

**DIN:** 3000-1-02 *(changed from 2300-1-01)*  
**Title of Policy:** International Learner Admission

**Policy**

The College believes that international learners will benefit from gaining an education at Northwest Technical College; therefore, the College encourages their enrollment. International learners are those who do not have United States citizenship, permanent residency, or refugee or political asylum status.

International applicants must meet the following admission requirements.

1. Submit the Northwest Technical College International Learner Application.
2. Submit a TOEFL score of at least 500 on the paper version or 173 on the computer version or documentation of recent completion of a college-level composition course with a grade of "C" or better from a college in the United States. NTC will waive the English requirement for any applicant whose native language is English.
3. The minimum academic requirement is graduation from an accredited secondary school or its equivalent. Applicants must arrange for the NTC Admission office to receive official academic records from all secondary, college, university, or professional institutions attended. Photocopies are not acceptable. A certified literal translation must be included with the official document if the record is not in English.
4. Submit documentation that all educational and living expenses will be provided for the first year of enrollment by completing the NTC Certification of Finances.
5. Minnesota law requires that all learners born after 1956 and enrolled in a public or private post-secondary school in Minnesota be immunized against diphtheria, tetanus, measles, mumps, and rubella.

Financial aid through NTC is not available for international learners. Employment is not available during the first year of academic study and is limited after the first year and is subject to the regulations of the Immigration and Naturalization Service (INS). Health insurance is recommended for all international learners; Northwest Technical College is not responsible for any bills due to illness or injury.

International learners must maintain a full-time course of study for every semester they are enrolled.

International learners must purchase the system-approved student health insurance health policy except those students whose sponsoring agency or government certifies that the student is covered under a plan provided by the sponsoring agency or government.

**Purpose**

To provide for international learner admission.

The most current documentation is electronic; therefore, please discard printed copy after 24 hours. This does not apply to completed forms which are records.			Print Date: 09/27/07 1:08 PM
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Approved: Dr. Quistgaard	Date: 8/16/05	Check here if policy should appear in campus handbook:	<input checked="" type="checkbox"/>

**Responsibility**

The table below describes responsibilities for this policy:

<b>Group/Individual</b>	<b>Responsibility</b>
International Learner	Submit all required documentation.
Learning Services Director (SEVIS Designated School Official)	Verify that all documentation is received and meets standards. Input and maintain data in SEVIS. Issue I-20. Inform admissions office of eligibility to be accepted.
Dean (Principal Designated School Official)	Ensure compliance of policy and with SEVIS regulations

**Supporting References**

Listed below are college document(s) that support this policy:

**Compliance References**

Listed below are references to compliance requirements (e.g. MnSCU policy, federal regulations).

MnSCU Board Policy 3.4, Part 5, Subpart D

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