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**Kern Community College District**  
**Administrative Procedure**  
Chapter 5 – Student Services

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**AP 5012 International Students**

**References:**

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

Each college shall adhere to federal requirements regarding immigration documentation and shall implement procedures that address:

- i. Application process including submission of visa information. International students who seek admission must satisfy the following conditions:
  - A. Submission of the District's International Student Application and a recent photo, including processing fee.
  - B. Submission of high school grade reports and, if applicable, English language program transcripts and all other college or university grade reports. Transcripts must be translated into English and must bear the school seal and be signed by the registrar or appropriate school official. English language and translated secondary school and college transcripts. Transcripts that are hand delivered, opened by the student, or mailed by the student will not be accepted.
  - C. Submission of confidential financial statement and bank certification letter showing proof of sufficient funds to cover a minimum of one year of studies.
  - D. Submission of a copy of valid passport.
  - E. F-1 students must purchase the medical insurance plan, which is approved by the District.
- ii. Attendance pursuant to an F-1 visa;
- iii. F-1 visa students must certify that their intent is to attend college on a full-time basis and that employment is not required. Students are required to enroll in a minimum of 12 units (full-time) per semester and expected to complete their community college education in a timely manner;
- iv. Maintaining a minimum of 2.00 GPA;
- v. Reporting a change in major to the Designated School Official (DSO);

- vi. Reporting a change in address to the DSO;
- vii. Receiving permission to leave the United States from the DSO;
- viii. Not engaging in any employment unless permitted to do so by the DSO and the Department of Homeland Security;
- ix. Meeting all deadlines regarding an extension of visa and departure from the United States;
- x. International students are required to maintain the same standard of scholarship as other students and are subject to the same rules of academic standing (e.g. probation and disqualification);
- xi. Required TOEFL (Test of English as a Foreign Language) scores, such as:
  - TOEFL (Test of English as a Foreign Language) score: Minimum score of 450 on the paper-based test, or score of 45 on the internet-based test. Score reports must be less than two (2) years old
  - IELTS (International English Language Testing System) test: Minimum score of 4.5.
  - TOEIC (Test of English for International Communication): Minimum score of 620.
  - iTEP (International Test of English Proficiency): Minimum score of 4.0
  - GTEC (Global Test of English Communication)  
: <https://www.benesse.co.jp/gtec/>: Minimum score of 903-945.
  - EIKEN (STEP) test (EIKEN/Society for Testing English Proficiency): Minimum score of 2a (test offered by Japanese high schools and universities).
  - CSU Bakersfield IELC (Intensive English Language Center): Minimum of "Advanced" level.
  - ELS Centers in the US or overseas: Minimum score of 109.
  - Studied in an English-speaking country.
  - Completed "O" or "A" levels in a former British colony (e.g. Singapore).
  - Studied English language as an exchange student for at least two (2) semesters in one of the U.S. schools and achieved grade "C" or higher.
  - Is transferring directly from an academic program at a U.S. college or university.
- xii. Residence Determination:
  - A. Alien Students Who Are Not Precluded From Establishing Residency
    - i. Alien Student Establishing Residency: A student who is an alien may establish his/ her/their residence pursuant to the provisions of the laws

and regulations of the United States Immigration Code and the laws and regulations of California residency if not precluded by the Immigration and Nationality Act from establishing domicile in the United States, provided that the student has had residence in California for more than one year prior to the residence determination date for the semester or term (summer or winter) for which attendance is proposed.

- ii. Residency Policy and Procedure: Students who hold a visa type that may be eligible to establish residency will must abide by the District policy and procedure regarding residency.
- iii. Jurisdiction of Change in Residency or Residency Petitions: Students who hold a visa type that is not precluded from establishing residency and who wish to establish California residency shall inquire with the respective college's Office of Admissions & Records.

**B. Alien Students Who Are Precluded From Establishing Residency:**

An alien is precluded from establishing domicile in the United States if the alien entered the United States illegally, or under a visa which requires that the alien have residence outside the United States, or that he/she/they entered the United States solely for a temporary purpose. An alien is precluded from establishing domicile in the United States and shall not be classified as a resident of this State if he/she/they holds a visa that is covered by the International Student Program. Specifically:

- i. F-1, F-2 – Academic student, spouse and children
- ii. J-1, J-2 – Exchange visitor, spouse and children
- iii. M-1, M-2 – Nonacademic or vocational student, spouse and children

**C. Exemptions from Nonresident Tuition as Authorized by Education Code Section 76140(a)(2).**

- i. F-1, J-1, and M-1 students may be exempted from nonresident tuition provided they have a documented case of economic hardship. Under no circumstance may the number of F-1 students granted an exemption exceed ten percent (10%) of that population. The District reserves the right to limit any exemption to one term or a prescribed period of time. The District also reserves the right to rescind any exemption. Exemptions shall only be granted upon the recommendation of the Chancellor or designee.
- ii. Calculation of nonresident tuition fee applicable to noncitizens 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 (50%) of the nonresident tuition charged other nonresidents.