EAST TENNESSEE STATE UNIVERSITY

International Applicants Undergraduate Admission Policy

Policy Effective Date: 03/24/2017 • **Policy Revised:** 10/26/2023
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Policy Name: International Applicants Undergraduate Admission Policy

Policy Purpose

This policy specifies the undergraduate admission process to East Tennessee State University for International Applicants.

Applicability

This policy applies to faculty, staff, and students.

Responsible Official, Office, and Interpretation

The Office of International Enrollment and Services is responsible for the review and revision of this policy. For questions about this policy, please contact the Office of International Enrollment and Services. The Vice President for Student Life and Enrollment, in consultation with the Office of University Counsel, has the final authority to interpret this policy.

Defined Terms

A defined term has a specific meaning within the context of this policy.

Approved Partner

A company or organization that has officially signed an agreement with ETSU to assist in student recruitment and enrollment.

International Applicant

Any individual who applies to ETSU who is not a U.S. citizen or U.S. permanent resident.

Notice of Decision

A written communication from International Enrollment and Services to a prospective student notifying of admission or denial to ETSU.

Official Transcript

A transcript that is validated, issued, and mailed directly from the previous institution or testing agency. Electronic transcripts from recognized third-party providers are also accepted.

Pathway Student

An International Applicant who is granted full admission to ETSU concurrent with enrollment in an Approved Partner's English pathway program.

Regular Admission

A potential admission option as a first-time freshman for any prospective student who has not enrolled in college courses following high school graduation or who has not received a high school equivalent (HSE) diploma, GED/HiSET.

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Policy

The Office of International Enrollment and Services will consider an International Applicant's completed application and required supporting documentation for undergraduate admission to East Tennessee State University (ETSU) and will issue a written Notice of Decision. Admission to ETSU does not guarantee admission to specialized or limited enrollment programs. ETSU may charge a one-time non-refundable application fee.

1. International Admission Requirements.

   The Office of International Enrollment and Services will consider an International Applicant for Regular Admission based on the individual's English proficiency and whether the individual has either (1) completed secondary education; or (2) attended or completed post-secondary education.

   1.1. International Applicant with Secondary Education Only.

   The Office of International Enrollment and Services will consider an International Applicant who has completed only secondary education for Regular Admission to ETSU. An International Applicant must submit Official Transcripts or Official Documentation and a certified translation of those documents if the documentation is not in English. The transcripts or documentation must meet the undergraduate admission standards applicable to the country issuing the document. For International Applicants who are working with an Approved Partner, the applicant may submit unofficial transcripts during the admissions process; however, they must submit Official Transcripts, degree certificates, and English translations of Official Transcripts to the Office International Enrollment and Services following the offer of admission. These documents must be received no later than the last day of classes of the first semester of enrollment and students will be unable to register for the next semester until they are received. If Official Transcripts are not received, the student will be dismissed from ETSU.

   If applicable, an International Applicant is also required to submit proof of English proficiency as described in Section C hereinbelow.

   1.2. Applicant with Post-Secondary Education.

   The Office of International Enrollment and Services will consider an International Applicant who has attended or completed post-secondary education. An International

Applicant must submit Official Transcripts or Official Documentation from all post-secondary institutions and a certified translation of those documents if the documentation is not in English. The transcript or documentation must meet the undergraduate admission standards applicable to the country issuing the document. For International Applicants who are working with an Approved Partner, the applicant may submit unofficial transcripts during the admissions process; however, they must submit Official Transcripts, degree certificates, and English translations of Official Transcripts to the Office International Enrollment and Services following the offer of admission. These documents must be received no later than the last day of classes of the first semester of enrollment and students will be unable to register for the next semester until they are received. If Official Transcripts are not received, the student will be dismissed from ETSU.

If applicable, the International Applicant is also required to submit proof of English proficiency as described in Section C hereinbelow.

An International Applicant must submit Official Transcripts or Official Documentation that meet the undergraduate admission standards applicable to the country issuing the transcript or document and must submit a certified translation of those documents if the documentation is not in English.

1.3. English Proficiency Requirement.

International Applicants whose first language is not English must provide proof of English proficiency as published on the International Enrollment and Services website. Official English Proficiency test scores are valid for two years from the date of the test.

1.3.1. Pathway Student.

An International Applicant who does not meet the English proficiency requirement of this policy may be admitted as a Pathway Student to ETSU if the applicant is referred to ETSU by an Approved Partner and the applicant enrolls in the Approved Partner's English Pathway program. After initial enrollment, the applicant must provide proof of progress towards completion of the required Approved Partner's English Pathway program each semester before the student may register for classes for the next regular term. If the individual does not provide proof of progress, they will not be permitted to enroll in the next term until such time as proof is provided; if the individual misses a full major term, the individual will be required to reapply for admission to ETSU.

