

**PALO ALTO COLLEGE  
COLLEGE PROCEDURES**

Procedure Name: S 20.0  
Procedure Title: International Students  
Relevant Board Policy: [F 2.1.3 F-1 Visa Student Requirements](#)  
Originating Unit: Admissions & Records/Advising  
Maintenance Unit: Vice President Student Success

- I. Purpose: Guide International students seeking an F1 student visa through the admissions and enrollment process at Palo Alto College.

**Professional Affiliations:** Palo Alto College is certified to offer courses of study by the Student and Exchange Visitor Program (SEVP) in the Department of Homeland Security (DHS). Member of the **NAFSA:** Association of International Educators.

- II. Procedures Statement:

A. Admissions and Requirements:

1. Prospective International students seeking admissions, requesting applications and/or transfer information to Palo Alto College may visit the International Programs Office located at 201 Sheridan, San Antonio, TX 78204. This office serves as a point of contact for prospective International students and also serves as a liaison between Palo Alto College and the U.S. Bureau of Citizenship and Immigration Services (USCIS).
2. Admissions will receive the completed [International admission application checklist](#). The application must be completed and provided to the International Programs Office. A non-refundable application fee made to the International Programs is required and must be submitted with application.
3. In order to move forward with the creation of an I-20, the following essential items must be completed and received:
  - a. **Transcripts:** Submit official high school transcript(s), and/or any other official transcripts from other college(s)/university(ies). Transcripts must demonstrate high school equivalency. Original translation and evaluation of foreign transcripts by an organization that meets the quality guidelines endorsed by the [National Association of Credential Evaluation Services \(NACES\)](#)
  - b. **Financial Resources and Requirements:** Admissions and Records is to receive an official bank letter with its respective letterhead dated within 60 days verifying savings or checking account(s) of student or sponsor and/or

dependents (if applicable). Affidavit of Support-Immigration may be required. No bank statements will be accepted.

- c. English Proficiency – TOEFL or IELTS Scores: Official TOEFL/IELTS with their respective minimum scores are required to enroll in college courses. Students enrolling in the English as a second language (ESL) program at a different campus are not required to submit TOEFL or IELTS. In that case, official completion scores of ESL program must be received by Admissions and Records.
- d. Passport picture
- e. For Transfer Students: Admissions and Records must receive a letter of good standing from current institution (Transfer-In Form) along with current copy of I-20, I- 94, passport and Visa.

#### B. Transcript Evaluation:

1. All official original transcript(s) and/or evaluated and/or translated documents are forwarded to Palo Alto College Enrollment Services/Admission Office for review to determine high school equivalency.
2. Once evaluation and equivalencies are verified, an Enrollment Services Officer will forward transcript evaluation results to the Palo Alto College Primary/Designated School Official (P/DSO).

#### **Admission Process:**

##### A. Primary/Designated School Official (P/DSO) Duties:

1. Creates and issues an I-20
2. Provides I-20 to student along with a letter of acceptance to Palo Alto College
3. Once SEVIS I-90 is paid the student must contact the U.S. Embassy in his/her country to schedule an appointment for application for an F-1 Student Visa.
4. Obtain copy of F-1 Visa from student to allow registration into courses.
  - Determine Assessment Clearance Status. Assist with Assessment appointment or testing appointment by CA, DSO.
  - Advise and assist with registration of courses by CA, DSO.
5. Maintain and update as needed, records of International Students to ensure compliance is being met on a semester to semester basis.

#### **Procedure for Issuing Form I-20 for Initial Attendance:**

##### A. Creation of SEVIS Record:

1. To generate an initial I-20, the Designated School Official (DSO) must first create a student record in SEVIS.

2. To create a SEVIS record the DSO clicks the New Student link on *the Listings of Schools* screen, populates the student information, program information, and financial information fields with required data. Once all fields are filled out, the DSO submits the record within SEVIS.

### **Registration Process:**

#### A. Creation of Student file:

1. P/DSO must create an individual file for each international student. File must contain the following documents:
  - a. Copy of original I-20 (seal from Port of Entry)
  - b. Copy of F-1 Visa
  - c. Copy of I-94
  - d. Copy of Passport & Front and Back

### **Semester Advising:**

1. The Designated School Official (DSO) is to confirm each semester that the international student is in compliance with their F-1 Visa by maintaining their record.
2. A “Registration” hold is placed on the student record to ensure compliance with F-1 Visa requirements.

### **Termination of SEVIS Record:**

Terminating a student record in SEVIS is a serious issue. To terminate a student’s record in SEVIS, P/DSO must verify the termination is justifiable:

#### A. Justification for Termination

1. Unauthorized Withdrawal
2. Death
3. Unauthorized Employment
4. Unauthorized Drop Below Full Course
5. Authorized Drop Below Full Course Time Exceeded
6. Expulsions
7. Suspension
8. Absent from Country for Five (5) months
9. Failure to Enroll
10. Transfer Student No-Show
11. Otherwise Failing to Maintain Status
12. Violations of Change of Status (COS) Requirements
13. Change of Status Denied
14. Change of Status Approved

- 15. No Show – Manual Termination
- 16. No Show – System Termination
- 17. School Withdrawal

**Note:** Possible adverse consequences to student’s immigration status may be incurred if SEVIS record is terminated.

**Reinstatement of Student Record:**

A student may attempt to regain status by: 1) applying for reinstatement with USCIS at any point or, 2) by departing the U.S. and applying as a new international student seeking an F-1 Visa. In either instance, the DSO must provide a new I-20 after discussing and receiving a partial or complete updated I-20 application. For assistance in completing the actual application for reinstatement, the student is to be referred to an immigration attorney.

Issued: May 3, 2016

Approved: (signed: Mike Flores)  
President

Revised: May 17, 2019

Approved: (signed: Dr. Robert Garza)  
President