

## College Procedure: 606.1 – International Student and Non-native English Speakers Admission Procedures

Policy Reference: 606 – International Students  
Responsible Department: Student Services  
Approval Authority: Cabinet  
Procedure Owner: Vice President, Student Services  
Effective Date: 07/01/2020

Version Number: 1  
Legal Counsel Reviewed (yes/no): No  
Scope: College-wide

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### Reason for Procedure

This procedure describes the admission process for international students and additional requirements for enrollment of non-native English speakers.

### The Procedure

#### Admission of International Students:

An international student is a student who enters the US with an F or J student visa. Kirkwood international students have specific admission requirements. This procedure is managed and monitored by the department of Global Learning to ensure Kirkwood's compliance with Department of Homeland Security regulations for the enrollment of international students.

International student steps for admission are found on [www.kirkwood.edu/intlapply](http://www.kirkwood.edu/intlapply). All international applicants must follow these steps:

1. Complete the online Kirkwood Application Form.
2. Submit required supplemental documents to Global Learning for admission review. These documents include high school transcripts, copies of necessary immigration documents, Kirkwood Financial Statement Form indicating sufficient funds for one year of study, and English proficiency test scores (as needed).

Global Learning receives, reviews, and approves all submitted documents prior to officially admitting the student to Kirkwood and sending official admission letters. Global Learning sends new International Students an official letter of acceptance along with the I-20 Welcome Packet by email and by mail.

International students travelling directly from their home country are responsible for making a personal appointment at the U.S. Embassy or Consulate nearest them and following the consulate procedures to apply for a student visa.

Upon arrival to the College, international students are required to report to the Global Learning department for SEVIS monitoring purposes and for new international student orientation. Kirkwood's Designated School Officials (DSOs), appointed by the department of Global Learning, are responsible for reporting the arrival of incoming international students in the SEVIS system.

### English Language Proficiency of non-native English Speakers:

The Kirkwood admission application includes a question to all applicants about whether English is their native language. Should the student answer "no", an ELA (English Language Acquisition) hold is placed on the student's course registration by the Global Learning department until proficiency in English is demonstrated.

Non-native English-speaking students include graduates of American high schools, international students, permanent residents, refugees, and US citizens who do not have English as their native language.

To remove the ELA registration hold, students must demonstrate English language proficiency by submitting English proficiency test scores equivalent to completion of Kirkwood English Language Acquisition (ELA) course levels 5. Global Learning staff review and approve or deny proficiency submissions. All test scores must be earned within two years prior to applying to the college. Exceptions may be made, at the discretion of the Dean of Global Learning, for students who plan to study Industrial Technology majors and/or special programs. Students who do not meet the proficiency requirements meet with the ELA Advisor to register in ELA coursework until they can complete level 5 and begin Kirkwood credit classes.

ELA coursework is considered developmental preparation for college credit classes. Courses are listed in the catalog with an ESI prefix.

## References

DEPARTMENT OF HOMELAND SECURITY REGULATIONS AT 8 CFR 214.3(k) ESTABLISH THE CONDITIONS THAT MUST BE MET BEFORE KIRKWOOD CAN ISSUE AN I-20 CERTIFICATE OF ELIGIBILITY.

## Definitions

**International Student:** A STUDENT WHO ATTENDS KIRKWOOD ON AN F OR J STUDENT VISA STATUS

**Non-native English Speaker:** ANY STUDENT WHO DOES NOT HAVE ENGLISH AS THEIR NATIVE LANGUAGE

**SEVIS:** STUDENT EXCHANGE VISITOR INFORMATION SYSTEM

**DHS:** DEPARTMENT OF HOMELAND SECURITY

**ELA:** ENGLISH LANGUAGE ACQUISITION

## Revision Log

*Table 1 Revision Log*

Version Number	Date Approved	Approved by	Description of Change
1	07/01/2020	Cabinet	New procedure