



## **OPERATING POLICY**

### **OP 13.02.INTL: International Admissions**

**DATE:** September 13, 2018

**PURPOSE:** The purpose of this Operating Policy is to clarify policies concerning international admissions.

**REVIEW:** This OP will be reviewed in August of even-numbered years by the Vice President of International Affairs and the Senior Vice President and approved by the President.

#### **POLICY**

##### Consideration and Eligibility

Cearley College welcomes international students and encourages applications from non-United States citizens. All applicants who are not U.S. citizens, immigrant permanent residents, or applicants for immigrant permanent residency are considered international applicants. International students must have a visa type which allows for academic study. Undocumented immigrants are eligible to apply for admission and must apply as international applicants.

Admission to Cearley College is granted by the Vice President of International Affairs. If the international applicant has applied to graduate-level programs, the admission is dependent upon the recommendation of the department of proposed study. Only international applicants who have submitted completed applications will be considered for admission.

The following general categories are used to evaluate all international applicants for admission:

##### a. Academic Records

All academic records may be considered. For undergraduate applicants, if secondary school is not yet complete at time of application, at least two (2) years of secondary-level coursework are required. For graduate applicants, applicants must be in the final year of their bachelor-equivalent degree to be eligible to apply. After completion of the secondary school program (for undergraduate applicants) or the degree program (for graduate applicants), a final, official transcript showing the awarding of the credential must be submitted.

##### b. Test Scores

The only test scores required for admission consideration are English proficiency scores for international applicants. International applicants must submit proof of English proficiency as part of their application materials.

c. Individual Profile

Profiles may include recommendations, research background, motivation, multilingual proficiency, secondary school(s) attended (for undergraduate applicants), undergraduate and/or graduate institution (for graduate applicants), presentations, portfolios, interviews, work experience, demonstrated commitment to a particular field of study, community involvement, family and socioeconomic background, and standardized test scores: ACT or SAT results for undergraduate applicants, and GRE or GMAT results for graduate applicants.

2. Admission of International Undergraduate Students

International undergraduate students may be admitted to Cearley College for the fall, spring or summer term. International undergraduate students must submit all application materials by March 1<sup>st</sup> for the fall term, February 1<sup>st</sup> for the summer term, and August 1<sup>st</sup> for the spring term. Basic requirements include the following:

- a. A completed International Undergraduate Application form: Please visit the Cearley College admissions website for the most current application form.
- b. Non-Refundable Application Fee: An application fee as approved by the Board of Trustees is required for the initial application and also for any subsequent application; please visit the Cearley College admissions website for current application fee information. International applicants are not eligible for application fee waivers, and applications will not be reviewed without an application fee.
- c. Official Secondary School Transcripts: The applicant must have completed secondary school at a recognized foreign secondary school. A list of acceptable credentials for international undergraduate admission consideration is available on the Cearley College admissions webpage.

If you are in the final year when you apply, an official secondary school transcript showing at least three years of completed coursework and in-progress coursework must be received by the deadline.

If you have graduated from secondary school, you must provide your final transcript that shows senior courses and date of graduation and a diploma, leaving certificate, or official examination results. Applicants who have attended school outside the United States must provide official results of secondary external examinations (e.g., GCE "Ordinary" level exams) on examination board letterhead, certificates of completion of a state secondary school examination, and official transcripts from any university-level studies already completed in the United States or elsewhere. Failure to provide complete information regarding post-secondary level study could result in cancellation of admission.

Applicants who have completed secondary school in the United States also must take and

submit scores from the SAT or ACT.

If you have attended more than one secondary school (including US accredited schools), then an official transcript is required for each school.

Cearley College will accept copies of secondary school credentials for evaluation purposes only and will require the student to submit official academic credentials for review upon matriculation at Cearley College.

