

Non-U.S. Citizen Application Procedures
International Student Services Office

I. NON-U.S. CITIZENS AND NON-CITIZEN PERMENANT RESIDENTS MUST SUBMIT:

- **Application for Admission** – Apply online at: www.jeffersonstate.edu/international. Complete the Non-U.S. Citizen portion of the online Application. (Passport & visa information required for application)

High School & College/University Work:

If you attended High School in the United States: For U.S. high school graduates, an official transcript is required. The transcript must come from the High School sealed. Unsealed transcripts cannot be accepted.

If you attended High School outside the United States: An Official General Evaluation Report from an accredited credential evaluator is required. You would submit your high school documents to an evaluation company for a “General” Report evaluation. This confirms your high school work is equivalent to a U.S. High School Diploma. We recommend Education Perspectives (www.edperspective.org/jscc), but for high school work will accept evaluations from other NACES accredited evaluators (naces.org), Lisano International, or AACRAO Evaluation services. Students with any college work must both high school and college work should obtain a “Catalog Match” from Education Perspectives (www.edperspective.org/jscc).

If you attended college or university overseas: Even if you have college work, Jeff State still requires your high school evaluation. You must use Education Perspectives (www.edperspective.org/jscc). For international college and/or university coursework to be considered for transfer credit, an official “Catalog Match” report is required from Ed Perspectives. Only Ed Perspectives “Catalog Match” evaluation reports are accepted for college transfer credit (this includes A level, Bac, and Arbitur).

- **I.D. Requirement** – Present documentation to Enrollment Services: I-94 card, visa, passport, driver’s license (and Green Card or Form I-797 and work card/EAD, if applicable). Mailed copies must be notarized.

II. U.S. COLLEGE/UNIVERISTY TRANSFER STUDENTS MUST ALSO SUBMIT:

- **Official Transcript(s) from U.S. Colleges and Universities:** Official transcripts must be sent from each college and/or university attended in the U.S. Only official transcripts will be accepted.
- **Transfer Clearance Form (F-1 Visa Holders Only):** The International Advisor at the most recent college/university you attended in the U.S must complete this form. This form is available at www.jeffersonstate.edu/international.

III. F-1 VISA HOLDERS MUST ALSO SUBMIT:

- **Affidavit of Financial Support** - Proof of adequate financial resources to cover all costs associated with attending Jefferson State must be provided. Read and complete the JSCC Affidavit of Financial Support form. A bank statement bank letter from the financial sponsor must be attached. This must be an original document issued by a bank on letterhead, include checking or savings account balance, and must be dated within six months of intended enrollment.
- **Proof of English Proficiency** - ONE of the following is required:
 - A. Passing score on the *International* Test of English as a Foreign Language (TOEFL). Visit www.toefl.org. Minimum required scores: 61 on the Internet-based exam, 173 on the computer-based exam, or 500 for the written exam. Official TOEFL results must be sent to Jefferson State directly from TOEFL. JSCC School Code 1352. **OR...**
 - B. Demonstrate English proficiency by attending and satisfactorily completing English 101 or higher at another regionally accredited U.S. college or university with a grade of “C” or higher. **OR...**
 - C. Take and pass the International English Language Testing System (IELTS) exam. Minimum required score ranging from 5.5 – 6.0, as determined by the college. Official results must be sent from directly from IELTS to JSCC.

IV. INTERNATIONAL TRANSIENT STUDENTS MUST SUBMIT THE FOLLOWING:

- **Transient Letter** – issued from current college/university, lists courses you wish to take at JSCC & specific term.
- **Transient Clearance Form (F-1 Visa Holders Only)** – available at www.jeffersonstate.edu/international. This form must be completed by you (student) and by your current college or university International Student Advisor.

Mail Forms to: Jefferson State Community College, International Office, 2601 Carson Road, Birmingham, AL 35215.

Contact US: Email: international@jeffstateonline.com, Ph: 205-856-7920, Fax: 205-856-6070,

Website: www.jeffersonstate.edu/international

Jefferson State offers equal opportunity in its employment, admissions, educational programs and activities, and facilities access, in compliance with Title VI and VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Title IX of the Educational Amendment of 1972, and the Americans with Disabilities Act of 1990.