

**PM 2013-03**

**President Willie J. Hagan**

**INTERNATIONAL STUDENTS**

**Supersedes PM 09-07**

- I. **General Principles.** Consistent with strategic plans for both The California State University and for California State University, Dominguez Hills (“University” or “the University” or “CSUDH”), this policy intends:
  - A. To forward the University’s commitment to student success in the 21<sup>st</sup> century, in which global learning must be an important element;
  - B. To conform to best practices in recruiting and enrolling nonresident international students; and
  - C. To meet the requirements found in state law, system-wide Executive Orders including Executive Order 1082,<sup>1</sup> and any other mandates.
  
- II. **Overall Control.**
  - A. The President of the University (“the President”) is the final authority relative to the implementation of the requirements set out in this policy.
  - B. The President is the only individual authorized to sign and/or approve any agreement, or any plan, providing for the recruitment and enrollment of nonresident international students.
  
- III. **Recruiting and Enrolling Nonresident International Students: General Principles.**

The President or his / her designee shall consider and ensure the following in making plans for the recruitment and enrollment of nonresident international students:

  - A. The recruitment of international students shall be a part of a broader international-ization strategy that benefits all CSUDH students, the University, and the individual student.
  - B. The President or his / her designee shall confirm visa authority for the students in accordance with U.S. law.
  - C. The President or his / her designee shall ensure that the University is prepared to provide the necessary full-time course of study in accordance with U.S. visa regulations.
  - D. The President or his / her designee shall ensure that the University is prepared to provide appropriate advising, support, and monitoring to students studying at CSUDH that is reasonably tailored to the needs of international students.

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<sup>1</sup> <http://www.calstate.edu/eo/EO-1082.html>

**IV. Requirements of Nonresident International Applicants for Admission.** The President or his / her designee shall ensure the following.

- A. As a condition of issuing the documents necessary for a visa, CSUDH shall obtain from all applicants their agreement to obtain and maintain insurance coverage for health, medical evacuation, and repatriation during their period of enrollment in the University. The President or his / her designee shall inform all applicants that adequate coverage will be required as a condition of registration and continued enrollment, and shall require that any accompanying dependents procure health insurance that is comparable to what is required for students. The President or his / her designee shall furnish applicants information on where acceptable insurance may be obtained. The President or his / her designee shall ensure compliance with this requirement at the time of registration by requiring certificates of insurance or other evidence of coverage.
  
- B. As required by sections 40752.1, 40802.1, and 41040 of Title 5 of the California Code of Regulations, applicants for admission who have not attended at least three years at an education institution at the secondary level or beyond where English is the principal language of instruction must provide evidence of English competency. Most frequently, such students document competence in the English language via results of the Test of English as a Foreign Language (TOEFL) or by other competency examinations or assessments approved by The University.

The TOEFL exam is available in two scoring formats. Provided below are the CSU minimum scores for each TOEFL total score format:

	<u>Paper</u>	<u>Internet (iBT)</u>
Undergraduate	500	61
Graduate	550	80

The President may approve higher minimum scores for particular programs, the proposal for which shall have been subject to appropriate on-campus curricular review.

**V. International Student Recruitment: Principles and Procedures**

- A. International student recruitment shall be a part of, and not detract from, the education of students who are California residents.
- B. The President or a University administrator acting as his / her designee shall make all admissions decisions. In no case shall that authority be delegated to other organizations or individuals.

- C. The President or his / her designee shall provide for the evaluation of credentials from other countries. Outside experts may be used to conduct this evaluation, but the President or his / her designee shall maintain official copies of these records.

**VI. Ensuring Suitability of Potential Recruiters / Agents.** The President or his / her designee shall investigate potential recruiters / agents carefully to ensure the use of only suitable candidates. The President or his / her designee shall document and retain evidence that (1) the ownership and governance of the recruiter / agent organization is clear and transparent, including evidence that it is effectively managed, and it is transparent about its operation; (2) the recruiter / agent has a strong working knowledge of U.S. higher education in general, and CSUDH in particular; (3) the recruiter / agent has a practice of honestly representing itself and its college and university clients; and (4) financial arrangements are clear to both sides, and both sides keep accurate records.

The President or his / her designee shall arrange for the Chancellor's Office review and approval process set forth in Executive Order 1080 before they are signed by the President.

**VII. Fee Waivers for International Students not Participating in Exchanges (Education Code sections 89706 and 89707).** The President or his / her designee may waive nonresident tuition fees for individual students who are attending CSUDH and who display exceptional scholastic ability and prior scholastic achievement if any of the following sets of requirements is met:

- A. The student is a citizen and resident of a foreign country and is enrolled as an undergraduate student in a course of study of no fewer than ten semester units.
- B. The student is a citizen and resident of a foreign country and is enrolled as a graduate student in a course of study of no fewer than ten semester units.
- C. The student is a citizen and resident of a foreign country, is enrolled as a graduate student and is employed by CSUDH less than full time but at least twenty hours per week in a course of study of no less than ten units per term.

**VIII. Further Provisions Found in California State University Executive Order 1082.**

- A. A waiver granted pursuant to this authority may encompass all or part of the nonresident tuition fees.
- B. The number of waivers authorized for undergraduate students shall not exceed 7.5% of the undergraduate students at the University who are citizens and residents of foreign countries.
- C. The number of waivers authorized for graduate students at the University shall not exceed 25% of the graduate students at CSUDH who are not residents of California, including students who are citizens and residents of a foreign country.