INTERNATIONAL STUDENT ADMISSIONS

Policy Id:  
AD.008 – International Student Admissions

Contact:  
Office of Admissions

Last Modified:  
May 6, 2013
INTERNATIONAL STUDENT ADMISSIONS:

International Students

International Students are students who have been given permission from the Department of Homeland Security to attend secondary or post-secondary institutions in the United States. Students who are seeking an F-1 visa or F-1 status are considered international students as well. International students must complete the admissions application and be accepted to the College before a Form I-20 can be issued. Once a student is identified as being an F-1 student or someone who should apply for an F-1 student visa, they will receive a letter indicating deadlines to submit documents.

Undergraduate Students

Academic credentials from international students are reviewed by the University Application Processing Center (UAPC) to determine eligibility for admissions. International students who have been issued (and upon signing) a Form I-20 must adhere to all the rules and regulations governing non-immigrant students studying full-time in the United States. In addition, the college must comply with all regulations as defined by 8 CFR 214.2(f)(6) issued by the United States Citizenship and Immigration Services. Undergraduate international students must registrar and attend for at least 12 credits or 12 credit hours per week.

Undergraduate International Students Form I-20 Procedure

Applicants must complete the CUNY Freshmen Admissions Application or the CUNY Transfer Admissions Application, whichever one is applicable, to apply for admissions to the College. See Matriculated Undergraduate Admission without Prior College Credits and Matriculated Undergraduate Transfer Admissions for details.

Applicants are required to take the TOEFL or the IELTS if their native language is one other than English and their secondary or post secondary instruction was not in English. CUNY's TOEFL code number is 2950. The minimum acceptable score is 500 for the paper-based test, 173 for the computer-based test, and 61 for the internet-based test. CUNY also accepts the IELTS Academic format/level test. Students must earn a 6 in order to prove their English proficiency. Prospective students must send the scores to CUNY/UAPC.

Applicants also need to send copies of their high school documents as well as request that copies of all post-secondary transcripts and/or credentials be sent directly from the institution(s) previously attended to the University Application Processing Center (UAPC). All post-secondary documents must be in a sealed school envelope. Where appropriate, an English translation is required from a reputable source.

In order for an international student to be issued an I-20, the student:

- Must be accepted as a full-time matriculated student.
- Must submit the application for a Form I-20 to the international student advisor in the Admissions Office at John Jay College.
- Must provide financial documentation in order to prove financial capability based on the College's annual financial requirements for international students as indicated in the application for a Form I-20.
- Must submit a copy of the passport and if applicable, copies of their F-1 visa, I-94 card, and previous I-20s.
- If the student is already in F-1 status in the United States, they must use a John Jay College Transfer Release Form in order for their current school to transfer their SEVIS record to John Jay College.
Upon receiving all the documents, the international student advisor in the Admissions Office will assess the eligibility for F-1 status.

**Graduate Students**

Academic credentials from international students are reviewed by XXX to determine eligibility for admissions. International students who have been issued (and upon signing) a Form I-20 must adhere to all the rules and regulations governing non-immigrant students studying full-time in the United States. In addition, the College must comply with all regulations as defined by 8 CFR 214.2(f) (6) issued by the United States Citizenship and Immigration Services. International students are mandatory to study at least 9 credits or 9 hours per week as graduate students.

**Graduate International Students Form I-20 Procedure**

International applicants to the graduate program are those who, regardless of immigration status, have authenticated international academic credentials are otherwise eligible to apply.

Applicants who have not studied in English-speaking countries are required to take the TOEFL administered by the Education Testing Service. John Jay College’s TOEFL code number is 2155-01. The minimum acceptable score is 550 for the paper-based test, 213 for the computer-based test, and 79 for the internet-based test.

Applicants also need to request copies of all post-secondary transcripts and/or credentials be sent directly from the institutions previously attended to the John Jay Graduate Admissions Office. All documents must be in a sealed school envelop. Where appropriate, an English translation is required from a reputable source. Applicants can refer to the World Education Services, Globe Translation Services, and some United States Embassies.

In order for an international student to be issued an I-20, the following is required:

- Must be accepted as a full-time matriculated student.
- The application for a Form I-20 must be submitted to the international student advisor at John Jay College.
- Must provide financial documentation in order to prove financial capability based on the college's annual financial requirements for international students as indicated in the application for a Form I-20.
- A copy of the student’s passport.

Upon receiving all the documents, the international student advisor will assess the eligibility for F-1 visa or transfer of F-1 status.

International students should apply for the fall semester by June 1 and by November 1 for the spring semester. All supporting documentation should be in the Graduate Admissions Office by the indicated deadline so that application review may proceed in a timely manner, particularly for those students who need early appointments with the Embassy/Consulate officials.

**Admission Application Fraud Policy**

The submission of documents in support of applications for admission such as transcripts, diplomas, test scores, references, or the applications themselves, that are forged, fraudulent, altered from the original, obtained under false pretenses, or that omit information, including registration and/or attendance at a
college, university, or postsecondary institution after high school, are prohibited. An applicant who submits a fraudulent document or who omits any information will be barred from attending or considered for admission to CUNY for five years.

Admissions Disclaimer
The college reserves the right to deny admission to any student if in its judgment, the presence of that student on campus poses an undue risk to the safety or security of the college or the college community. That judgment will be based on an individualized determination taking into account any information the college has about the crime committed by the student and the particular circumstances of the college, including the presence of a child care center, summer camp, public school or public school students on the campus. In addition, the college may consider factors such as the amount of time since the crime was committed, the amount of jail time served by the student, the number of years the student was on probation or parole, whether the student has satisfied probation or parole requirements at the time of the student's application, whether the student has completed drug, alcohol, sex offender or other treatment, and what work or educational experience the student has had after the conviction. Finally, if the student is known to have been assisted by a CUNY-sponsored or other re-entry program or initiative, the college will consult with a counselor or representative from said program.