- d. Official Post-Secondary Credentials (for Undergraduate Transfer Admission consideration): An applicant must submit an official transcript from each college or university attended, including transcripts/marksheets for each semester. An applicant who, because of current enrollment, cannot provide final transcripts at the time of application must submit transcripts of all completed study. Consideration may then be given for tentative admission upon the condition that final transcripts are provided within the initial semester of enrollment at Cearley College.
- e. Official English Translations of Transcripts/Diplomas: International undergraduate applicants must also provide an official English translation of all transcripts and diplomas/degree certificates if the documents are not provided in English by the issuing institution. Cearley College will not accept public notary-certified translations. If official English translations are not supplied by the applicant's institution(s), the applicant must provide a translation done by an American Translators Association-certified translator. A list of ATA-certified translators is available online at [www.atanet.org/onlinedirectories](http://www.atanet.org/onlinedirectories). Exceptions may be made in certain situations if an applicant cannot provide a translation from their institution(s) or from an ATA-certified translator; contact Cearley College International Admissions for more information.
- f. Proof of English Proficiency: All international applicants must provide proof of English proficiency before their applications can be considered for admission. Texas Tech University considers the following countries to have English as their native language: Australia, Canada (except the Province of Québec), Commonwealth Caribbean countries (Anguilla, Antigua, the Bahamas, Barbados, Belize, British Virgin Islands, Bermuda, Cayman Islands, Dominica, Grenada, Guyana, Jamaica, Montserrat, St. Kitts and Nevis, St. Lucia, St. Vincent, Trinidad and Tobago, and Turks and Caicos Islands), Ireland, Liberia, New Zealand, United Kingdom (England, Northern Ireland, Scotland, and Wales), and the United States.

Applicants may submit one of the following measures of English proficiency:

- i. TOEFL (Test of English as a Foreign Language; [www.toefl.org](http://www.toefl.org)). The minimum TOEFL score required is 79 (internet-based version); Cearley College **does not** accept revised TOEFL paper-delivered test scores. The TOEFL score must be received directly from the Educational Testing Service (ETS). Cearley College's institutional code is XXXX. TOEFL scores are valid for only two (2) years. Applicants may provide a copy of their Examinee Score Report for application evaluation purposes; screenshots of the TOEFL results from the ETS website are not acceptable.

- ii. IELTS (International English Language Testing Service; [www.ielts.org](http://www.ielts.org)). The minimum IELTS required score is an overall band score of 6.5 on the Academic version; IELTS General Training results are not acceptable. There is no IELTS institution code for Cearley College. IELTS scores are valid for only two (2) years.
- iii. PTE Academic (Pearson Test of English Academic; [www.pearsonpte.com/pteacademic](http://www.pearsonpte.com/pteacademic)). The minimum required PTE Academic score is 60. PTE General and PTE Young Learners results are not acceptable. There is no PTE Academic institution code for Cearley College. PTE Academic scores are valid for only two (2) years.
- iv. Cambridge C2 Proficiency (Cambridge C2; <https://www.cambridgeenglish.org/exams-and-tests/proficiency/>). The minimum required Cambridge CPE grade is 180. There is no institutional code for the Cambridge C2. The Cambridge C2 is valid for life.
- v. Cambridge C1 Advanced (Cambridge C1; <https://www.cambridgeenglish.org/exams-and-tests/advanced/>). The minimum required Cambridge C1 grade is 180. There is no institutional code for the Cambridge C1. The Cambridge C1 is valid for life.
- vi. English Proficiency Waivers: English proficiency will be waived in the following situations. No other waiver or deferral of English proficiency is allowed:
  - 1. A minimum SAT Evidence Based Reading and Writing (EBRW) score of 560
  - 2. A minimum ACT English score of 21
  - 3. Completing all four years in a high school within the U.S.
- g. Proof of Financial Support (OPTIONAL): If a student is admitted to a graduate program, International Affairs will then determine if there is enough financial information to issue an I-20. If there is, the I-20 will be issued by International Affairs and mailed to the student. If financial information is needed, it should be in the form of proof of liquid assets converted to U.S. currency. A statement of support from the sponsor must accompany the bank statement; an Affidavit of Financial Support is available on the Cearley College International Affairs website. Students should check with International Affairs about the current amounts needed in their bank accounts. These amounts include tuition, books, living expenses, mandatory international student insurance, etc.
- h. Passport Biographical Page (OPTIONAL): This page will be used only if an international applicant is admitted and an I-20 needs to be issued. This document is not necessary for application evaluation purposes.

### 3. Admission of International Graduate Students

International graduate students may be admitted to Cearley College for the fall or spring term; Cearley College does not accept applications for summer terms. International graduate students must submit all application materials by January 1<sup>st</sup> for the fall term and June 1<sup>st</sup> for the spring term.

