

# STOCKTON UNIVERSITY



## PROCEDURE

### Undergraduate International Student Admissions

Procedure Administrator: Chief Enrollment Management Officer  
Authority: N.J.S.A. 18A:64-6  
Effective Date: March 26, 1976; September 21, 2009; February 19, 2021\*  
Index Cross-References: Policy II-6.3: Remission of Out-of-State Tuition for Certain Foreign Nationals; Procedure 2019: Student Status – Categories and Criteria; Procedure 2102: Certificate of Eligibility for Non-Immigrant Students  
Procedure File Number: 3611  
Approved By: Dr. Harvey Kesselman, President

#### I. PROCEDURE:

Definition. An international student is defined as a "non-immigrant" student visitor who comes to the United States temporarily to take classes. A non-immigrant is an individual who intends to stay in the U.S. temporarily, does not have U.S. citizenship or legal permanent resident status (a "green card"), and requires a visa to be in the U.S.

Most international student applicants will be admitted under the F-1 student visa. International students with other visa status also may be admitted.

#### II. GENERAL:

Stockton has a strong commitment to international student enrollment. International applicants must have completed their secondary education and may apply as matriculated and non-matriculated students. Non-matriculated students will follow Procedure 2019 Student Status – Categories and Criteria. Matriculated students can apply for admission in either the fall or spring terms. Complete applications should be filed before March 15 to receive consideration for the fall term and before November 15 to receive consideration for the spring term. An international applicant who seeks to transfer from another institution in the United States must submit an admission application by June 15 to receive consideration for the fall term and November 15 for the spring term.

International applicants must submit the following admission materials.

##### A. First-Year Applicants

1. A completed Application for Admission and non-refundable application fee.
2. Proof of English proficiency must be submitted by students from non-English speaking countries from tests such as the TOEFL, IELTS,

Pearson, ELS, or any other test deemed acceptable by the Office of Admissions, such as the SAT/ACT standardized test. Proof of English proficiency is not required if applicants have graduated from a secondary/high school where English was the only medium of instruction with either of the following: a U.S. regionally-accredited high school diploma or an International Baccalaureate (IB) diploma.

3. Evaluated copy of secondary school records with certified translations from an approved evaluation agency such as World Education Services (WES), Educational Credentials Evaluators (ECE), SpanTran or any other agency deemed acceptable by the Office of Admissions.
4. Two recommendation letters.
5. An essay.
6. A copy of the applicant's passport biographical page.

First-year applicants will be subject to the same basic skills testing requirements as other Stockton first-year students. Once accepted, international applicants must submit the documents required for the *Certificate of Eligibility for Non-Immigrant Student Status* (Form I-20), including affidavit of support and affidavit for free room and board.

#### B. Transfer Applicants

1. A completed Application for Admission and non-refundable application fee or fee waiver.
2. Proof of English proficiency must be submitted by students from non-English speaking countries from tests such as the TOEFL, IELTS, Pearson, ELS, or any other test deemed acceptable by the Office of Admissions, such as the SAT/ACT standardized test. An international transfer student does not need to submit English proficiency test scores if:
  - a. Transferring with 16 or more credit level courses from a regionally-accredited college/university in the continental United States or U.S. territory, or if
  - b. The applicant attended a U.S. regionally-accredited institution inside or outside the U.S. where English is the only medium of instruction and where student successfully complete college-level English Composition I and II and the student has received a grade of 'B' or above (*not English as a Second Language, not English for Foreign Students courses, etc.*).
3. An international applicant does not need to submit SAT/ACT scores if transferring with 16 or more credits from a regionally-accredited college/university in the continental United States or U.S. territory.
4. An evaluated copy of secondary school records with certified translations from an approved evaluation agency (if applying with 15 or fewer non-basic skills college credits).

Official copies of all college/university transcripts. Evaluation of all foreign college or university-level work must be completed by an approved evaluation agency

such as World Education Services (WES), Educational Credentials Evaluators (ECE), SpanTran or any other agency deemed acceptable by the Office of Admissions.

Once accepted, an international applicant must submit the documents required for the *Certificate of Eligibility for Non-Immigrant Student Status* (Form I-20), including affidavit of support and affidavit for free room and board. See Procedure for Eligible Non-Immigrant Students.

### C. Exchange Applicants

International exchange student applicants are admitted to Stockton University under the guidelines established by the Office of Global Engagement.

### D. Disciplinary and Criminal Activity Disclosures:

If an applicant checks “Yes” on either the Disciplinary or Criminal disclosure question on the application, the file is automatically routed to the Conviction and Disciplinary Review Committee (CDRC) to initiate a review process for the application. The CDRC is comprised of the Director of Campus Public Safety or designee, the Director of Care and Community Standards or designee, a designee from Academic Affairs and the designated staff people in Undergraduate or Graduate Admissions.

During the review process, the applicant may be required to provide additional information and details regarding their criminal or disciplinary history. The applicant typically will be required to provide an explanation of each criminal conviction and/or each disciplinary incident (with the option to include official documentation of the same), letters of recommendation, a release to obtain related documentation and information, and additional information the applicant would like considered by the University. Designated staff members in the Offices of Admissions and Graduate Admissions are responsible for compiling the information for the CDRC to review.

Factors considered by the CDRC as part of the review process include, but are not limited to:

- Amount of time that has passed since the crime or disciplinary offense
- Severity of the crime or offense
- Open Criminal Records check
- Other educational programs attended since time of the crime or offense
- Nature of the academic program in which the applicant seeks to enroll

The CDRC will review the information provided by the applicant and make a recommendation to the Chief Enrollment Management Officer whether to offer admission to the applicant, assuming all other application requirements have been satisfied. In cases where the applicant is seeking University-sponsored housing, admission to a specific program, or access to certain non-academic activities, the CDRC makes a separate recommendation to the Chief Enrollment Management Officer.

The Chief Enrollment Management Officer may grant admission to an applicant with appropriate restrictions that may include but are not limited to limited access to University sponsored housing, specific majors, and non-academic activities.

The decision letter will provide notice of appeal rights, if applicable, to an applicant who is denied admission. Stockton University reserves the right to withdraw an offer of admission for various reasons, including engaging in behavior that calls into question a student's honesty, maturity, or moral character; or failing to provide official documents, such as transcripts, prior to the start of the semester.

#### E. Health Insurance Waiver

To be approved for an insurance waiver, an international student must provide proof of health coverage to Stockton University's Wellness Center and Office of Global Engagement. The insurance coverage should meet the following criteria:

- Medical benefits of at least \$100,000 per accident or illness
- Repatriation of remains in the amount of \$25,000
- \$50,000 for expenses associated with the medical evacuation of the exchange visitor to the visitor's home country
- A deductible not to exceed \$500 per accident or illness
- At least 80% co-insurance coverage

If the health insurance plan fails to meet each of these requirements, the international student will be denied an insurance waiver and will remain enrolled in Stockton University's international student insurance plan.

#### Review History:

	Date
Procedure Administrator	12/21/2020
Divisional Executive	12/21/2020
General Counsel	01/29/2021
Cabinet	02/18/2021
President	02/19/2021

*\* "Procedures" updated to "guidelines" in Section II-C on November 16<sup>th</sup>, 2021.*