

# INTERNATIONAL PROGRAMS

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## Contact Information

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The International Programs Office (IPO) coordinates all international activities at LCSC, including:

- International admissions, including international scholarship applications;
- International student support and advising;
- Community interaction between international students, LCSC campus and the local community;
- International student recruitment;
- International partner agreements, including international exchange and articulation agreements;
- International student orientation and cultural programs;
- The Institute of Intensive English (IIE), which provides English language instruction for non-native English speakers;
- Study Away provides LCSC students opportunities to study at other domestic colleges/universities through the National Student Exchange (NSE) program and study abroad programs in a variety of countries through contractual agreements with third-party program providers, sister schools, summer language and culture programs, and faculty-led study tours. The Study Away office also coordinates Fulbright activities at LCSC;
- International student clubs and activities, which contribute to the social development and integration of international students and promotion of study away;
- International student housing including homestay (host families) and;
- Special programs for international students including the Study Abroad in Idaho Program and the Bridge Program.

## International Admissions

**International Student Advisor:** Andrea Pietrzyk, MA

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The IPO International Student Advisor processes of all applications from international students who wish to study:

- Intensive English Language (<http://www.lcsc.edu/english-language-program/english-language-program>)
- Bridge program (<http://www.lcsc.edu/english-language-program/bridge-program>)
- College programs (<http://www.lcsc.edu/international/apply-now>)
- Exchange program
- The Study Abroad in Idaho Program at LCSC (<http://www.lcsc.edu/international/apply-now/study-abroad-in-idaho>)

## APPLICATION PROCEDURE FOR INTERNATIONAL STUDENTS

LCSC accepts students into degree programs, the Institute of Intensive English, non-degree Study Abroad in Idaho and exchange programs. Admission requirements for LCSC's Institute of Intensive English can be found on the International Programs website. International applicants must complete all correspondence and forms in English. Admission decisions are made only after receipt of a complete application and application fees.

### Academic Degree-seeking international applicants

Applicants are required to complete the International application for admission either online or by printing and filling out the application. Applicants must pay the published application fee before the international admissions team will begin processing an application, unless fee is waived through special agreement or referral program. The application fee is published below and on the International Programs website (<http://www.lcsc.edu/international>). A complete application consists of the following:

1. Copy of unexpired passport identification page

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2. Original High School transcript documenting at least a cumulative GPA of 2.0 on a 4.0 scale. For applicants with less than a 2.0, see conditional admission section below.
  - a. Transfer applicants with 14 credits or more of college work from a U.S. institution do not need to submit high school transcripts.
  - b. Transfer applicants with 14 credits or more of college work from an approved overseas institution or program partner do not need to submit high school transcripts.
3. Original transcripts from all colleges attended documenting at least a cumulative 2.0 on a 4.0 scale. For applicants with less than a 2.0, see conditional admission section below.
  - a. The minimum Grade Point Average (GPA) from high school or transfer school for all Lewis-Clark State College (LCSC) applicants is 2.0 on a 4.0 scale. International applicants' GPAs will be calculated at Lewis-Clark State College using guidelines provided by professional organizations and EducationUSA regarding international grade conversion.
  - b. Some applicants will be required to submit their original transcripts to an outside evaluation agency such as World Education Services (WES). This determination will be made by the international programs staff at their discretion. Applicants will be responsible to pay for the transcript evaluation.
  - c. LCSC International Programs will accept scanned copies of transcripts for initial admission purposes. If scanned copies are presented, applicants will be tentatively admitted pending final transcripts. Applicants must bring original documents with them to LCSC and present them to the International Admissions team upon arrival.
4. Original proof of English Proficiency
  - a. LCSC accepts the English language proficiency tests/programs posted in the international admissions website (<http://www.lcsc.edu/international/apply-now/admissions>).
  - b. Exceptions to official proficiency test scores:
    - i Applicants who can demonstrate that their high school was taught entirely in English do not need to prove English proficiency.
    - ii Transfer students who have completed the equivalent of ENGL-101 with a grade of "C" or better, and at least 14 semester hours /21 quarter hours at a U.S. college or university do not need to demonstrate English proficiency.
    - iii Students who successfully complete LCSC's IIE Bridge level will meet the English proficiency requirements for admission. The Bridge level is an advanced English/College Prep semester offered by LCSC's English Language Program, the Institute of Intensive English (IIE). This level focuses on high-level academic English preparation for College studies. Successful completion of the IIE Bridge program requires:
      1. At least a 3.0 GPA in IIE Bridge courses.
      2. At least a C grade in their college class (2.0 GPA).
  - c. LCSC reserves the right to require English proficiency testing when deemed necessary.
5. Recent financial documents proving sufficient financial support for one year of studies. Documents cannot be more than 6 months old.
  - a. The amount applicants must demonstrate includes tuition, fees, books, health insurance, and living expenses. Applicants will not receive full admission or their immigration form I-20 until they show sufficient financial support.
  - b. Financial documents are defined as original bank statements/letters from a bank, and a signed affidavit of support from each sponsor (including parents).
  - c. Applicants can use scholarship documentation as proof of financial support.
  - d. Sponsored applicants must submit a financial guarantee letter addressed to LCSC before an I-20 will be issued.
  - e. LCSC international student scholarship recipients will have the amount of the scholarship shown on their I-20.
  - f. Applicants cannot use a job prospect (on campus employment opportunity) to prove financial support.
  - g. LCSC will accept scanned financial documents; however U.S. Embassies and Consulates require original documents to issue student visas.
  - h. LCSC reserves the right to require a refundable tuition deposit as deemed necessary with the initial acceptance to study at LCSC. Applicants will receive communication regarding this requirement if necessary.

