



# EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional  
Effectiveness: (915) 831-6740

## **FB-2 Admissions and Enrollment Requirements for International Students**

**APPROVED:** July 13, 1988  
Year of last review: 2024

**REVISED:** March 8, 2024

**AUTHORIZING BOARD POLICY:** FB

Classification: Administrative

Responsible Vice President or Associate Vice President: Vice President of Student and Enrollment Services

Designated contact: Executive Director of Admissions and Registrar

---

---

**OBJECTIVE:** To define the requirements for admissions to the District and continued eligibility to enroll students who are classified by the Acts of Congress and Federal Statutes as international students bearing an F visa.

### **PROCEDURE:**

#### **I. General**

The El Paso County Community College District (EPCCCD) is approved by the Department of Homeland Security (DHS) to issue the I-20 form to foreign students meeting the District's and the Student and Exchange Visitors Information System (SEVIS) admissions requirements in order to obtain an F-1 visa. To maintain authorization to issue I-20s and to enroll F-1 students, the EPCCCD must comply with, and ensure that F-1 students comply with, current DHS and SEVIS requirements.

#### **II. Admission Status and Requirements**

Under Federal law, the EPCCCD is authorized to enroll non-immigrant alien students and non-U.S. citizens for admission to either full academic status or to the intensive English program. All materials required for admission must be received in the District's Office of Admissions and Registration in accordance with the class schedule for the respective semester.

Applications for admission on full academic status will not be accepted for the summer term.

##### **A. General I-20 Eligibility Requirements**

Individuals seeking admission under either full academic status or the intensive English program must submit to the Office of Admissions and Registration the following before an I-20 will be issued by the District:

1. A completed *International Student Admissions Application*. Applications completed by a third party on behalf of the applicant will not be accepted unless bearing the original signature of the applicant.
2. The required non-refundable application fee. A fee is required for all non-U.S. citizen applicants. This non-refundable fee must accompany the application for admission. Applicants mailing in the application for admission are asked to submit a check or money order for the fee in U.S. dollars. See the International Students webpage under the Admissions & Aid website for the appropriate fee.
3. Official transcripts from foreign colleges and universities must be evaluated by a foreign credential agency. A list of acceptable agencies is available from the Office of Admissions and Registration. Evaluation documents must be sent directly to the EPCCCD from the credential agency. An official transcript in the original language must also be submitted to the Office of Admissions and Registration along with the evaluation.
4. Applicants without prior postsecondary education must provide proof that they have completed the equivalent of an American High School Diploma in order for an I-20 to be issued. Applicants who

have completed secondary school outside of the United States must submit their foreign high school transcripts to one of the approved credential agencies for evaluation. Evaluation documents must be sent directly to the EPCCCD from the credential agency. Applicants must also submit an official transcript in the original language to EPCCCD.

5. A complete and current *Financial Responsibility Statement* to show the availability of sufficient funds to support the student while enrolled at the College is required to be submitted with the admissions application. The *Financial Responsibility Statement* will be considered current if submitted within 60 days of its completion.
6. Applicants under the age of 22 should provide documentation from a physician proving that their bacterial meningitis vaccinations are current.
7. A valid foreign passport.

B. Specialized requirements

1. Full Academic Status

Applicants seeking admission to full academic status must also provide acceptable documentation of ability in the English Language prior to issuance of the I-20. This will require submission of one or more of the following;

- a. Official transcripts reflecting graduation from an American high school;
- b. Official transcripts reflecting the completion of at least twelve semester credit hours, exclusive of ESL and compensatory courses, with a minimum cumulative Grade Point Average (GPA) at an accredited American college or university. These documents must be forwarded to the Office of Admissions and Registration directly from the issuing institution, and hand-carried copies will not be accepted.
- c. A current OFFICIAL test report on the *Test of English as a Foreign Language* (TOEFL) showing at least the minimum required scores as listed in the current EPCC Catalog. The TOEFL results submitted must be from an international, national, or EPCCCD institutional administration. Institutional administration from other colleges/universities will not be accepted. The TOEFL will be current if the date of administration is not more than two years from the date of application for admission to the District.

2. Intensive English Program

Applicants unable to document an acceptable proficiency in English will be provided English language training. F-1 students participating in English language training will not be permitted to enroll for college credit courses until they successfully complete the English language training program or pass the TOEFL.

C. Concurrent Enrollment

F-1 students attending other host institutions may enroll at the EPCCCD once they satisfy regular requirements for admissions for foreign students and have appropriate documentation of approval for concurrent enrollment at the EPCCCD from the host institution. Concurrent F-1 students may not enroll into a full course of study at the EPCCCD.

III. Transfer Admission

Students may request transfer from another college to the EPCCCD, or from the District to another school under the provisions of current SEVIS rules. An F-1 student is eligible to transfer under the following:

1. Must be maintaining status at the current school.
2. Must be eligible for an I-20 at the transfer-in school.
3. The proper transfer procedures must be followed in SEVIS.

IV. Issuance of the I-20 Form

A. General

Upon receipt of the required materials, the designated school official will prepare and issue the I-20 in compliance with SEVIS requirements.

B. Student Responsibility

1. The student must visit the American Consulate in the home country to obtain an F-1 visa.
2. The student must enter the United States no earlier than 30 days prior to the program start date on the I-20 presenting the F-1 visa for entry and obtain an I-94 entry document.
3. The student must report to the EPCCCD designated school official prior to the program start date and present the F-1 visa, stamped I-20, and the I-94 form.
4. The student must enroll in the appropriate courses to maintain his/her status.

V. Maintenance of F-1 Status

- A. The EPCCCD is required to report and maintain enrollment and compliance status of F-1 students to SEVIS. These reports include student arrival, enrollment status, transfer status/change in level, employment requests (off-campus employment), employment approvals (on-campus employment), change in immigration status, program completion, withdrawals/terminations, and change of address.
- B. The student must submit a request to the designated school official for all changes in status to include, but not limited to, change in contact information, change in address, change in enrollment status, change in request for employment, request for withdrawal/transfer, or employment.

VI. Records Retention and Maintenance

- A. Admissions materials submitted to the District must be original documents. The documents submitted, upon receipt by the designated school official, become the property of the District.
- B. A copy of records shall be maintained for a period designated by SEVIS, and the electronic records shall be maintained according to the EPCCCD College Procedure CIA-2, *Retention Schedule for Student Educational Records*.

The term “alien” means any person not a citizen or national of the United States. Aliens and citizens are mutually exclusive under this definition. United States law further distinguishes between various categories of aliens present in the United States vis-à-vis their connection with the United States as immigrants, non-immigrants, and aliens who have been granted special status in the United States based upon humanitarian or procedural reasons.