

INTERNATIONAL STUDENT ADMISSIONS PROCESS

The following outlines the procedure required to complete the International Student Application to Northland Community & Technical College (NCTC). In order to be issued an I-20 (F-1 or M-1), international students must be admitted to NCTC first by completing the following four requirements:

Date Completed

Documents Required for Admission to NCTC:

1. *International Student Application.*

Submit and return application to the NCTC Admissions office.

2. *Academic Requirement.*

The minimum academic requirement is graduation from an accredited secondary school or its equivalent. Applicants must arrange for the campus Admissions office to receive official academic records from all secondary and post-secondary institutions attended. Detailed official records of courses taken, marks received and examinations passed must be sent directly to NCTC from the examination council or educational authority. Records must also include diplomas, degrees, or other certificates received.

If documents are not in English, all records must be translated into English and submitted with a copy of the original document that is in the native language. This translation has to be certified by a school or public official as a true copy and translation of the original document. This copy is in addition to the original record sent directly to NCTC by all colleges/universities attended.

This college reserves the right to determine the appropriateness of the certification and does not ordinarily return certificates and/or records. Some documents may be sent to authorities for verification of authenticity. When there is a charge for verification of authenticity, the applicant is responsible for those charges.

3. *English Requirement.* English language proficiency results must be sent to NCTC. The following are measures that may be used:

- TOEFL (Test of English Foreign Language) score of 500 or higher (paper), 173 or higher (computer), or 61 or higher (internet)
- IELTS (International English Language Testing System) band score of 5.5 or higher
- Completion of Level 109 of an approved ELS Language Center
- Recent completion of a college-level composition course with a grade of "C" or better from a United States college/university

4. *Immunization Record.*

Complete and return NCTC Immunization Record. Minnesota law requires that all students born after 1956 and enrolled in a public or private post-secondary school in Minnesota be immunized against diphtheria, tetanus, measles, mumps, and rubella, allowing for certain specified exceptions. This information will be available for review by the Minnesota Department of Health and the local community health board.

