Chapter Six: Student Services and Operations

International Students

Replaces AR 6010

1. Admission: All applicants for admission with F-1 status must submit the following documents to the International Student Office no later than July 1 (fall semester) and December 10 (spring semester):

- A completed application form (obtainable from the college or online).
- A non-refundable application fee.
- Transcripts of secondary (and postsecondary, if any) school or college work completed. These transcripts must be official and written in the English language.
- Evidence of English language proficiency demonstrated by the test of English as a Foreign Language (TOEFL), with a minimum score of 450 (PBT) or 45 (IBT). It is possible to be admitted to Cabrillo without this requirement if the student completes an appropriate level of instruction at a local Intensive English Program or has demonstrated adequate English proficiency by their transcripts.
- A financial statement which indicates the student has the means to support his/her costs of attendance either from personal, family, or governmental sources.

Exceptions: Students with status other than F-1 must see the International Student Office for an explanation of the rules and regulations pertaining to their attendance at the college.

Note: Cabrillo College admits international students only in the fall and spring semesters. The International Student Office will review all documents submitted by the deadlines and base its decision regarding admission on the basis of a completed file. Admission decisions will be communicated as promptly as possible to all applicants.

2. Payment of Tuition: Tuition is due and payable at the time of registration for classes. Registration is not complete until the full tuition is paid. Tuition rate for the subsequent year will be set by the Governing Board no later than the February Board meeting.

3. Hospital/Accident Insurance: At the time of registration, international students must present evidence they possess satisfactory hospital and accident insurance or must purchase a policy within the first two weeks of class.

4. Assessment: Entering international students are required to take a Math and English assessment administered by the Cabrillo Assessment Center prior to registration for any classes with Math or English requisites. The results of the assessment will determine the proper placement for each student in the Math and English course sequence.

5. Study Load: International students with F-1 status must complete at least 12 units per semester. The college must report to the U.S. Immigration and Customs Enforcement (USICE) if a student has withdrawn from the college or is taking less than a full program.
6. Program Changes: Per U.S. Immigration regulations, students must notify the International Student Advisor of any program changes during their studies.

7. Travel Abroad: International students must notify the International Student Office of any plans to travel outside the United States during the period of attendance. Notifications must be done at least two weeks in advance so that forms or letters can be prepared that are required for re-entry to this country.

8. Employment: International students attending the college with F-1 status are not permitted to work off-campus without prior approval of the U.S. Citizenship and Immigration Service (USCIS). Consult the International Student Office for details and procedures. Students are allowed to work on-campus up to 19.5 hours per week with permission from the International Student Office.

9. Change of Status: Any change in immigration status must be reported to the International Student Office in person. The International Student Office is able to assist students in the process of changing their status to F-1.

10. Arrival: Students admitted with F-1 status must report to the International Student Office by the date indicated on the I-20 form. Failure to do so may result in termination of the student’s F-1 status.

11. Change of Address: Students must inform the International Student Advisor and the Office of Admissions and Records of all address, telephone, and email changes. A current local address must always be on file at the college.

12. Illness: Students must inform the International Student Advisor of any extended illness (more than three consecutive class meetings) by telephone, mail, or email.

13. Passport Validity: It is the student's responsibility to maintain a valid passport. If the passport expires, the student will lose their F-1 status.

14. Housing: Cabrillo College does not have dormitory facilities. Students should begin arranging their housing at least one month before their arrival. Students may live with homestay families or rent housing as appropriate.

15. Termination of Attendance: The college reserves the right to terminate the enrollment of any international student whose academic progress, observance of college rules and regulations, or personal conduct falls below acceptable standards. Such termination will result in the termination of the student’s F-1 status as well.

16. Residency: As holders of non-immigrant status, F-1 students are not eligible for in-state tuition. As authorized by Education Code section 76140(a)(2) for financial need: “any nonresident who is both a citizen and resident of a foreign country, if the nonresident has demonstrated a financial need for the exemption. Not more than 10 percent of the nonresident
foreign students attending any community college district may be so exempted. Exemptions made pursuant to this paragraph may be made on an individual basis.”

Reference: Education Code 76141, 76142; Title 5, Section 54045; Title 8, U.S.C. Section 1101. et seq.

Approved by Student Services Council October 13, 2010