

**Category:** Student Services

**Division:**

**Department:** Admissions

**Policy Title:** International Students

**Policy Statement:** Garden City Community College is a two-year community college located in Garden City, Kansas. GCCC encourages enrollment of qualified international students as a means of enriching the campus environment. International students who wish to attend must follow procedures outlined in this section in order to meet admission requirements. GCCC is authorized under Federal Law to enroll nonimmigrant alien students.

**Procedures:**

International students are advised that the college does not provide special language training and employment opportunities are limited. International students must also obtain a TOEFL (Test of English as a Foreign Language) score of at least 500 paper/61 ibt for admission to GCCC.

The time needed to complete the admissions process varies from country to country due to embassy policies and mailing times. Therefore, GCCC recommends that a completed Application for Admission, International Student Application Fee of \$150 (non-refundable), and all required documents be submitted by:

- Fall Semester (August): July 1
- Spring Semester (January): November 1

Documents, other than the Official TOEFL score report and Course-by-Course Transcript Evaluation, may be initially submitted electronically to the International Student Advisor at [susan.miller@gcccks.edu](mailto:susan.miller@gcccks.edu). Original documents may need to be hand-carried to the United States once the approved international student arrives on-campus to start a program-of-study.

**Before we begin to review application files, the non-refundable \$150 application fee must be paid in full.**

**Payments can be made by contacting the Business Office at 620-276-9619. If paying over the phone is not an option, you can also make online payments through Flywire:**  
<https://www.flywire.com/>

**Before acceptance is granted and a Certificate of Eligibility (Form I-20) is issued, the following items must be approved by the International Student Advisor and on file in the GCCC Admissions Office:**

1. **Admissions Application:** International students must complete the online application and the **\$150 non-refundable fee** must be paid in full, before we begin to review application file. This fee must be paid in full prior to accepting the required

documents for admission. The online admissions application can be found at <http://www.gcccks.edu/admission/application/>

2. **Housing Payment/Housing Arrangements:** Student must pay a non-refundable \$100 housing payment. This fee must be paid in full prior to accepting the required documents for admission. The housing payment is due with your housing application to secure your room. Housing arrangements must be secured. Any student interested in living on-campus must complete the appropriate Residential Life Contract/Documents. Housing information can be found at <http://www.gcccks.edu/student/reslife/reserve/>  
Students interested in living off-campus must make a written request to the International Student Advisor.
3. **Paid on Account:** A deposit of \$1000 needs to be paid on account before the I-20 will be issued. Any remaining charges each semester that are not paid at registration will be set up on a monthly payment plan.
4. **Proof of Ability to Meet Financial Obligations:** Applicants must document ability to meet full-year expenses through a combination of bank statements and/or approved notarized statements of support. All financial documents must be produced in English and submitted within 6 months of the student's arrival date.

Estimated expenses are as follows:

International Tuition – 24 credit hours (2 semesters) @ \$98/credit hour	\$2940
Fees – 24 credit hours (2 semesters) @ \$39/credit hour	\$1410
Room & Board – West Hall or East Units/19 meals (2 semesters)	\$5600
Travel/Miscellaneous Supplies	\$1000
Total Cost	\$10,950

5. **Proof of English Proficiency** – Garden City Community College does not have an intensive English language program. GCCC English courses are designed only for students who have already reached a certain level of English proficiency. An official score report showing that the “Test of English as a Foreign Language” (TOEFL) has been completed within the 18 months immediately preceding application to GCCC with a minimum score of 500 (paper-based) or 61 (internet-based, ibt). Students whose country's official language is English may not be required to complete the TOEFL.
6. **Proof of High School Graduation** - GCCC requires proof of graduation from an accredited high school or the equivalent, or a transcript of credit from another accredited institution of secondary level or above. All documents must have English translations and must include a graduation date and be properly certified. Only original documents or certified copies are acceptable. Faxed copies will not be accepted.  
*If the graduation date cannot be determined, an official evaluation may be required.*

Where translation of foreign transcripts is required, acquiring translation is the responsibility of the student.

College or University Information:

GCCC also requires official transcripts from all colleges or universities attended. All foreign college academic documentation must be evaluated by an official transcript evaluation service.

For example, below are links to companies that provide Course-By-Course Transcript Evaluations with U.S. equivalencies, institutional accreditation status and date of graduation. There will be a fee charged by the evaluation company for this service.

- World Education Services (WES) - <http://www.wes.org/apply/>
- AACRAO International Education Services - <http://ies.aacrao.org/apply/>

7. **Proof of International Student Insurance with Repatriation Clause:** International Students must purchase International Student Insurance coverage annually. The policy must include a Repatriation/Return of Moral Remains Clause. It is the student's responsibility to research and purchase a plan that suits his or her individual needs and meets the requirements. Approval of the policy will be determined by International Student Advisor.

\* International students must provide for their own health insurance coverage. The student may purchase coverage in his/her home country and carry evidence of coverage applicable in the U.S.

8. **Personal Health History and Immunization Record:** Students must complete a TB questionnaire to determine if further screening is required. Test must be taken inside the USA and is required before enrollment in classes at GCCC. Applicants must complete the GCCC Health and Immunization Record and work with the GCCC Health Nurse to ensure that all health requirements are complete and current.

9. **Copy of Passport:** A color scanned copy of passport of the photo/personal information page must be sent to the International Student Advisor at [susan.miller@gcccks.edu](mailto:susan.miller@gcccks.edu).

10. **Before applying for an F-1 visa at the US Embassy,** an I-901 application must be completed and the \$200 fee must be paid. Information regarding this governmental policy can be found at the following web address:  
<http://www.ice.gov/sevis/i901/index.htm>.

**\*A properly executed I-20 form will be issued by the college and mailed to the international student in his/her home country upon completion of the above.**

**\*The I-20, signed by a college official, is required by the U.S. Department of Homeland Security and U.S. Immigration and Customs Enforcement for the student to enter the United States. Students who leave the U.S. for holidays must have their I-20 forms properly endorsed by a college official before they leave the U.S. in order to assure their re-entry into the country to attend GCCC.**

**Contacts:** International Admissions, Student Services

**Approved Date:** 7/1/18

**Policy History:** 3/31/16, 7/1/16

**Keywords:** international student, admission

**Related Form:** [Click here to enter text.](#)