

## **INTERNATIONAL PROGRAMS OFFICE (IPO)**

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### **OVERVIEW**

The International Programs Office (IPO) consists of four entities which promote campus diversity:

- 1. The International Student Services Office (ISS)** recruits, admits, and supports international students.
- 2. The Institute of Intensive English (IIE)** provides English as a second language (ESL) instruction for international students.
- 3. Study Away** provides LCSC students opportunities to study at other US colleges/universities domestically through the National Student Exchange (NSE) and overseas in a variety of countries through contractual agreements with third party program providers, sister school relationships and summer study tours.
- 4. The International Club** contributes to the social development and integration of international students.

## **INTERNATIONAL STUDENT SERVICES (ISS)**

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**The International Student Services Coordinator supervises the processing of all applications from international students to study college programs at LCSC.**

- APPLICATION PROCEDURE FOR INTERNATIONAL STUDENTS**

International applicants must complete all correspondence and forms in English. Admission decisions are made only after receipt of a complete application forms and fees.

To apply, submit the following to the International Programs Office:

- 1. International Student Application for Admission.** Applicants can apply with the official LCSC International Application for Admission Form or by submitting the on-line application. Applicants should note that an on-line application is not processed until the additional required information is submitted in the correct format.
- 2. US\$45.00 non-refundable processing fee** payable to Lewis-Clark State College (see the international application form or [www.lcsc.edu/international](http://www.lcsc.edu/international) for payment options).
- 3. Official transcripts\*** of all secondary and post-secondary education and certified English translations. Transcripts should list: school's name, dates of attendance, subjects studied, credits and grades earned, and degree or diploma earned (if any).

Translations should be in the same format as the original, and grades should not be converted to an American scale. If possible, transcripts should be sent from the school directly to the International Programs Office. Transcripts remain the property of LCSC and will not be returned to applicants.

\*Not necessary for ESL only

**4. Demonstration of English Proficiency** (see below).

**ENGLISH PROFICIENCY**

Most applicants for whom English is not the first/native language must demonstrate English proficiency. Admission can only be granted with the demonstration of sufficient English proficiency. LCSC reserves the right to require English proficiency testing when deemed necessary.

English proficiency may be met with the Test of English as a Foreign Language (TOEFL) or with the International English Language Testing System (IELTS). Table 1 below outlines Lewis-Clark State College’s English proficiency requirements for admission to all programs except the Bachelor of Nursing Program - RN to BSN track (see table 2 below). TOEFL and IELTS test scores must be less than two years old from the date of the test. Score reports become part of a student’s permanent record and can be used for subsequent LCSC applications provided the minimum language proficiency requirement was met.

The TOEFL exam has two different grading scales. The internet based TOEFL (iBT) has scores ranging from 0-120. The paper based TOEFL (PBT) is still available with scores ranging from 310-677. Applicants are able to obtain official English proficiency scores from the testing agency for up to two years from the exam date. Only official test results mailed from TOEFL Services, Educational Testing Services, or IELTS will be accepted. Find TOEFL contact information at [www.toefl.org](http://www.toefl.org). LCSC’s institutional code is 4385. Find IELTS contact information [www.ielts.org](http://www.ielts.org)

<b>Table 1</b>	
	Admission
TOEFL (Internet)	61
TOEFL (Paper)	500
IELTS	5

Students whose first and native language is not English will be required to demonstrate English Proficiency by taking the TOEFL or IELTS exam prior to application to the BSN program. The required scores are listed in Table 2, below. Please note the requirements for the speaking subsection of the exam.

<b>Table 2</b>		<b>Speaking subsection</b>
	Admission	A
TOEFL (Internet)	76	Please contact the IPO for current requirements
IELTS	6	7.0

**Exceptions to the English proficiency requirement:**

Applicants may request to have the English proficiency requirements waived if they have:

- Attended high school in the US or Canada, or at American schools abroad, and they meet college admission standards for US high school graduates. Applicants should submit official transcripts (sent directly from the high school) and ACT (ACT writing test is not required) or SAT I scores. Refer to the Admission section of the LCSC catalog.
- Completed one semester at the top level at the Institute of Intensive English (IIE) at LCSC with a cumulative grade point average of 3.3. Applicants should submit an official IIE transcript and a letter of support from the Director of International Programs.
- Transferred from an accredited US college/university and have successfully completed at least 14 semester hours/21 quarter hours of college-level coursework including ENGL 101 with at least a cumulative 2.0 grade point average. A minimum grade of "C" is required for ENGL 101 (or its equivalent).
- Successfully completed the top level of English study at a peer university/college ESL program. Each applicant will be judged individually, and acceptance will be made on a case-by-case basis.
- Completed an approved ESL program at a private language college. Each applicant will be judged individually, and acceptance will be made on a case-by-case basis.
- **Please note:** BSN applicants are not able to request an exemption.

