

Pennsylvania College of Technology

Policy Statement

Title: Admission of Undergraduate
International Students

Number: P 4.21

Approved by:
Presidential Action

Approved Date: 04/1983
Last Review Date: 07/2025
Last Revision Date: 07/2025

Persons/Departments Affected:

Admissions Office, Academic Affairs, Registrar's Office, Hudock Center for Academic Excellence, Undergraduate International Students

Responsible Department:
Admissions Office

Definitions:

International Student: An undergraduate student whose sole citizenship or official permanent residence is outside the United States or recognized territories and is studying on an F-1 Visa; an undergraduate student whose sole citizenship or official permanent residence is outside the United States or recognized territories and is studying on a different visa other than an F-1 Visa; or an undergraduate student who is not a U.S. citizen or permanent resident but resides within the United States and does not require a visa. International students not planning to study on an F-1 Visa must provide documentation showing their current visa or immigration status.

Official: Required documents are official only if they are in their original printed format sent directly from the originating entity. Official documents will also be accepted from those entities who attest to originality of the documents.

Policy:

- I. The College is authorized under federal law to enroll non-immigrant alien students on "F-1" student visas provided they are not currently in an "out of status" classification with the United States Citizenship and Immigration Services. The admissions application and all official supporting documents, placement requirements, and the tuition deposit must be received in the Admissions Office by May 1 for the fall semester, and October 1 for the spring semester. The College reserves the right to extend these deadlines upon appeal to the director of admissions due to any extenuating circumstances.
- II. In accordance with the College's Undergraduate Admissions Policy, P 4.06, the College reserves the right to deny admission or readmission or to rescind an

- acceptance to any student if, in the opinion of the College authorities, their admission is not in the best interest of the student or the College.
- III. In accordance with the College's Undergraduate Admissions Policy, P.4.06, additional admissions requirements may apply for some majors and students may be accepted into the College but not into the degree or certificate program of their choice without meeting those requirements.
 - IV. In addition to the College's general admission requirements, international students must fulfill the following requirements:
 - 1. Meet English language proficiency standards as outlined in Admission of Undergraduate International Students Procedure, 4.21.
 - 2. Certify that they have adequate financial resources, determined annually by the College, to support themselves and all members of their families who will accompany them to the United States while attending the College. Failure to provide this information will result in the denial of both admission to the College and issuance of the I-20 form that is needed to obtain an F-1 Visa.
 - 3. Meet the College's placement requirements as outlined in Admission of Undergraduate International Students Procedure, 4.21.
 - 4. Comply with the regulations of the United States Citizenship and Immigration Services and the Department of Homeland Security.
 - 5. Purchase health, repatriation, and medical evacuation insurance.
 - 6. Meet immunization requirements and provide proof of immunization.
 - V. All transcripts, test scores, and other credentials, including those received from third parties, become the property of the College and will not be returned to the student or transferred to another institution/agency.
 - VI. Pennsylvania College of Technology is committed to providing an educational environment that provides equal access to all students. Penn College prohibits discrimination or harassment against any person because of race, color, religion, national origin, sex, gender identity or expression, disability/handicap, age, sexual orientation, political affiliation, status as a protected veteran, genetic information, or any characteristic against which discrimination is prohibited by applicable law.

Revision History:

Date 07/2025 Added language clarifying documents showing current visa or immigration status must be submitted by international students not planning to study on an F-1 visa

- Date 8/2021 Updated Persons/Departments Affected; Revised Title to clarify applicability to undergraduate students
- Date: 10/2020 Removed mention of the ESL program; removed summer deadline; clarified English language proficiency requirement; minor revisions to language; added Academic Success Center as a department affected
- Date: 07/2015 Added definition of “official;” added cross referenced language from Admissions Policy regarding right to deny admission.
- Date: 02/2015 Changed to new format; added definition of international students. Added ESL and language proficiency items.
- Date: 09/2009

Cross References:

- Admission of Undergraduate International Students Procedure, PR 4.21
- Undergraduate Admissions Policy, P 4.06
- Undergraduate Admissions Procedure, PR 4.06