



## International Students

Student Services

Student Services Policy & Procedure TBD

Page 1 of 2

### 1.0 Objective

Columbia Basin College (hereinafter referred to as “CBC” or “the College”) welcomes qualified international students to start during any of the four quarters: fall, winter, spring or summer. This policy is aligned with the College’s mission to provide meaningful educational opportunities for the community, and dedication to eliminating barriers to student success.

### 2.0 Definitions

- 2.1 International Student is as an individual who is enrolled for credit at an accredited higher education institution in the U.S. on a temporary visa, and who is not a an immigrant (permanent resident with an I-51 or a Green Card), or an undocumented immigrant, or a refugee.
- 2.2 Official Language Proficiency Scores are the required language proficiency exam scores to qualify for international student admissions.
- 2.3 Health insurance is insurance designed to compensate for particularly large medical expenses due to severe or prolonged illness.
- 2.4 Academic year is the period of the year during which students attend an educational institution. CBC’s academic year is from September through August.

### 3.0 Admission Requirements

- 3.1 Students must submit all of the following documents together with the international student admissions application (this has to be submitted all together and cannot be accepted in sections):
  - 3.1.1 A Certificate of Financial Responsibility International students are not eligible for federal/state financial assistance and are not eligible to work off-campus except in some very special circumstances. Questions regarding these circumstances should be directed to the designated school official.
  - 3.1.2 An Affidavit of Support,
  - 3.1.3 High School Diploma (copy)
  - 3.1.4 Official College/University Transcripts must be:
    - 3.1.4.1 Translated into English.
    - 3.1.4.2 Evaluated on a course-by-course basis by a NACES member certified translation agency.
- 3.2 Students for whom English is not a native language must submit minimum official language proficiency scores directly from one of the accepted Official Language Proficiency exams.

- 3.3 Students transferring from another college or university in the United States must provide:
  - 3.3.1 College/University transcripts
    - 3.3.1.1 Unofficial transcripts accepted with application
    - 3.3.1.2 Official transcripts required upon acceptance
  - 3.3.2 A photocopy of all previously issued I-20 forms
  - 3.3.3 CBC F-1 Transfer-In form is required:
    - 3.3.3.1 Upon acceptance to CBC
    - 3.3.3.2 To be completed by an international student advisor at the current or previous school
- 3.4 Students must submit the completed International Student Admissions Application along with the additional documents in person or by mail to:

International Student Program  
Columbia Basin College  
2600 N 20<sup>th</sup> Ave. MS-H4  
Pasco, WA 99301-3379  
USA

#### **4.0 Responsibilities of the Student**

All international students are required to:

- 4.1 Understand and comply with the terms of their immigration status.
- 4.2 Show proof of health insurance.
- 4.3 Maintain full-time enrollment as required by federal regulations by enrolling in a minimum of 12 credits each quarter within the designated degree (course of study), with the exception of summer (designated vacation quarter). No more than one online class (ARR) and one distance class is allowed per quarter.
- 4.4 Maintain a GPA of 2.0 or better.
- 4.5 Maintain enrollment in fall, winter, and spring quarters before taking one vacation quarter off per academic year. CBC has designated summer quarter as the vacation quarter.

#### **5.0 Procedures**

Procedures are located in the CBC Catalog or at [www.columbiabasin.edu/internationalstudents](http://www.columbiabasin.edu/internationalstudents).

#### **6.0 Contacts**

- 6.1 Student Records, H Building, 509-542-4524 or ext.2524
- 6.2 Assistant Director, Student Records, 509-547-0511, ext. 2278
- 6.3 Associate Registrar, Student Records, 509-547-0511, ext. 2030
- 6.4 Assistant Vice President for Enrollment and Registrar, 509-542-4832 or ext. 2232
- 6.5 Vice President for Student Services, 509-542-4761 or ext. 2761