A student who is able to meet all requirements for admission, but who is unable to demonstrate English proficiency, will be admitted to LCSC but will be required to enroll in language training at the IIE at LCSC. The student will be able to enroll as a fulltime LCSC student once he/she is able to demonstrate English proficiency. In addition, depending on TOEFL/IELTS scores or their academic performance in IIE students studying at IIE in the top level classes may be concurrently enrolled for up to four college credit hours of selected academic classes if they have conditional admission to study LCSC college classes. Students studying abroad from overseas universities may take between 3 and 9 college credits depending on their TOEFL/IELTS score or their placement level in IIE.

**COMPASS TEST** Applicants who have not taken the SAT or ACT exams will be required to take the COMPASS test upon arrival for ENGLISH and MATH placement. Transfer students who have successfully completed a course equivalent to LCSC's English 101 or 102 will not be required to take the COMPASS English Exam.

### **IMMIGRATION PROCEDURES**

The Immigration Form I-20 is a US government form issued only by designated school officials. The I-20 states that a student has been accepted for a full course of study and has submitted documents proving that he/she has enough money to study in the US without working illegally or suffering from poverty. A student must have an I-20 to obtain a student visa for study in the US, or to maintain lawful immigration status when transferring between academic institutions in the US.

**To apply for an I-20**, submit the following (as part of the International Admission Form) to the International Programs Office:

**Financial Certification** with specified documentation. Students need to use one or more of the following to prove ability to support themselves during their entire course of study:

**a.** Original documentation indicating personal bank fund sufficient to support entire course of study.

**and/or**

**b.** Affidavit of Sponsor(s) indicating sponsor's willingness to support the student's full course of study with documentation of sponsor's financial ability to support the full course of

study. Documentation may be in the form of original bank statements, formal proof of sponsor's income, or copies of tax documents.

**and/or**

c. An official letter of support completed by a government sponsor indicating amount of support, duration of support, and conditions for receiving continued support.

**and/or**

d. Scholarship award letters indicating private or government scholarship, amount of support, duration of support, and conditions for receiving continued support.

**and/or**

e. Affidavit of Sponsor Providing Free Room and Board with documentation in the form of a copy of the property deed or rental lease. Affidavit must be completed and signed by the person who owns or rents the property.

**Admission application information for students from countries from which the Student and Exchange Visitor Program (SEVP) does not accept payment of the I-901 by credit card.**

Lewis-Clark State College (LCSC) requires a US\$7,000 tuition deposit plus a non refundable \$45 application fee for all students from countries for which SEVP does not accept credit card payment for the I-901. LCSC has implemented this policy to help ensure that applicants from these countries are genuine students with the financial ability to study in the U.S. Please check <http://www.nafsa.org/regulatoryinformation/default.aspx?id=11130> or [www.lcsc.edu/international](http://www.lcsc.edu/international) to see the list of countries affected by this requirement.

Students who have significant scholarships or a US sponsor, or who are transferring from another U.S. university may be exempted from this requirement.

**TRANSFER STUDENTS**

Students who transfer from an international accredited institution with an earned degree equivalent to a United States four-year Bachelor of Arts (BA) or Bachelor of Science (BS) degree will have met the LCSC lower and upper division General Education Core requirements. However, all international students will be given the COMPASS placement test on arrival to LCSC unless they have been given credit for ENGL101 or they have taken ENGL90 or ENGL93 at LCSC. Regardless of whether they have been coded as "Core complete," students may still be required to take ENGL101 and ENGL 102 based on their COMPASS placement scores.

