

ARKANSAS TECH UNIVERSITY

BOARD POLICY

Policy Number: 303

Subject: International Student Admissions

Date Adopted: August 1980

Revised: December 1995, September 2013

The International and Multicultural Student Services Office (IMSSO) is pleased to serve as the admissions office for international students studying at Arkansas Tech University (Tech). Any student who is not a United States citizen or a permanent resident of the United States is considered an international student. International students are subject to out-of-state tuition rates and an international student services fee as well as additional admission requirements. International students interested in applying for admission to Tech must submit the following documents:

1. **Application** -An application for international admission, properly completed
2. **Application Fee**- A nonrefundable application fee of \$50 USD
3. **Academic Records** -All transcripts must be originals or school-certified copies of originals with official English translations. Notarized copies are not accepted.
 - i. **Entering Freshmen:** All applicants must submit appropriate academic records verifying previous educational attainment and the completion of secondary education requirements or the equivalency of US high school. This documentation should include grade/mark sheets as well as certificate/diplomas showing completion of secondary education equivalent to 12 years of US high school.
 - ii. **Transfer Students:** Students who have previously attended college either in the US or abroad must submit official transcripts from all colleges/universities where they have been officially registered. Students seeking transfer of credit from a foreign college/university must complete a credential evaluation through a company authorized by Arkansas Tech University (a list of approved service providers can be obtained in the IMSSO or in the Registrar's Office) and submit catalog or course descriptions from the transfer institution. Students with fewer than 24 semester hours of earned college-level credit must also submit a high school transcript or the equivalency of a US high school transcript and diploma as well as complete an entrance exam such as the ACT, SAT or COMPASS.
4. **Entrance Exam**- All applicants must complete the ACT, SAT or COMPASS exam. Students who have not completed the ACT or SAT may take the COMPASS exam on campus upon arrival and after admission to assist in advisement and course placement. However, if ACT or SAT scores are available, please provide this documentation along with the application for admission. Students with more than 24 semester hours of earned college-level credit are not required to take an entrance exam.

5. **English Proficiency-** Students who wish to apply for admission to the English Language Institute (ELI) are not required to demonstrate English proficiency. All other applicants should submit official documentation of meeting one of the following standards:
- a. A minimum score of 500 on the written TOEFL (Test of English as a Foreign Language), 173 on the computerized TOEFL or 61 on the Internet-based TOEFL. Scores must be received directly from Educational Testing Service (ETS). The school code for Arkansas Tech University is 6010.
 - b. A minimum score of 5.5 on the International English Language Testing System (IELTS). An official score card must be sent directly to Arkansas Tech University.
 - c. An EIKEN score of Grade 2A. Scores must be sent directly from STEP, Inc. (Society for Testing English Proficiency).
 - d. For transfer students from US colleges/universities, one of the above mentioned documents can be provided or an official college/university transcript showing successful completion of college-level English Composition I and English Composition II with a grade of C or better.

NOTE: Test scores are only valid for 2 years. Please submit only those scores taken within two years from the time of application.

6. **Evidence of Sufficient Financial Support-** Undergraduate costs are estimated at \$19,568 USD for 9 months of study including tuition and fees, housing, meals, books and other living expenses. Applicants must provide certified evidence of the source and amount of funding that will be utilized to support educational expenses. Documents must be official and issued within the 6 months previous to the time of application. No copies are accepted.
7. **Passport-** Please provide a photocopy of your current passport as well as any previous visas to the US, I-20's and an I-94 card if available.

The application for international admission and all supporting documents should be submitted by May 1 for the fall semester, October 1 for the spring semester and March 1 for both summer sessions for priority consideration. Applications are still accepted after the priority dates. Admission will not be granted until all supporting documentation as listed above has been received and evaluated. Upon acceptance, notification will be sent to the student along with an I-20 (Certificate of Eligibility).

Students seeking to defer admission to a future term must submit a \$25 USD deferral fee along with updated evidence of financial support. Please send a written request for deferral to the IMSSO along with the fee and updated financial support documentation within 60 days of the start date of your last admission.

Full payment of tuition and fees must be paid at registration each semester. International students are required to purchase a health insurance policy provided by the university. Tech receives no remuneration as a result of international student enrollment in the health insurance plan. More detailed information regarding international student admissions may be obtained by contacting the International and Multicultural Student Services Office, Tomlinson

29, Arkansas Tech University, Russellville, Arkansas, 72801-2222, USA; telephone 479-964-0832; fax 479-880-2039; web <http://www.atu.edu/imsso>.