



## INTERNATIONAL STUDENT ADMISSIONS

1570 East Colorado Boulevard, D204

Pasadena, California 91106-2003

Telephone: 626-585-7070

[www.pasadena.edu/international\\_students/](http://www.pasadena.edu/international_students/)

Email: acwong@pasadena.edu

### Admission Guidelines for Students Currently Attending a U.S. School (Transfer Students)

Thank you for your interest in Pasadena City College. The following is a list of documents that must be submitted in order to process your application. **PLEASE NOTE THAT YOUR APPLICATION FOR ADMISSION CANNOT BE PROCESSED UNTIL ALL REQUIRED DOCUMENTS ARE RECEIVED.**

- Application fee \$40.00 (NON-REFUNDABLE). Checks and money orders must be payable to Pasadena City College. CASH IS NOT ACCEPTABLE.
- Completed** and **signed** International Student application
- Completed** and **signed** regular PCC Admissions Application.
- One passport size photograph.

### **Sponsorship Information: (Must be Original)**

- International Student Sponsor Affidavit Form. The form is valid only if signed by your sponsor.
- Current official** bank letter or statement indicating a minimum balance of **US \$17,500**. This must be less than 3 months old. We require an **official** bank statement or letter in order to make your I-20. **\*\*Please note that the name on the bank letter must match the sponsor's name.**

### **English competency requirement (One of the following): (Must be Original)**

- Official TOEFL score report (minimum score 450 paper based test, 133 computer based test, 45 internet based test)  
**\*\*Your TOEFL score must not be more than two years old.**
- Official IELTS report - minimum score - 4.0
- Official STEPS report - minimum requirement – Level 2
- Your native language is English.
- Transcript from a U.S. college or university shows you have completed one academic year with a GPA of 2.0 or above.
- Transcript that shows that you are a U.S. high school graduate.
- Proof that you have completed the highest level of ESL classes in an ESL school in the U.S. Submit a certificate from the current ESL school to verify your completion of the highest level of ESL classes.
- A letter from the head master or registrar verifies that you have attended high school/college/university in a foreign country for 3 or 4-years with English as the medium of instruction for ALL academic courses.

### **Educational requirement: (College transcripts must be Original)**

- Applicants under 18 must submit a copy of their high school diploma, completion or GED certificate.
- Applicants over 18 must submit a copy of a transcript from their high school or college.
- Applicants who have attended college and would like to try to transfer these units to PCC should submit two **official** college transcripts.

Please note that **ALL** foreign transcripts must be translated into English.

### **Visa document requirement**

- Photocopy of passport page which contains the student's name, photo, date of birth and passport expiration date
- F-1 Student Transfer Recommendation Form, completed and signed by DSO from current school.
- Copy of F-1 visa.
- Copy of both sides of your I-94
- Copy of pages 1 and 3 of your I-20 from your current school

**Please send your application as soon as possible. Your application will not be processed until all documents listed above are submitted. You will be notified of our decision within 5-10 business days after your completed application is received in our office. We will use the email address on your application to notify you. (Foreign transcripts and bank letters must be officially translated to English)**

## **ALL DOCUMENTS MUST BE SUBMITTED BY THE DEADLINES BELOW.**

**Fall Semester:** Change of Status Students, May 1      Overseas Students, May 1      Students in the U.S., June 1  
**Spring Semester:** Change of Status Students, October 1      Overseas Students, November 1      Students in the U.S., December 1

### **Enrollment Procedures**

#### **1. Apply as early as possible to allow yourself enough time for the following:**

- To receive your I-20 Form and admission letter.
- To arrive at PCC on time.
- To attend international student orientation.

#### **2. All International Students MUST attend the orientation**

You will be required to attend the International Student Orientation. New Student Orientation familiarizes and acquaints students with important college policies and expectations, as well as the range of services and programs available.

You will be notified of the Orientation date with your acceptance letter.

The approximate orientation dates are: **Early January for spring semester**  
**Early July for fall semester**

#### **3. You must check in at the International Student Office upon arrival.**

No other person will be allowed to report for you. If you cannot report to PCC on time, please contact us as soon as possible. Keep in mind that you must report to Pasadena City College no earlier than 30 days of the program start date.

You must notify us in writing if:

- You are unable to report to PCC
- If you would like to cancel your application or defer your application to the next available semester

#### **4. You must complete placement tests.**

New students must complete the placement test sequence to ensure proper class selection.

#### **5. You must attend academic counseling.**

Meeting with a counselor enables you to develop your education plan according to your major. Counselors assist in long-term planning and in checking specific requirements including the responsibility for meeting graduation requirements, course prerequisites and transfer to other universities.

#### **6. You must register for at least 12 units.**

All international students must maintain full-time student status which means you must enroll at least 12 units each Fall and Spring semester. Students who cannot report to PCC on time may have difficulty finding open classes.

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**Fax (626) 585-3268**



## INTERNATIONAL STUDENT OFFICE

[www.pasadena.edu/internationalstudents/](http://www.pasadena.edu/internationalstudents/)

Email: [international@pasadena.edu](mailto:international@pasadena.edu)

### 10 QUESTIONS OFTEN ASKED BY INTERNATIONAL STUDENTS

#### 1. What is the estimation of one academic year expenses?

Estimated Expenses per school year (US dollars) \$16,500 (Prices are subject to change)

##### Money paid for 12 units per semester

Tuition \$4,000

Enrollment fees \$650

Health Insurance \$700

Books and Supplies \$500

##### Off-campus expenses

Housing and meals \$10,000

Miscellaneous \$650

#### 2. Do you provide tours of the school?

PCC campus tours are provided to new international students during the orientation each Fall and Spring semester.

