

## Non-U.S. Citizen Application Procedures International Student Services Office

### I. NON-U.S. CITIZENS AND NON-CITIZEN PERMENANT RESIDENTS MUST SUBMIT:

- **Application for Admission** – Complete the *Application for Admission – International Students*. (Passport & VISA information required for application)

#### High School & College/University Work:

**If you attended High School in the United States:** For U.S. high school graduates, an official transcript is required. The transcript must come from the High School sealed. Unsealed transcripts cannot be accepted.

**If you attended High School outside the United States:** An Official General Evaluation Report from an accredited credential evaluator is required. You would submit your high school documents to an evaluation company for a “General” Report evaluation.

**If you attended college or university overseas:** Even if you have college work, Bishop State still requires your high school evaluation. You must use World Education Services (WES) ([www.wes.org/students](http://www.wes.org/students)). For international college and/or university coursework to be considered for transfer credit, an official “Catalog Match” report is required from WES.

- **I.D. Requirement** – Present documentation to the Office of International Students: I-94 card, visa, passport.

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### II. U.S. COLLEGE/UNIVERISTY TRANSFER STUDENTS MUST ALSO SUBMIT:

- **Official Transcript(s) from U.S. Colleges and Universities:** Official transcripts must be sent from each college and/or university attended in the U.S. Only official transcripts will be accepted.
- **Transfer Clearance Form (F-1 Visa Holders Only):** The International Advisor at the most recent college/university you attended in the U.S must complete this form.

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### III. F-1 VISA HOLDERS MUST ALSO SUBMIT:

- **Affidavit of Financial Support** - Proof of adequate financial resources to cover all costs associated with attending Bishop State must be provided. Read and complete the Affidavit of Financial Support form. A bank statement or bank letter from the financial sponsor must be attached. This must be dated within six months of intended enrollment.
- **Proof of English Proficiency** - ONE of the following is required:
  - A. Passing score on the *International* Test of English as a Foreign Language (TOEFL). Visit [www.toefl.org](http://www.toefl.org). Minimum required scores: 61 on the Internet-based exam, 173 on the computer-based exam, or 500 for the written exam. Official TOEFL results must be sent to Bishop State directly from TOEFL. **OR...**
  - B. Demonstrate English proficiency by attending and satisfactorily completing English 101 or higher at another regionally accredited U.S. college or university with a grade of “C” or higher. **OR...**
  - C. Take and pass the International English Language Testing System (IELTS) exam. Minimum required score ranging from 5.5, as determined by the college. Official results must be sent directly from IELTS.

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### IV. INTERNATIONAL TRANSIENT STUDENTS MUST SUBMIT THE FOLLOWING:

- **Transient Letter** – issued from current college/university, lists courses you wish to take at Bishop State & specific term.

**Mail Forms to:** Bishop State Community College, Office of International Students, 351 North Broad Street, Mobile, AL 36603.

**Contact US:** Email: [ymcneil@bishop.edu](mailto:ymcneil@bishop.edu), Ph: 251-405-7002, Website: [www.bishop.edu/international](http://www.bishop.edu/international)