1.3.2. Exception.

In rare circumstances, if an applicant's English proficiency score is more than two years old, but less than three years old as of the date the application is submitted, the Director of International Enrollment and Services or their designee may grant an exception to the two-year score requirement. The decision of the Director or designee to grant an exception is final.

2. Accreditation.

The Office of International Enrollment and Services will only accept official transcripts from accredited high schools, home schools, or regionally accredited institutions. If a prospective student is enrolled in or has completed high school via homeschool or private high school that is not accredited, the individual may be admitted at the discretion of the Vice President for Student Life and Enrollment or their designee.

3. Accommodations.

To the extent possible and subject to the approval of the Director of International Enrollment and Services or their designee and the applicable department chair or their designee, the Office of International Enrollment and Services may grant accommodations and other academic adjustments when necessary.

4. Discrimination.

In accordance with ETSU's Policy on Discrimination and Harassment, ETSU does not discriminate against applicants for admission on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class.

5. Appeals.

If a prospective student is denied admission to ETSU, the individual may qualify to file an appeal. The written Notification of Decision will detail the process by which the prospective student may appeal the decision. The appeals process is governed by the Undergraduate Admission Appeals Policy.

6. Residency.

An International Applicant's classification as in-state or out-of-state for residency purposes will be determined pursuant to ETSU policies, ETSU regulations, federal, and state law.

7. Falsified Documents.

International Applicants that submit falsified documents will be given an opportunity to re-submit official documents. If falsified documents are submitted a second time, the applicant will be denied admission to ETSU and will not be eligible to apply to ETSU for 3 years.

Procedures

An International Applicant seeking admission to ETSU as an undergraduate should review the Office of International Enrollment and Services website before applying. The procedures for the application process, review process, and notification process are as follows:

1. Procedure for Applying.

   The procedure for a prospective International Applicant to apply for undergraduate admission is as follows:

   1.1. Submit a completed admission application;

   1.2. Pay the application fee (if required); and

   1.3. Submit required supporting documentation.

2. Procedure for Review of Applications.

   After an individual has: (1) submitted a completed admission application; (2) paid the application fee (if required); and (3) submitted supporting documentation, a member of the international admissions team will review the application and required documentation.

   To determine whether to admit or deny the prospective student, a member of the international admissions team confirms: (1) whether the individual meets the minimum admission requirements for the country of origin; and (2) whether the individual is proficient in English either as a native speaker or by the current published standards on the Office of International Enrollment and Services website:

   2.1. A minimum paper-based TOEFL score of 500, computer based TOEFL score of 173, or internet based TOEFL score of 61;

   2.2. Proof of successful completion of level 112 English in an approved ELS program;

   2.3. A minimum ACT Reading and English scores of 19;

   2.4. A minimum SAT evidence-based reading score of 500 on the new SAT or critical reading score of 450 on the old SAT;

   2.5. Two semesters or three quarters of college-level English composition from a regionally accredited US organization with a grade of C- or better;

   2.6. Evidence of English proficiency as demonstrated through successful completion of writing intensive courses from a regionally accredited US organization;

2.7. A minimum of one year of attendance as an exchange student in or graduation from a U.S. high school as reflected on a high school Official Transcript;

2.8. Results from a nationally recognized, comparable, standardized English proficiency exam that indicates requisite English proficiency; or

3. Procedure for Notification of Decision.

The Office of International Enrollment and Services sends a Notification of Decision to the prospective student within five (5) business days after an admission decision is made.

Policy Name: International Applicants Undergraduate Admission Policy

Applicable Forms and Websites

Apply to ETSU

Office of International Enrollment and Services

Authority and Revisions

Authority: TCA § 49-8-203, et. Seq

Previous Policy: N/A

The ETSU Board of Trustees is charged with policy making pursuant to TCA § 49-8-203, et seq. On March 24, 2017, the Board delegated its authority to ETSU's President to establish certain policies and procedures for educational program and other operations of the University, including this policy. The delegation of authority and required process for revision to this policy can be found on the Policy Development and Rule Making Policy webpage.

To suggest a revision to this policy, please contact the responsible official indicated in this policy. Before a substantive change to the policy section may take effect, the requested changes must be: (1) approved by the responsible office; (2) reviewed by the Office of University Counsel for legal sufficiency; (3) posted for public comment; (4) approved by either Academic Council or University Council; and (5) approved by ETSU's President.