### **Conditional Admission: English Proficiency**

Applicants who do not meet the English proficiency requirements for full admission will be granted conditional admission and are expected to complete the IIE language program at LCSC or otherwise demonstrate English language proficiency before receiving full admission to begin their degree program.

### **CONDITIONAL ADMISSION: Low GPA**

Applicants who do not meet the 2.0 GPA requirement for full admission but have at least a 1.8 GPA, will be granted conditional admission and must complete the conditions below or IIE's Bridge program in its entirety.

If admitted in conditional status, the student is subject to the institutional academic standing policies; excepting that the student with conditional standing may change to regular admission status upon satisfactory completion of 14 baccalaureate-level credits, 12 of which must be in four different areas of the general education requirements of LCSC, while maintaining a 2.0 GPA. Regular admission status must be attained within three registration periods or the student will be moved to non-degree seeking status which will negatively impact immigration status.

Conditional students and their academic adviser will plan a prescriptive curriculum to ensure academic success during their first year. Frequent advising visits and reduced credit loads (12-15 per semester) are suggested for conditional students. Conditional students may be required to complete specific placement or assessment examinations prior to entry. Conditionally admitted students must enroll in, and successfully complete, a Student Success Seminar or an equivalent course approved by the Dean of Academic Programs. Students who place into developmental coursework may also be required to enroll in a Student Success Seminar.

Successful completion of Bridge requires:

1. At least a 3.0 GPA in IIE Bridge courses.
2. At least a C grade in their college class.

Conditionally admitted applicants will receive an I-20 with a notation documenting their conditional admission status.

### **Non-Degree international Admission Requirements**

Exchange students, Study Abroad in Idaho students, Bridge, and sponsored students attending LCSC on a short term basis will be admitted as non-degree. Non-degree international students must meet all of the published admission requirements with the following exception:

1. Unofficial academic transcripts are acceptable

In addition, sponsored students for whom LCSC will not be issuing an I-20 document can provide unofficial language scores in addition to unofficial academic transcripts.

Although LCSC accepts unofficial academic transcripts for non-degree applicants, it is recommended to submit official documents to prevent a delay when applying for admission into a degree-seeking program in the future. Course descriptions will be helpful in getting into classes that have prerequisites.

### **Denial of Admission**

Denial of admission to college may be based on one or more of the following criteria:

1. Cumulative high school GPA below 1.8
2. Cumulative transfer GPA below 1.8
3. Prior dismissal from LCSC
4. Prior suspension from LCSC

If there are unusual or extraordinary circumstances that prevented an applicant from meeting admission standards, applicants may petition the admission decision to the Director of International Programs for special consideration.

### **Application Fees**

Applicants are required to pay the following non-refundable processing fees to Lewis-Clark State College.

- \$50 for degree programs, IIE, Bridge program, conditional admission or the Study Abroad in Idaho Program.
- I-20 re-issuance fee/deferral fee

See the IPO website (<http://www.lcsc.edu/international/payment-options>) for payment options.

### **Official Transcripts**

Official transcripts of all language, secondary and post-secondary education and certified English translations are required for degree-seeking applicants. Transcripts should list: school's name, dates of attendance, subjects studied, credits and grades earned, and degree or diploma earned (if any). Translations should be in the same format as the original, and grades should not be converted to an American scale. If possible, transcripts should be sent from the school directly to the International Programs Office. Transcripts remain the property of LCSC and will not be returned to applicants.

All documents should be original documents in a sealed envelope directly from the institution. However if original documents are not available, the copy must be certified that it is a true copy by a school/university or government official with the appropriate official stamp (LCSC does not accept copies certified by a public notary).

### **English Language Proficiency**

Most applicants for whom English is not the first/native language must demonstrate English proficiency. Admission can only be granted with the demonstration of sufficient English proficiency. LCSC reserves the right to require English proficiency testing when deemed necessary.