LCSC participates in the **Global Assessment Certificate (GAC)** program offered through ACT Education Solutions, Limited. GAC is a university preparation program that provides international students with the skills to successfully complete a bachelor's degree in English speaking universities. All students complete the ACT Assessment as the exit test of the GAC.

LCSC will endorse the GAC as satisfying admission requirements for admission as follows:

- Minimum overall GAC grade point average of 2.0.
- Minimum demonstration of English as successful completion of GAC
- Minimum ACT score of 21 (English sub score).

**REQUIRED SCORES FOR TRANSFER OF GAC PROGRAM**

LCSC will allow up to 29 credits for completion of the GAC as listed in the chart below:

Module	Description	Cr.	LCSC Course Equivalent	Cr.	Satisfies Core Requirement?
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GAC005	Intro to Internet and Word Processing	3	WRPPT 200	3	No
GAC010	Mathematics: Extended Concepts & Statistics	3	Elective	2	No
GAC011	Fundamental of Data Management	3	CITPT 212	3	No
GAC012	Intro to Business Studies	3	BUS 101	3	No
GAC013	Foundations for Science	2	Elective	2	No
GAC014	Listening & Speaking for an Educational Context III	3	Elective	3	No
GAC016	Mathematics: Calculus & Quantitative Analysis	3	MATH 160	3	Yes
GAC017	Info Communication & Presentation Skills	3	Elective	3	No
GAC022	Intro to International Business Studies	2	Elective	3	No
GAC023	General Science	2	Elective	2	No
GAC024	Discrete Mathematics	3	Elective	2	No
<b>Total GAC transferred</b>		<b>30</b>	<b>Total Accepted</b>	<b>29</b>	

## INSTITUTE OF INTENSIVE ENGLISH (IIE)

### CONTACT PERSON

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IIE has offered year-round programs on the LCSC campus for more than 30 years. IIE specializes in preparing international students for studying at a college or university in the US. Students admitted to LCSC without demonstrating English proficiency must enroll full-time in IIE non-credit classes.

IIE employs highly qualified, professional teachers, and offers beginning to advanced classes in grammar, listening and speaking, and reading and writing. Elective offerings may include vocabulary, TOEFL, and business English. All IIE students enjoy the advantage of small class sizes (an average of 10, maximum of 15 students per class) and placement and proficiency testing every term.

IIE provides various services and activities to its students at no cost or at low cost. All IIE students, for example, have the opportunity to meet weekly with an American conversation partner for no additional charge. Textbooks are free to IIE students. IIE also plans fun and interesting cultural and recreational excursions.

All IIE students have the option of living with an American host family or on-campus in residence halls. IIE students pay LCSC fees and receive all the benefits of LCSC students on- and off- campus including access to the library, computing labs, activities center, and the Student Union. IIE students can participate in all LCSC student activities offered through LCSC student clubs and organizations.

### **IIE POLICY AND PROCEDURES**

In addition to the IIE policies and procedures listed in the LCSC catalog, the IPO publishes updates and additional IIE policies and procedures in the IIE student handbook. The IIE student handbook is distributed to all IIE students upon their arrival at LCSC and to all IIE students at the commencement of each term.

#### **PROBATION**

IIE students who receive a grade point average below 2.0, or perform in an unacceptable manner, will be placed on probation. Students placed on probation are required to meet with the Director/Lead Teacher. The Director/Lead Teacher will assist the student to develop a plan to improve their grades. The students placed on probation will also be required to sign a learning contract agreeing to follow the steps laid out in the plan. The probation period is usually one term.

Students who follow the steps and improve their grades will be removed from probation at the end of the term. Students placed on probation who do not follow the steps will be asked to leave (be expelled from) the IIE.

#### **EXPULSION**

The U.S. Citizenship and Immigration Service (USCIS) require that students on F-1 visas be enrolled in an educational institution. Students who are expelled from the IIE are therefore out of status. Students expelled from the IIE must return to their country of origin, transfer to another US language school, or contact the USCIS office in Spokane to discuss options.

#### **INSURANCE**

Students must be covered by the college's medical insurance while enrolled in IIE.

#### **PAYMENT INFORMATION**

Payment is due by the course start date. Students may pay by cash, international money order, credit card, bank check, or bank wire. Please make checks and money orders payable to: LCSC.

