POLICY TITLE
English Proficiency for International Students

POLICY NUMBER
ASOM 1.3

PRIMARY RESPONSIBILITY
International Student Admissions

CREATION / REVISION / EFFECTIVE DATES
Created December 1997, Revised September 2011/Effective immediately; revised October 2017/effective immediately

PURPOSE
The purpose of this policy is to increase the number of College-approved English language proficiency exams. This should reduce barriers for international students who have already successfully completed internationally recognized proficiency exams.

ORGANIZATIONAL SCOPE OR AUDIENCE
Admissions, PDSO, DSO, RO, ARO, and prospective and current international students.

DEFINITIONS
ARO - Alternate Responsible Officer: A person designated by a Department of State authorized exchange visitor sponsor to support the Responsible Office and maintain SEVIS data.

DSO - Designated School Official: The person at each campus who the Federal law and regulations require to update and maintain the SEVIS records of non-immigrant students in F and M visa categories.

English proficiency: 8 C.F.R. § 214.3(k)(3) requires the "appropriate school authority" to determine "that the prospective student's qualifications meet all standards for admission." This is a general requirement that encompasses all of a school's standards for admission, including the school's English language proficiency standards. English proficiency is also a required field in SEVIS, for creating and issuing Form I-20.

ESL Program: English as a Second Language program.

F-1 Student: An F-1 student is a nonimmigrant who is pursuing a "full course of study" to achieve a specific educational or professional objective, at an academic institution in the United States that has been designated by the Department of Homeland Security (DHS) to offer courses of study to such students, and has been enrolled in SEVIS (the Student and Exchange Visitor Information System). The F-1 category is created by section
101(a)(15)(F) of the Immigration and Nationality Act (INA), and regulated by DHS regulations at 8 C.F.R. 214.2(f).

IELTS: International English Language Testing System (www.ielts.org)

International Students: Students who are non-immigrant aliens who are allowed to enter the U.S. for a specific purpose and for a limited period of time. Many receive an F-1 student visa and enter the U.S. in F-1 status to pursue a full course of study toward a degree at an academic institution. International students may also seek an M-1 student visa if they are entering to pursue a course of study at a vocational or non-academic institution. There are many other visa classifications that may or may not permit enrollment at a post-secondary institution.

J-1 Status: Non-immigrant status conferred on exchange visitors participating in DOS approved exchange visitor programs who meet the requirements outlined in 8 CFR 214.2(j)(1).

MELAB: Michigan English Language Assessment Battery

NAFSA: National Association of Foreign Student Advisers (www.nafsa.org)

Non-immigrant: An alien who wishes to be admitted to the United States for a limited, temporary purpose, and who plans to depart the United States after completing that purpose.

PDSO - Primary Designated School Official: The person designated by a SEVP-approved school to have primary responsibility for students in that program and maintaining SEVIS records

RO - Responsible Officer: The person designated by a Department of State authorized exchange visitor program sponsor to have primary responsibility for exchange visitors in that program and maintaining SEVIS records.

TOEFL: Test of English as a Foreign Language (www.ets.org/toefl)

Other definitions may be found at http://www.ice.gov/sevis/overview

POLICY
Students entering Ivy Tech Community College under an F-1 student visa must provide proof of satisfactory English language proficiency. J-1 English proficiency is program specific. Students whose first language is not English are generally required to take an English proficiency test. They may utilize the Test of English as a Foreign Language (TOEFL), the International English Language Testing System (IELTS), or The Michigan English Language Assessment Battery (MELAB). Acceptable levels of proficiency are listed below. All test results must be received directly from the testing center or verified
with the testing center by the DSO. Test results are valid for two years from the examination date.

TOEFL (iBT) = 79 IELTS = 6.5
TOEFL (PBT) = 550 MELAB = 77

Students who have successfully completed an Intensive English Language Program or Training at an accredited U.S. institution may meet our English language proficiency requirement. These occurrences will be evaluated on a case by case basis by the DSO.

Additionally, language proficiency may be waived if an applicant is from a country who lists English as their official language, as listed in the following CIA website (https://www.cia.gov/library/publications/the-world-factbook/fields/2098.html?countryName=&countryCode=&regionCode=), or has completed secondary school in the U.S. with passing grades in non-ESL English courses, or is a college transfer who has completed standard freshman English, with a grade of C or higher, from a regionally accredited institution.

**PROCEDURE**

An international applicant seeking an F-1 student visa must contact one of the College-approved agencies to schedule the appropriate language proficiency exam. Cost of the exam is the responsibility of the student. Student must request to have all test results sent directly from the testing center or scores must be verified with the testing center by the DSO, unless applicant has provided College-approved alternate means of demonstration of English proficiency (included in policy above).

Proficiency will be documented appropriately on Banner.

**REFERENCES**

Since Ivy Tech Community College does not have an ESL program, College policy requires that applicants seeking to receive an F-1 student visa provide approved documentation that they are proficient in the English language.

8 C.F.R. § 214.3(k)(3) requires the "appropriate school authority" to determine "that the prospective student's qualifications meet all standards for admission." This is a general requirement that encompasses all of a school's standards for admission, including the school's English language proficiency standards.

NAFSA, [www.nafsa.org](http://www.nafsa.org)


TOEFL/IELTS Comparisons: [http://www.ets.org/toefl/institutions/scores/compare/](http://www.ets.org/toefl/institutions/scores/compare/)

U.S. Immigration and Customs Enforcement, [www.ice.gov](http://www.ice.gov)

**RESOURCE PERSON**
Primary Designated School Official (PDSO)
Designated School Official (DSO)
Responsible Officer (RO)
Alternate Responsible Officer (ARO)