Basic requirements include the following:

- a. A completed International Graduate Application form: Please visit the Cearley College admissions website for the most current application form.
- b. Non-Refundable Application Fee: An application fee as approved by the Board of Trustees is required for the initial application and also for any subsequent application; please visit the Cearley College admissions website for current application fee information. International applicants are not eligible for application fee waivers, and applications will not be reviewed without an application fee.
- c. Official Post-Secondary Transcripts: The applicant must have earned a bachelor's degree from a regionally accredited institution in the United States or its equivalent from a foreign institution. Foreign institutions must be recognized by their government/governmental ministry as a degree-granting institution. A list of acceptable credentials for international graduate admission consideration is available on the Cearley College admissions webpage. The applicant must have been in good standing in all schools attended at final matriculation.

An applicant must submit an official transcript from each college or university attended, including transcripts/marksheets for each semester. An applicant who, because of current enrollment, cannot provide final transcripts at the time of application must submit transcripts of all completed study. Consideration may then be given for tentative admission upon the condition that final transcripts are provided within the initial semester of enrollment at Cearley College. Applicants must submit at least six semesters of coursework to be eligible for admission consideration.

- d. Official Post-Secondary Diplomas/Degree Certificates: This item is optional at time of application, but it will be required if the applicant is admitted. Admitted applicants are required to submit an official copy of the degree certificate, diploma, or official statement that the degree has been granted from each institution at which they earned a post-secondary credential. The diploma/degree certificate must be submitted by the twelfth (12<sup>th</sup>) class day of the term to which the applicant is admitted. In certain situations, this date can be extended. Contact the Cearley College admissions office for more information.
- e. Official English Translations of Transcripts and Diplomas/Degree Certificates: International undergraduate applicants must also provide an official English translation of all transcripts and diplomas/degree certificates if the documents are not provided in English by the issuing institution. Cearley College will not accept public notary-certified translations. If official English translations are not supplied by the applicant's institution(s), the applicant must provide a translation done by an American Translators Association-certified translator. A list of ATA-certified translators is available online at [www.atanet.org/onlinedirectories](http://www.atanet.org/onlinedirectories). Exceptions may be made in certain situations if an applicant cannot provide a translation from their institution(s) or from an ATA-certified translator; contact Cearley College International Admissions for more information.
- f. Proof of English Proficiency: All international applicants must provide proof of English proficiency before their applications can be considered for admission. Texas Tech University considers the following countries to have English as their native language: Australia, Canada

(except the Province of Québec), Commonwealth Caribbean countries (Anguilla, Antigua, the Bahamas, Barbados, Belize, British Virgin Islands, Bermuda, Cayman Islands, Dominica, Grenada, Guyana, Jamaica, Montserrat, St. Kitts and Nevis, St. Lucia, St. Vincent, Trinidad and Tobago, and Turks and Caicos Islands), Ireland, Liberia, New Zealand, United Kingdom (England, Northern Ireland, Scotland, and Wales), and the United States.

Applicants may submit one of the following measures of English proficiency:

- i. TOEFL (Test of English as a Foreign Language; [www.toefl.org](http://www.toefl.org)). The minimum TOEFL score required is 79 (internet-based version); Cearley College **does not** accept revised TOEFL paper-delivered test scores. The TOEFL score must be received directly from the Educational Testing Service (ETS). Cearley College's institutional code is XXXX. TOEFL scores are valid for only two (2) years. Applicants may provide a copy of their Examinee Score Report for application evaluation purposes; screenshots of the TOEFL results from the ETS website are not acceptable.
- ii. IELTS (International English Language Testing Service; [www.ielts.org](http://www.ielts.org)). The minimum IELTS required score is an overall band score of 6.5 on the Academic version; IELTS General Training results are not acceptable. There is no IELTS institution code for Cearley College. IELTS scores are valid for only two (2) years.
- iii. PTE Academic (Pearson Test of English Academic; [www.pearsonpte.com/pteacademic](http://www.pearsonpte.com/pteacademic)). The minimum required PTE Academic score is 60. PTE General and PTE Young Learners results are not acceptable. There is no PTE Academic institution code for Cearley College. PTE Academic scores are valid for only two (2) years.
- iv. Cambridge C2 Proficiency (Cambridge C2; <https://www.cambridgeenglish.org/exams-and-tests/proficiency/>). The minimum required Cambridge CPE grade is 180. There is no institutional code for the Cambridge C2. The Cambridge C2 is valid for life.
- v. Cambridge C1 Advanced (Cambridge C1; <https://www.cambridgeenglish.org/exams-and-tests/advanced/>). The minimum required Cambridge C1 grade is 180. There is no institutional code for the Cambridge C1. The Cambridge C1 is valid for life.
- vi. English Proficiency Waivers: English proficiency will be waived in the following situations. No other waiver or deferral of English proficiency is allowed:
  1. Graduates of U.S. universities
  2. Graduates of post-secondary institutions in the countries that Cearley College considers to be English proficiency-exempt countries
  3. Applicants who have completed at least two consecutive years of non-intensive English and/or non-developmental/remedial coursework at a college or university in the U.S. or in an English proficiency-exempt country