#### **LATE FEE POLICY for 8 WEEK TERM**

IIE students will have the **first two days\* of the term** to pay their fees. Payment made after the second day of the term will be assessed the following late fee:

If payment is made on or during:

Day 3 to Day 5 of the Term:	\$25.00 late fee
Second Week of the Term:	\$50.00 late fee
Third Week of the Term:	\$75.00 late fee

If the student has still not paid by the end of the Third Week of the Term, he/she may be barred from attending class.

#### **LATE FEE POLICY for 4 WEEK TERM**

IIE students will have the first two days\* of the term to pay their fees. Payments made after the second day of the term will be assessed the following late fee:

If payment is made on or during:

Day 3 to Day 5 of the Term: \$25.00 late fee  
Day 6 to Day 8 of the Term: \$50.00 late fee  
Day 9 to Day 10 of the Term: \$75.00 late fee

If the student has still not paid by the end Day 10, he/she may be barred from attending class.

\*Days refer to business days

### **REFUND POLICY**

The refund policy is subject to change without prior notice. Notification of withdrawal and requests for refunds must be in writing. Refunds are processed upon completion of the withdrawal process. Students who withdraw from IIE in accordance with the rules governing withdrawals are entitled to the following refund of tuition and student fees only. Refunds are based on an 8-week term, contingent upon payment in full prior to termination.

When withdrawal is completed on or before the first day of the term, 100% of the tuition and student fees will be refunded. If withdrawal is completed after the term has begun, the following schedule applies:

<u>Students Who Arrive at Start of Term</u>		<u>Students Who Arrive at the Half Term</u>	
<u>Week</u>	<u>Refund%</u>	<u>Week</u>	<u>Refund%</u>
1	75%	1	75%
2	60%	2	0%
3	0%		

To obtain detailed information about the Institute of Intensive English and estimated costs, please call 208 792-2177, visit [www.lcsc.edu/international](http://www.lcsc.edu/international), email [intloff@lcsc.edu](mailto:intloff@lcsc.edu), or write to:

**Institute of Intensive English**  
**LCSC**  
**500 8th Avenue**  
**Lewiston, Idaho 83501-2698**

International students from overseas universities who wish to study English at IIE and college classes for one or two semesters and transfer the credit back to their home institution may undertake concurrent studies at IIE and LCSC subject to the following:

- Students without a TOEFL or IELTS score are initially tested and placed into IIE classes.
- Students placed in:
  - levels 1-4 may undertake only IIE classes
  - level 5 may undertake one college class (3 credits) from the approved list of LCSC college classes
  - levels 6-7 may take up to 3 college classes (9 credits) from the approved list of LCSC college classes,

- Students with a 480 TOEFL or 4.5-5 IELTS may enroll in a minimum of 9 credits of LCSC college classes on the approved list of courses.
- Students who meet the minimum LCSC English language requirements - TOEFL pbt 500, IBT 61, or IELTS 5 may select a minimum of 12 and maximum of 15 credits of college classes subject to the approval of the Director, International Programs and the appropriate Division Chair(s).

Enrollment in LCSC college classes is subject to availability of space in the selected course.

### **International Intensive College Preparation Program**

IIE offers a four- week intensive college preparation program for international students. This program is offered in the four weeks prior to the start of LCSC's fall and spring semesters. The program includes:

- Academic English focus,
- Study Skills,
- Cultural adjustment to living and studying in the USA,
- Course selection at LCSC,
- The US Education system, and
- International orientation.

On the final day, students will participate in the LCSC New Student Orientation program. Upon completion of the first semester of study at LCSC, students who have completed the International Intensive College Preparation Program will be awarded 2 college credits towards their degree at LCSC.

## **STUDY AWAY PROGRAM**

### **STUDENT ELIGIBILITY**

1. Students must be fully admitted and degree-seeking.
2. Students must have at least a 2.75 GPA (higher for some programs).
3. Students must have earned 30 semester credits and attend LCSC full-time prior to the proposed term away.
4. For financial aid reasons, students are strongly encouraged to go abroad in spring or summer.

For more information on study away, contact the Study Away Coordinator at 208 792 2184. Students must first discuss interest in study away with their academic advisor.