A document outlining the English proficiency requirements for admission to all programs is located on the IPO admissions website. (<http://www.lcsc.edu/international>) Please note that there are different scores required for the Bachelor of Nursing Program - RN to BSN track and RN to BSN applicants cannot have the test waived for any reason.

TOEFL and IELTS test scores must be less than two years old from the date of the test. Score reports become part of a student's permanent record and can be used for subsequent LCSC applications provided the minimum language proficiency requirement was met.

The TOEFL exam has two different grading scales. The internet based TOEFL (iBT) has scores ranging from 0-120. The paper based TOEFL (PBT) is still available with scores ranging from 310-677. Only official test results mailed from TOEFL Services, Educational Testing Services or IELTS will be accepted. Find TOEFL contact information at [www.toefl.org](http://www.toefl.org) (<http://www.toefl.org>). Find IELTS contact information [www.ielts.org](http://www.ielts.org) (<http://www.ielts.org>).

## Transfer Students

### Credit Transfer Processing

LCSC degrees (as with all U.S. 2-year and 4-year degrees) consist of 3 components:

- General education
- General electives
- Major(s)

Each degree program has published degree requirements (<http://www.lcsc.edu/academic-programs>)

### How Transfer Credit is Determined

1. Transcripts are first assessed for transfer credit of general education (CORE) courses by our transcript evaluator, once the student has officially applied and paid the application fee.
2. Next, the student meets with his/her academic adviser to assess how the courses transfer to his/her degree plan (major). A preliminary credit transfer assessment may be possible before the student arrives but this is often non-binding and errs on the side of caution unless the student has provided detailed information (see required and recommended information descriptions below).

### LCSC cannot grant credit transfer without suitable documentation.

Required: Official transcripts of all post-secondary education and certified English translations. Transcripts should list:

- School's name;
- Dates of attendance;
- Subjects studied;
- Credits and grades earned, and;
- Degree or diploma earned (if any)

Translations should be in the same format as the original, and grades should not be converted to an American scale. If possible, transcripts should be sent from the school directly to the International Programs Office. If the student hand-carries the transcript it must be in the original sealed envelope from the institution.

Recommended: Course Descriptions of all courses, including:

- learning objectives;
- how many hours the class met/how many weeks the class met;
- mode of instruction (e.g. lecture, lab), and;
- assessment method (exam, project, thesis, etc.).

If course descriptions are not available in English, the student should present a translation alongside the original text.

**The more detailed the information provided, the easier it is for LCSC to assess a student's previous study and provide transfer credit.**

### Global Assessment Certificate

LCSC recognizes the Global Assessment Certificate (GAC) program offered through ACT Education Solutions, Limited. GAC is a university preparation program that provides international students with the skills to successfully complete a bachelor's degree in English speaking universities. All students complete the ACT Assessment as the exit test of the GAC.

LCSC will endorse the GAC as satisfying admission requirements as follows:

- Minimum overall GAC grade point average of 2.0.
- Minimum demonstration of English as successful completion of GAC
- Minimum ACT score of 21 (English sub score).

LCSC will allow up to 42 credits for completion of the GAC as listed in the chart below:

**Transfer of GAC Program Courses**

GAC course code	GAC course name	LCSC equivalent	Credits	Satisfies Core requirement
GAC005	Computing I: Introduction to Computing for Academic Study	WRPPT-200	3	No
GAC006	Business, Science and Social Science I: Communication Skills	Elective	3	No
GAC010	Mathematics II: Probability, Statistics & Finance	Elective	3	No
GAC011	Computing II: Data Management	CITPT-212	3	No
GAC012	Business II: Business Studies	BUS-101	3	No
GAC013 & GAC023	Science II: Scientific Principles & Science III: General Science	NS-150	3	Yes
GAC015	Academic English III: Reading & Writing Skills	ENGL-101	3	Yes
GAC016 OR GAC024	Mathematics III: Calculus & Advanced Applications	Math Core	3	Yes
GAC017	Computing III: Digital Communication	Elective	3	No
GAC022	Business III: Digital Communication	Elective	3	No
GAC023	Science III: General Science	General Education Elective	3	Yes
GAC024	Discrete Mathematics	MATH-186	3	No
GAC027	Social Science II: Identity & Interaction in Society	Social Science Core	3	Yes
GAC028	Social Science III: Research Skills and Global Issues	Elective	3	No
<b>Total</b>			<b>42</b>	

## Study Abroad in Idaho Program

LCSC offers the Study Abroad in Idaho program to international students currently studying in approved overseas universities. Students may be approved to study for a semester or a year at LCSC and pre-arrange for credit to be transferred back to their home university. Students applying for this program must have completed at least 1 year of study at their home university with at least a 2.5 GPA (on a 4 point scale). The home university may place additional requirements on students participating in this program.

