[Minor revision: approved by TTUS Board of Regents, August 8, 2014]

Angelo State University
Operating Policy and Procedure

OP 10.17: **International Undergraduate Student Admissions**

DATE: August 8, 2014

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to clarify policies concerning international student admissions.

REVIEW: This OP will be reviewed in April every three years, or as needed, by the Executive Director of the Center for International Studies and the Director of Undergraduate Admissions with recommended revisions forwarded through the provost and vice president for academic affairs to the president by May 15. This policy may be amended only by action of the Board of Regents of the Texas Tech University System. *(Regents' Rules 05.01.2)*

POLICY/PROCEDURE

Admission of International Undergraduate Students

1. Graduates of foreign secondary schools who have completed the equivalent of at least an American high school diploma (12th grade) may apply for admission to Angelo State University by writing to the Center for International Studies and submitting the online application at https://www.applytexas.org. The mailing address for the Center for International Studies is ASU Station #11035, San Angelo, TX 76909-1035, and the website address is http://www.angelo.edu/dept/cis/.

2. Applicants with foreign academic credentials must provide academic records in the original language with a certified English translation. Applicants who have attended school outside the United States must provide official results of secondary external examinations (e.g., GCE "Ordinary" level exams) on examination board letterhead, certificates of completion of a state secondary school examination, and official transcripts from any university-level studies already completed in the United States or elsewhere. Failure to provide complete information regarding post-secondary level study could result in cancellation of admission.

3. Students whose native language is not English also must present a score of at least 550 (paper-based exam), 213 (computer-based exam), or 79 (internet-based exam) on the Test of English as a Foreign Language (TOEFL). Or students may present a score of at least 6.5 on the International English Language Testing System (IELTS). The TOEFL/IELTS requirement may be waived if the student has attended a U.S. high school or college for at least three consecutive years or if the student is a citizen in a country where English is the native language. Angelo State University will make the final decision regarding approved English speaking countries. A list of approved English speaking countries is on file in the Center for International Studies. Information concerning the TOEFL may be obtained from Educational Testing Service, P.O. Box 899, Princeton, New Jersey 08540, U.S.A. Information concerning the IELTS may be obtained from IELTS International, 825 Colorado

Boulevard, Suite 112, Los Angeles, California 90041, U.S.A. Angelo State University does not require ACT or SAT scores of international applicants.

4. International students not living in the United States are encouraged to apply a year in advance. International students are required to verify their ability to support themselves financially. Please visit the Center for International Studies website for more information on the cost to attend. The website address is: http://www.angelo.edu/dept/cis/admission_requirements.php

5. A nonrefundable application fee is required. An International Money Order or U.S. Postal Money Order for the current application fee must accompany the international student application. Students who apply on-line through the Texas Common Application may pay the current application fee with a credit card at the time of application.

6. CONDITIONAL ADMISSION - Conditional admission for international students may be considered for undergraduate students sponsored by a known and responsible organization, institution, corporation, or government, who would be eligible for admission to Angelo State University, except for a deficiency in English language skills as determined by the Center for International Studies. Applicants for conditional admissions must be reviewed and approved by the Center for International Studies. While in this status, students will be enrolled in a recognized Intensive English Program. Upon successful completion of the Intensive English Program and meeting the language requirements for admission, students may then transfer into the appropriate department and college at Angelo State University. Courses completed in the Intensive English Program will not count as transferrable courses.

7. PARTNER INSTITUTIONS - Reciprocal Exchange, Study Abroad, Hybrid and ELLI students are admitted to Angelo State University on the basis of a contract signed with the international partner university. The Center for International Studies oversees and implements all such agreements. Working with other offices on campus, the Center for International Studies coordinates admission of the students and, working within the framework of the contract and with the partner institution, advises and enrolls these students.