### **OPTIONS:**

#### **NATIONAL STUDENT EXCHANGE (NSE)**

LCSC is a member of National Student Exchange, a consortium of four-year colleges and universities in the United States, its territories and Canada that have joined together for the purpose of exchanging students among the member institutions. Students may study abroad for a semester or a year, with occasional opportunities made available for summer terms. Outgoing LCSC students who participate in the NSE program pay LCSC tuition and fees, plus a \$150 application fee. They do not pay tuition or fees at the host institution, except for special class or lab fees, activity fees, room/board, etc. Incoming exchange students do not pay LCSC tuition and fees, as they will have already paid these at the home institution. The only fees paid to LCSC in that case are special class or lab fees, activity fees, room/board, etc. Financial aid may apply for out-going LCSC students, but is not available to incoming exchange students, who should apply for financial aid from their home institution prior to the exchange.

Incoming exchange students are required to pay LCSC health insurance or demonstrate equivalent insurance. For more information, visit [www.nse.org](http://www.nse.org).

## **INTERNATIONAL STUDIES ABROAD (ISA)**

LCSC has an agreement with the ISA program to offer summer, semester, and year abroad options in more than 30 cities in the following countries: Argentina, Belgium, Brazil, Chile, China, Costa Rica, the Czech Republic, the Dominican Republic, England, France, India, Italy, Jordan, Mexico, Morocco, Panama, Peru, South Korea and Spain.

Students who participate in the ISA program do not pay LCSC tuition. Instead, they pay ISA the program cost, plus a \$50 LCSC Study Abroad Application fee. Financial aid may apply.

For more information, visit [www.studiesabroad.com](http://www.studiesabroad.com).

## **AUSTRALEARN**

LCSC has an agreement with the AustraLearn program (part of GlobalLinks) to provide summer, semester, and year abroad opportunities at over 30 universities in Australia, New Zealand, and Fiji. Intensive one-month programs and internships are also available.

Students who participate in the AustraLearn program do not pay LCSC tuition. Instead, they pay AustraLearn the program cost, plus a \$50 LCSC Study Abroad Application fee. Financial aid may apply.

For more information, visit the [www.australearn.org](http://www.australearn.org).

## **ASIALEARN**

LCSC has an agreement with the AsiaLearn program (part of GlobalLinks) to provide summer, semester, and year abroad opportunities at universities in China, Hong Kong, Japan, Malaysia, Singapore, South Korea, and Thailand.

Students who participate in the AsiaLearn program do not pay LCSC tuition. Instead, they pay AsiaLearn the program cost, plus a \$50 LCSC Study Abroad Application fee. Financial aid may apply. For more information, visit the [www.asialearn.org](http://www.asialearn.org).

## **EUROLEARN**

LCSC has an agreement with the EuroLearn program (part of GlobalLinks) to provide summer, semester, and year abroad opportunities at universities in the Czech Republic, England, Germany, Greece, Ireland, Italy, the Netherlands, Scotland, and Wales.

Students who participate in the EuroLearn program do not pay LCSC tuition. Instead, they pay AsiaLearn the program cost, plus a \$50 LCSC Study Abroad Application fee. Financial aid may apply.

For more information, visit the [www.eurolearn.org](http://www.eurolearn.org)

## **SISTER SCHOOL RELATIONSHIPS**

LCSC has sister school relationships with international colleges and universities which allow LCSC students to study abroad for a summer, a semester, or a year. Current sister schools accepting LCSC students for study abroad include schools in South Korea and Japan.

Students attending these schools pay LCSC tuition, while fees for room and board vary and are payable directly to the sister school.

For more information on LCSC's sister schools, contact the Study Away Coordinator at 208 792 2184.

## **SELF-DIRECTED STUDY ABROAD**

If a student wishes to study abroad at an institution not available through LCSC's contracted partners, they may apply to that program or school directly and then transfer credit back to LCSC, just as if they had chosen to transfer out of LCSC for that period. The student is not eligible for federal financial aid from LCSC for this period.

### **FACULTY-LED SHORT PROGRAMS**

Periodically, LCSC may offer faculty-led short study abroad programs for LCSC students to study language and culture in other countries while earning college credit.

### **INTERNATIONAL CLUB**

International Club is a registered LCSC student club. The purpose is to foster international friendship and exchange. The club is open to international and American students. Students may register for SD111 to obtain 1 college credit.

### **CONTACT PERSON**

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