Students will be allowed to study LCSC courses based their major, their academic background and availability of classes at LCSC. Students are expected to have pre-approval from their home university for at least 8 courses each semester (students will enroll in 4-6 classes each semester depending on their major).

English language proficiency requirements can be found on the international admissions website (<http://www.lcsc.edu/admissions/applying-to-lcsc/international-students>). Applicants who meet the English language proficiency requirement for college level study may be admitted in either the Fall or Spring.

Students who do not meet the English language requirements for college can be admitted into the Language Program. Students will be placed in Bridge or one of the language levels based on placement scores upon arrival. Students who then meet the English language requirements for college or who complete the Bridge level of the Intensive English program with a GPA of at least 3.0 and at least a C grade in their college class will be allowed to study college classes full time as part of the study Abroad in Idaho Program.

## Placement Testing

Applicants who have not taken the SAT or ACT exams will be required to take a MATH placement test upon arrival.

Students who have completed the Bridge level of IIE with at least a 3.0 GPA and at least a C grade in their college class may enroll in ENGL-101 without taking the English component of the placement test. Students with a grade of A in the Bridge Reading/Writing Class will not be required

enroll in ENGL-103 WRITING WORKSHOP. Other Bridge program graduates who do not want to enroll in ENGL-103 will be required to take the English placement test.

## Immigration Procedures

The Immigration Form I-20 is a U.S. government form issued only by designated school officials. The I-20 states that a student has been accepted for a full course of study and has submitted documents proving that he/she has enough money to study in the U.S. without working illegally or suffering from poverty. A student must have an I-20 to obtain a student visa for study in the U.S., or to maintain lawful immigration status when transferring between academic institutions in the U.S.

To apply for an I-20, submit the following (as part of the International Admission Form) to the International Programs Office:

Financial Certification with specified documentation. Students need to use one or more of the following to prove ability to support themselves during their entire course of study:

1. Original documentation indicating personal bank funds sufficient to support entire course of study, and/or
2. Affidavit of Sponsor(s) indicating sponsor's willingness to support the student's full course of study with documentation of sponsor's financial ability to support the full course of study. Documentation may be in the form of original bank statements, formal proof of sponsor's income, or copies of tax documents, and/or
3. An official letter of support completed by a government sponsor indicating amount of support, duration of support, and conditions for receiving continued support, and/or
4. Scholarship award letters indicating private or government scholarship, amount of support, duration of support, and conditions for receiving continued support, and/or
5. Affidavit of Sponsor Providing Free Room and Board with documentation in the form of a copy of the property deed or rental lease. Affidavit must be completed and signed by the person who owns or rents the property.

## International Scholarships

As part of LCSC's strategy to encourage a diverse and academically qualified international student community, LCSC offers international student scholarships. The scholarship is \$1,750 for the first and second semester at LCSC, for a total amount of \$3,500 per year. Eligible students receive the scholarship automatically. No application is needed.

### Eligibility

Applications for admission and scholarships received before October 15 (for Spring semester entry) and April 15 (for Fall semester entry) will receive priority consideration;

International students who receive a full non-resident tuition waiver or full sponsorship for tuition are not eligible for an international scholarship;

In awarding scholarships LCSC may also consider the following criteria in addition to the above requirements:

- 2.5 grade point average (GPA)
- Demonstrated leadership skills and community involvement;
- Diversity considerations;

All international scholarship recipients are required to confirm their acceptance of the admission and scholarship offer at LCSC and confirm their arrival details at LCSC by the published deadlines. Upon initial enrollment at LCSC, students must attend the mandatory LCSC International Orientation program (<http://www.lcsc.edu/international/orientation>) and enroll in the LCSC New Student/Transfer Student Orientation course SD-107/SD-307.

### Renewal

The International Out-of-State Tuition Scholarship is a renewable semester award. Students are eligible to receive this award for the duration of their enrollment at LCSC if they meet these conditions:

- Maintain a 2.5 semester grade point average
- Complete 12 or more credits each semester
- Volunteer a minimum of 10 hours per semester

After a semester of enrollment at LCSC, the scholarship amount can increase. The amount is dependent upon the cumulative GPA at the end of each semester. The GPA is not rounded up.

- 2.5 - 2.99 GPA = \$1,750 per semester or \$3,500 per year
- 3.0 - 2.49 GPA = \$2,125 per semester or \$4,250 per year

- 3.5 - 4.0 GPA = \$2,500 per semester or \$5,000 per year

Students who are unsuccessful in being awarded an international scholarship upon admission to LCSC will be considered for an international scholarship after one semester of study if they earn at least a 2.5 GPA at LCSC.