are also exempted from the English proficiency requirements.

- g. **Proof of Financial Support (OPTIONAL):** If a student is admitted to a graduate program, International Affairs will then determine if there is enough financial information to issue an I-20. If there is, the I-20 will be issued by International Affairs and mailed to the student. If financial information is needed, it should be in the form of proof of liquid assets converted to U.S. currency. A statement of support from the sponsor must accompany the bank statement; an Affidavit of Financial Support is available on the Cearley College International Affairs website. Students should check with International Affairs about the current amounts needed in their bank accounts. These amounts include tuition, books, living expenses, mandatory international student insurance, etc.
- h. **Passport Biographical Page (OPTIONAL):** This page will be used only if an international applicant is admitted and an I-20 needs to be issued. This document is not necessary for application evaluation purposes.

#### 4. Application Changes

- a. **Request to Change the Initial Entry Date:** Students who wish to defer admission to a semester for which they did not originally apply must submit a new application and a new application fee. They do not need to submit new application materials, unless they have additional transcripts, diplomas/degree certificates, and/or English proficiency scores. Automatic readmission is not guaranteed; applications will be considered on a case-by-case basis.
- b. **Add/Change Current Application:** Applicants who wish to add or change their application major must submit the Application Change Form plus an application change fee. Graduate applicants should also contact the department to which they are applying for the add/change in order to find out if they need to submit any additional department-specific materials.
- c. **Readmission to Cearley College:** Students who fail to register or who leave school during a spring or fall semester must submit the readmission application plus an application fee. Automatic readmission is not guaranteed; applications will be considered on a case-by-case basis.

#### 5. Academic Integrity in the Application Process

All prospective students applying to Cearley College are expected to adhere to the college's Statement of Academic Integrity, available on the Cearley College website. This includes entering all secondary and post-secondary institutions attended on applications for admission, as well as submitting official academic credentials from all secondary and post-secondary institutions attended. Not providing that information on the application or not submitting all academic credentials is considered falsification of academic records and will result in the voiding of the application or other disciplinary action.

#### 6. Application Appeals

Applicants have the right to appeal admissions decisions.

- a. International Undergraduate Applicants: Every applicant who is not admitted to Cearley College has had their application file considered through an extensive holistic review. Because of this thorough review, it is unusual for an admission decision to be reversed. Therefore, for an appeal to have merit, it must include new pertinent academic and/or personal information in addition to details about explanatory circumstance that were not addressed in the applicant's original application. The appeals process is not a re-review of an existing applicant file, and appeals will not be accepted from applicants who are not submitting new information. Contact Cearley College International Affairs for the current appeal process.
- b. International Graduate Applicants: Cearley College international graduate applicants have the right to appeal admissions decisions. The appeal must first be filed with the graduate program coordinator in the academic department responsible for the admissions decision. The department will reconsider the application and inform the applicant of its decision on the applicant's request for reconsideration; a copy of the decision will be forwarded to International Affairs. An unfavorable ruling at the department level may be appealed to International Affairs in writing within 30 days of the date on the correspondence that the applicant received from the academic department's decision on the initial appeal by submitting a formal letter of appeal to International Affairs. The appeal will be forwarded to the Vice President of International Affairs for its review. Decisions will be made within 30 days, and the applicant and the department will be informed in writing of the Vice President of International Affairs' decision. Applicants can only appeal once, and decisions resulting from an appeal are final. Application fees are non-refundable regardless of the result of an appeal.