#### 3. Can you pick me up at the airport?

We do not offer airport pick-up. There are many shuttle services available at low cost. If you need this service, we can provide you with a list of them.

#### 4. Is there housing on campus?

We do not have housing on campus. You will find host family program information on our webpage.

#### 5. Will my work at Pasadena City College transfer to the university?

PCC is an accredited college and part of the California Community College system. We offer the freshman and sophomore levels of college and university work. Our college-level classes transfer to the university, allowing students to enter at the junior level if they complete our program for transfer. We also offer classes which prepare students to enter college-level classes. These preparation classes usually do not transfer.

#### 6. Will you help me transfer when I'm ready?

Pasadena City College has a transfer center with information on colleges and universities throughout the United States. Recruiters from many of these schools visit our campus each semester. Our staff will assist you to make your transfer as easy as possible.

#### 7. Can I work while I am going to school?

There are limited jobs for International Students on campus. You cannot work off-campus without permission of the United States government.

#### 8. Can I get financial assistance/scholarships to help pay my bills?

International Students do not qualify for financial aid. There are a few small scholarships available after you have completed a minimum of one year full-time study with above-average grades.

#### 9. Do I have to go to school full-time?

Yes. The United States immigration law requires all student visa holders to complete 12 units every semester with a "C" grade average.

#### 10. Should I buy a Catalog and Class Schedule before I come to PCC?

No. We will provide you with these materials at the orientation.

## TRANSFER MAJORS

PCC offers general education and major coursework leading to transfer to a four-year college or university. Transfer courses may also apply toward the Associate of Arts degree.

Transfer requirements will vary depending on the college or university to which the student plans to transfer.

The programs listed below are for those majors most commonly selected by PCC students. However, qualified students may complete the lower division requirements for almost any major offered by a four-year institution.

Anthropology	Engineering	Liberal Studies	Physics
Architecture	Engineering Technology	Librarianship	Political Science
Art	English	Mathematics	Printing Management
Biological Sciences	Environmental Science	Medicine*	Psychology
Business Administration	Ethnic Studies	Music	Radio or Television Broadcasting
Chemistry	Fire Protection Administration	Nursing - Transfer	Rehabilitation Services
Chicano Studies	and Technology	Occupational Therapy	Religious Studies
Child Development	Foreign Languages	Oceanography	Social Science
Chiropractic*	Geography	Optometry*	Sociology
Coiiiputei Sciences	Geology and Geophysics	Pan-African Studies	Spanish
Criminal Justice	History	Pharmacy*	Speech
Dance	Industrial Arts Teaching	Philosophy	Speech Pathology
Dental Hygiene	Journalism	Physical Education	Teaching
Dentistry*	Latin American Studies	Physical Therapy	Theater Arts
Economics	Law*	Physician's Assistant	Veterinary Medicine*

*Majors listed with an asterisk (\*) are graduate level programs. It is either required or strongly recommended that a student complete a bachelor's degree in a related field of study prior to entry into one of these programs. See a counselor for additional information.*

## OCCUPATIONAL MAJORS

PCC offers a variety of occupational programs which prepare students for a Certificate of Achievement and for immediate employment. Occupational courses may also apply toward the Associate in Science degree.

Accounting - Bookkeeping	Dental Assisting	Medical Assisting
• Accounting Clerk	Dental Hygiene	• Administrative - Clinical
• Accounting - Bookkeeping Assistant	Dental Laboratory Technology	• Medical Office - Administrative
• Accounting - Bookkeeping	Digital Media	• Medical Office Insurance Biller
Administration of Justice	• Computer Assisted Photo Imaging	Nursing
Automotive Technology	• Graphic Design	• Registered
• All Automotive Systems	• Interactive Multimedia Design	• Vocational
• Air Conditioning Technician	Drafting - Engineering Design Technology	• Certified Nursing Assistant
• Engine Performance Technician	Electrical Technology	Photography
• Powertrain Technician	Electronics Technology	Product Design
• Undercar Technician	• Computer Technology	• Graphics
Underhood Technician	• Radio Broadcast Technology	• Technology
Biological Technology	Environmental Technology	Radio logic Technology
• Laboratory Assistant	Fashion	Speech-Language Pathology Assistant
Building Construction	Fire Technology	Telecommunications
Business Information Technology	Food Services	• Broadcast
Business Administration	Graphic Communications Technology	Journalism
• Supervision	Computer Imaging and Composition	• Radio Broadcast Technology
• Small Business Development	Lithographic Press Operation	• Television Operations
• Financial Investment	• Lithographic Prepress	• Television and Radio Production
• International Business / Trade	• Management	Theater Arts
• Retail Management	• Screen Printing	• Theater Technology
• Marketing Merchandising	Hospitality Management	• Makeup Technology
Child Development	Journalism	Welding
Computer Information Systems	• Photojournalism	• Construction, Aero-Space and
• Microcomputer Support	• Printed Media	Pipe Welding
• Operations	• Public Relations	• Construction Welding
• Programming	Legal Assisting	• Gas Tungsten and Gas Metal
• Small Computer Applications	Library Technology	Welding
Construction Inspection	Machine Shop Technology	

*Please see current college catalog for additional occupational curricula.*

