

**PALO ALTO COLLEGE
COLLEGE PROCEDURES**

Procedure Name: S 20.0
Procedure Title: International Students
Relevant Board Policy: [F 2.1.3 F-1 Visa Student Requirements](#)
Originating Unit: Admissions & Records/Advising
Maintenance Unit: Vice President Student Success

- I. Purpose: Guide International students seeking an F1 student visa through the admissions and enrollment process at Palo Alto College.

Professional Affiliations: Palo Alto College is certified to offer courses of study by the Student and Exchange Visitor Program (SEVP) in the Department of Homeland Security (DHS). Member of the **NAFSA:** Association of International Educators.

- II. Procedures Statement:

A. Admissions and Requirements:

1. Prospective International students seeking admissions, requesting applications and/or transfer information to Palo Alto College must visit the International Programs Office located at 201 Sheridan, San Antonio, TX 78204. This office serves as the first point of contact for prospective International students and also serves as a liaison between Palo Alto College and the U.S. Bureau of Citizenship and Immigration Services (USCIS).
2. Student must complete paper form [International admission application](#) in PDF file. The application must be completed and delivered to the International Programs Office in person or via mail. A \$100.00 non-refundable application fee to International Program by check, cashier's check or postal money order is required and must be submitted with application.
3. Student must submit all required documentation:
 - a. Transcripts: Submit official high school transcript(s), and/or any other official transcripts from other college(s)/university(ies). Transcripts must demonstrate high school equivalency. Original translation and evaluation of foreign transcripts by an organization that meets the quality guidelines endorsed by the [National Association of Credential Evaluation Services \(NACES\)](#)
 - b. Financial Statement: Provide recent letter (within 60 days) from bank with bank Official signature and seal on bank letterhead securing financial responsibility of funds minimum of \$20,000 USD. Statement or letter must

be recent An additional \$5,000 USD will be applied per dependent. *Copies of financial documents are acceptable by not copies sent by fax.*

- c. English Proficiency – TOEFL or IELTS Scores: TOEFL/IELTS scores are required to enroll in college courses. If no TOEFL/IELTS scores are provided then student will be required to take an English Proficiency Exam to determine if eligible for English as a Second Language Course.
- d. Passport picture
- e. Transfer Students Only: Must provide a letter of good standing from current institution (Transfer-In Form). Along with current copy of I-20, I-94, passport and Visa.

B. Transcript Evaluation:

1. All official original transcript(s) and/or translated documents are forwarded to Palo Alto College Enrollment Services/Admission Office for evaluation to determine high school equivalency.
2. Once evaluation and equivalencies are verified, an Enrollment Services Officer will forward transcript evaluation results to the Palo Alto College Primary/Designated School Official (P/DSO).

Admission Process:

A. Admissions Checklist:

1. Verification and approval of high school equivalency must be determined by Enrollment Services
2. All required documentation must be submitted (as outlined in Initial Admission A.3)
3. Student must meet the minimum requirements
4. Student must complete and submit the online [ApplyTexas Admission application](#)
See page 4 of [International Admissions Application](#) for assistance in completing online ApplyTexas Admissions application.

B. Primary/Designated School Official (P/DSO) Duties:

1. Issues an I-20
2. Mails I-20 to student along with a letter of acceptance to Palo Alto College
3. Once SEVIS I-90 is paid the student must make contact the U.S. Embassy in his/her country and schedule an appointment for application for an F-1 Student Visa.
4. Generate I-90

5. Determine Assessment Clearance Status. Assist with Assessment appointment or testing appointment
6. Advise and assist with registration of courses

Procedure for Issuing Form I-20 for Initial Attendance:

A. Creation of SEVIS Record:

1. To generate an initial I-20, the Designated School Official (DSO) must first create a student record in SEVIS.
2. To create a SEVIS record the DSO clicks the New Student link on *the Listings of Schools* screen, populates the student information, program information, and financial information fields with required data, and submits the record to SEVIS.

Registration Process:

A. Creation of Student file:

1. P/DSO must create an individual file for each international student. File must contain photocopies of the following documents:
 - a. Copy of original I-20 (seal from Port of Entry)
 - b. Copy of F-1 Visa
 - c. Copy of I-94
 - d. Copy of Passport & Front and Back

Semester Advising:

1. Student must report to the Designated School Official (DSO) every semester to confirm that they are in compliance with F-1 Visa status.
2. A “Registration” hold is placed on the student record to insure compliance with F-1 Visa requirements.

Termination of SEVIS Record:

Terminating a student record in SEVIS is a serious issue. To terminate a student’s record in SEVIS, P/DSO must verify the termination is justifiable:

A. Justification for Termination

1. Unauthorized Withdrawal
2. Death
3. Unauthorized Employment
4. Unauthorized Drop Below Full Course
5. Authorized Drop Below Full Course Time Exceeded
6. Expulsions
7. Suspension

8. Absent from Country for Five (5) months
9. Failure to Enroll
10. Transfer Student No-Show
11. Otherwise Failing to Maintain Status
12. Violations of Change of Status (COS) Requirements
13. Change of Status Denied
14. Change of Status Approved
15. No Show – Manual Termination
16. No Show – System Termination
17. School Withdrawal

Note: Possible adverse consequences to student's immigration status if SEVIS record is terminated.

Re-Activation of Student Record:

A PDSO/ DSO can request a data fix to reactivate a record if a student ends up returning to his or her program in less than 5 months, since absences of less than 5 months could be considered "temporary absences." Student Exchange and Visitor Program (SEVP) responded that a PDSO/ DSO can make such a request and that if the status is corrected, SEVP will automatically send a request to the Compliance Enforcement Unit (CEU) to remove any red flag placed on the record due to the termination/ reactivation.

Student Services
Originator

May 3, 2016
Date Approved

(signed) Dr. Mike Flores
President