

# Admissions Requirements/Types & Procedures

## First Year of Freshmen Student

You are a first year student if you have not attended a post-secondary institution since completing high school. Refer to admission procedures for completing your admission/registration requirements.

## Early Entry Student

A student who is still in high school and is pursuing college courses during the summer, or simultaneously with high school, is considered an early entry student. Complete the application form found at [www.NDSCS.edu/Apply](http://www.NDSCS.edu/Apply). Visit with your high school official before beginning this process.

## Home Educated Student

A student who has been home educated must submit: a) a transcript listing classes completed, performance or grade with a key in each class in grades nine through twelve, which must be verified by the parent or other instructor; or b) a state's equivalent of a high school diploma.

## Transfer Student

You are a transfer student if you have attended one or more postsecondary institutions after high school graduation other than NDSCS. \*\*If you have earned college credit(s) while in high school, you are considered a first year student and are required to send in coursework from ALL colleges.

Refer to admission procedures for completing your admission/registration requirements.

## Returning Student

You are a returning student if you have previously applied for admission or taken classes at NDSCS. Any returning student who was placed on academic warning, probation or suspension should refer to the Academic Warning, Probation, Suspension and Re-Admission Policy in the *NDSCS Catalog* or online at [www.NDSCS.edu/Catalog](http://www.NDSCS.edu/Catalog). Applicants will be contacted by the Enrollment Services office for further instruction. Refer to admission procedures for completing your admission/registration requirements.

## Non-Degree Seeking Student

A non-degree student is any student who is not pursuing a degree or vocational program or is wishing to enroll in a limited number of credits (12) at NDSCS. Non-degree students are not eligible to receive financial aid. Refer to Step 1 and 2 of admission procedures.

## Permanent Residence/Refugee

Admission requirements for permanent residents and refugees.

1. Refer to admission procedures for completing your admission/registration requirements.
2. Submit a photocopy of I-94, I-551.
3. Copy of English proficiency. Students whose native language is not English must submit proof of English proficiency in one of the following ways:
  - At least two years of study, in good standing, at a U.S. high school or regionally accredited U.S. college/university.
  - A U.S. General Education Diploma (GED) administered in English.
  - College Composition I and College Composition II, or equivalent courses, with a grade of “A” or “B” from a regionally accredited U.S., postsecondary college and/or university.
  - Any of the placement scores on the ACT, SAT and/or ACCUPLACER for English:
    - ACT English sub test of 18 or higher
  - SAT writing of 430 or higher
  - ACCUPLACER WritePlacer of 5 or higher
  - The Test of English as a Foreign Language (TOEFL), with a minimum TOEFL internet-based test score of 70. Request your results at [www.toefl.org](http://www.toefl.org), NDSCS’s code is 6476.

## International Students

Applicants are encouraged to begin the application process well in advance of posted deadlines to ensure all required admission materials arrive in a timely manner. The I-20 immigration form will not be issued until the admission file is complete.

### Application deadlines:

- Summer Semester (begins in June) – April 15
  - Fall Semester (begins in August) – July 1
  - Spring Semester (begins in January) – November 15
1. Complete the application for admission found at [www.NDSCS.edu/Apply](http://www.NDSCS.edu/Apply). Submit \$35 non-refundable application fee.
  2. Submit Official High School (Secondary School) Transcript International high school credentials must be evaluated through an approved evaluation service. The evaluation service is the sole responsibility of the applicant, and it must be performed by Foreign Credential Services of America (FCSA), a member of the National Association of Credential Evaluation Services (NACES) or the Association of International Credential Evaluators (AICE). NDSCS recommends using World Education Services (WES) or SpanTran. Exemptions to this policy may be granted if you have completed an associate, bachelor, or doctoral degree that has been evaluated through an approved evaluation service or from an institution in the United States.
  3. Submit Official College or Post-Secondary Transcript(s) College transcripts from outside the United States must be evaluated through an approved evaluation service. The evaluation service is the sole responsibility of the applicant, and it must be performed by Foreign Credential Services of America (FCSA), a member of the National Association of Credential Evaluation Services (NACES) or the Association of International Credential Evaluators (AICE). NDSCS recommends using World Education Services (WES) or SpanTran. There is no guarantee that the credits will transfer.
  4. Submit test scores. If you are applying for an associate in applied science, diploma or certificate program, you will need to obtain minimum entrance scores in order to meet the program admission requirements for your selected program. Approved exams include the ACT, SAT and ACCUPLACER. Go to [www.NDSCS.edu/Requirements](http://www.NDSCS.edu/Requirements) for more information on the required scores for your selected program.
  5. English proficiency. Students whose native language is not English must submit proof of English proficiency in accordance with NDUS procedure 402.9 Admissions Procedure - New Applicants with International Coursework.
  6. Submit the Financial Responsibility Statement. Submit the Financial Responsibility Statement providing evidence of financial support for one year of all anticipated educational and living expenses for study in the United States. Go to [www.NDSCS.edu/International-Students](http://www.NDSCS.edu/International-Students) to download the Financial Responsibility Statement form.

7. Submit proof of immunization. Send medical records with proof of two MMR immunizations (measles, mumps and rubella) and proof of meningitis immunization. Go to [www.NDSCS.edu/Immunizations](http://www.NDSCS.edu/Immunizations) for more information.

Questions? Email [NDSCS.Admissions@ndscs.edu](mailto:NDSCS.Admissions@ndscs.edu) or call 701-671-2521.