Marin Community College District Procedure

Student Services

AP 5012 INTERNATIONAL STUDENTS

References:
- Education Code Sections 76141 and 76142
- Title 5 Section 54045
- Title 8 U.S. Code Section 1101 et seq.

Credit Program

The District is authorized under federal law to admit and enroll F-1 non-immigrant students. The District shall admit students who meet the following requirements:

1. Complete a Credit Application for Admissions
2. Complete an International Student Application for Admissions
3. Provide evidence of English proficiency, if native language is not English
   a. An acceptable score on the official Test of English as a Foreign Language (TOEFL) of 500 on the written exam, 173 for the computer test or 61 on the internet based test or
   b. Students living in the United States may take the College of Marin’s Institutional TOEFL in lieu of the official TOEFL. (Institutional TOEFL scores from other schools will not be accepted)
4. Show means of adequate financial support by completing an Official Certification of Personal or Family Funds Form
5. Provide an Enrollment Status Form completed by the last school attended in the United States
6. Provide evidence of high school graduation and transcripts from all colleges/universities attended in the United States
7. Submit $50 Application Processing Fee (non-refundable) by cashier’s check. The amount must be in United States currency (cash will not be accepted)
8. All accepted students are required to take the English Placement Test and Math Placement Test (in addition to #3 above)
9. Mandatory medical insurance is required and payable at the time of registration
10. Students are required to obtain a tuberculosis test clearance from the Campus Health Center

Calculation of non-resident tuition fee applicable to non-citizens who have not or cannot establish residence, in an amount not to exceed the amount expended by the District for capital outlay in the preceding fiscal year divided by the total full-time equivalent students. This fee cannot exceed 50 percent of the non-resident tuition charged other non-residents.
Intensive English Program

International Students are admitted to the District’s Intensive English Program under the following conditions:

1. Students must be eighteen years of age or older or a high school graduate by the first day of the semester, and must have completed at least one year of English studies. Students who will not be 18 years of age by the first day of the semester, must have their parent and/or legal guardian sign a Parent/Legal Guardian Authorization Form.

2. Students applying for International Student status must also submit to the Office of Admissions and Records:
   a) Admissions Application and Application Fee (non-refundable)
   b) An "Attendance Verification Form" completed by the last school attended in the United States, if applicable
   c) A copy of an "Official Certification of Personal or Family Funds" showing adequate financial support while attending the Intensive Program
   d) Verification of medical insurance
   e) Tuberculosis Clearance. Upon acceptance into the Intensive English Program, students will receive information about tuberculosis testing requirements.
   f) A copy of the student’s passport, passport visa stamp, and any other student visas issued.

The Intensive English Program requires attendance in all classes unless a student is ill or has a verified personal emergency. Students are also required to speak English in classes and keep up with the course work and homework. Students who fail to meet these requirements may be asked to leave the program or may not be permitted to attend subsequent semesters.

Tuition is due prior to the first day of class. Students accepted into the program will be mailed instructions for registration. Refunds are not given after the first two weeks of the program.

Both credit and IEP students entering the United States on an F-1 Visa must complete at least one full term at the College of Marin before the District will authorize a transfer to another school.

Office of Primary Responsibility: Office of Student Learning

Date Approved: November 11, 2009