulty changing status from tourist to student; these individuals may be required to return to the home country to process the change in visa status.

### International Student Reporting

Pensacola State College is required by law to maintain records of all international students attending classes on our campuses. Failure to comply with the regulations established by the Bureau of Citizenship and Information Services (BCIS) will be reported immediately.

### Contact Person

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

Martha Caughey, Coordinator  
Admissions and Registration  
Pensacola State College  
1000 College Boulevard  
Pensacola FL 32504-8998 USA

Telephone: (850) 484-1623  
Toll-free: 1-888-897-3605, extension 1623

Email: [mcaughey@PensacolaState.Edu](mailto:mcaughey@PensacolaState.Edu)

### Web Site

Pensacola State College's web site may be accessed at <http://www.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 \_\_\_\_\_
- Associate in Applied 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.

Signature \_\_\_\_\_ Date \_\_\_\_\_

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

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



## FINANCIAL VERIFICATION

The applicant must submit the Confidential Financial Statement (preceding page) and an independent certification from a financial institution with whom 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.



# PENSACOLA STATE COLLEGE

Social Security Number \_\_\_\_\_ Student Name \_\_\_\_\_

## Notification of Social Security Number Collection and Use

In compliance with Section 119.071(5), Florida Status, Pensacola State College issues this notification regarding the purpose for the collection and use of your Social Security Number (SSN). Pensacola State College collects and uses your SSN only to perform the College’s duties and responsibilities. To protect your identity, Pensacola State will maintain the privacy of your SSN and never release it to unauthorized parties in compliance with state and federal laws. The College assigns you a unique student identification number which is used for associated educational purposes at Pensacola State, including the access of your college records.

<b>Pensacola State College may collect and/or use your Social Security Number for the following purposes:</b>	<b>FEDERAL AND STATE REGULATIONS</b>
<ul style="list-style-type: none"> <li>• Federal legislations relating to the Hope Tax Credit requires that all postsecondary institutions report student SSNs to the Internal Revenue Service (IRS). This IRS requirement makes it necessary for Pensacola State to collect the SSN of every student. A student may refuse to disclose his/her SSN for this purpose, but he/she may be subject to IRS penalties</li>   <li>• The Florida public school system uses the SSN as a student identifier. It is beneficial to have access to the same information for purposes of tracking and assisting students in the transition from one educational level to the next, linking all levels of the state education system. The intent is to establish a comprehensive management database of information which will co-reside with the Division of Public Schools Information Database and the State University System Database to provide integrated information of the state level for educational decision-making.</li>   <li>• SSNs appear on official transcripts and are used for business purposes in accordance with parameters outlined by the U.S. Department of Education.</li> </ul>	<ul style="list-style-type: none"> <li>• Tracking uses are authorized by SBE Rule 6A-10955 (3)(c) 1008.386, F. S. and the General Education Provisions Act (20 USC 1221 (e-1)).</li>   <li>• Hope/Lifetime Tax Credit uses are authorized by 26 USC 6060S and Federal Register, June 16, 2000/IRC Section 25A</li>   <li>• Registration uses are authorized by 119.071(5), F.S.</li>   <li>• Issuance of Form 1098T for tuition payment reports are authorized by 26 USC 3402,6051</li>   <li>• The College Reach-Out Program (CROP) uses are authorized by 1007.34, F.S.</li> </ul>

I have read and agree with collection use of Social Security Number by Pensacola State College. **Initials** \_\_\_\_\_