

Utah Tech University Policy

507: International Admissions, Exchange Visitors, and Partnerships



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I. Purpose

- 1.1 To establish Utah Tech University's ("the University") policy and procedures for the admission and enrollment of International Students into University Academic programs, for accepting Exchange Visitors, and for establishing International Partnerships and agreements.

II. Scope

- 2.1 This policy applies to all prospective and admitted International Students, International Faculty and Staff, Exchange Visitors, and International Partnerships.

III. Definitions

- 3.1 **Exchange Visitor:** A foreign national who has been selected by the University to participate in an Exchange Visitor Program and who is seeking to enter or has entered the United States temporarily on a non-immigrant J-1 visa, or who has obtained J status in the United States based on a Form DS-2019 issued by the International Office.
- 3.2 **Exchange Visitor Program:** An International Exchange Program administered by the Department of State through the University International Office in accordance with Title 22/Chapter 1/Subchapter G/Part 62 of the Code of Federal Regulations, covering Exchange Students, Faculty, Staff, and other approved categories of the J-1 program.
- 3.3 **Form DS-2019, A Certificate of Eligibility for Exchange Visitor (J-Nonimmigrant) Status:** A controlled document of the Department of State

issued by the International Office to a potential Exchange Visitor Program participant (J-1) and his or her accompanying spouse and dependents (J-2) as permitted by regulations.

- 3.4 **Freshman Student:** A Matriculated Student who has never attended any college or higher education institution after high school. Included are students enrolled in the fall term who attended college for the first time in the prior summer term.
- 3.5 **Graduate Student:** A Matriculated Student who has completed a bachelor's degree and is now seeking level for master's degree programs. A Graduate Student must follow the current graduate admissions policy (See Policy 704).
- 3.6 **International High School Student:** A Non-Matriculated International High School Student enrolled in college courses for dual high school and college credit.
- 3.7 **Office of International Programs (International Office):** The University office responsible for the recruitment, retention, and legal compliance of International Students and Exchange Visitors, and the office responsible for study abroad and increasing the University's internationalization and expanding the University's International outreach relationships.
- 3.8 **International Partnership:** An active collaboration by Utah Tech University faculty, staff, and or administrators with colleagues at a university or organization (or multiple universities or organizations) in a country outside of the United States. This collaboration may include providing international academic experiences for students, faculty research and scholarship, teaching and mentoring, joint curriculum or course development, and other cooperative activities. Partnerships should be mutually beneficial, equitable, and lead to outcomes that each partnering institution could not achieve on its own. There should be strong commitment by the principal parties at both partnering institutions to invest necessary resources to achieve those goals.
- 3.9 **International Student:** A Matriculated or Non-Matriculated Student who is not a U.S. citizen and has not received immigrant status from U.S. Immigration and Naturalization Service.
- 3.10 **International Transfer Student:** A Matriculated Student who, after high school graduation, attended another college or institution and did not attend Utah Tech University. Included are students enrolled in the fall term who transferred into the University for the first time in the prior summer

term.

- 3.11 **Matriculated Student:** A student seeking a certificate or degree who has completed all admission application steps (See Section V) and has been accepted for admission based on the current admissions policy.
- 3.12 **Non-Matriculated Student:** A student not seeking a certificate or degree; a student attending college classes for personal interest, enrichment, or growth; or a student who has not completed the admission process.
- 3.13 **Principal Designated School Official:** Executive Director of the Office of International Programs at the University whose role is defined in Title 8/Chapter 1/Subchapter B/Part 214.3 of the Code of Federal Regulations (8 CFR 214.3).
- 3.14 **Responsible Officer:** Executive Director of the Office of International Programs, approved by the Department of State to carry out the duties outlined in Title 22/Chapter 1/Subchapter G/Part 62 of the Code of Federal Regulations (22 CFR 62.11).
- 3.15 **Returning International Transfer Student:** A Matriculated Student who has attended another domestic or international college or institution, including former Utah Tech University students who have since attended another college or institution.
- 3.16 **Returning Student:** A Matriculated Student who previously attended the University after high school graduation but has not attended in three (3) or more semesters.

IV. Policy

4.1 International Students Admissions Policy

- 4.1.1 The University maintains an open admission practice, admitting all applicants whose qualifications indicate they may benefit from instructional programs offered.
- 4.1.2 The University provides educational opportunities free from discrimination in accordance with federal and state law and University core values (see Policy 154 and Policy 164).
- 4.1.3 Applicants must provide all required application materials stipulated by the University. Required International Student application materials are published in the current University catalog and on the University website.

- 4.1.4 Admission to the University does not constitute admission into an individual major or program of study. Some programs of study may require an additional program admission process.
- 4.1.5 Enrollment standards for International Students are established by the Board of Trustees. Newly admitted students who do not meet the enrollment standards shall be guided through a series of requirements designed to support their academic success.

V. References

- 5.1 University Policy 154: Title IX Sex-Based Discrimination, Sexual Harassment, and Retaliation
- 5.2 University Policy 164: Protected Class and Non-Title IX Discrimination, Harassment, Sexual Harassment, and Retaliation
- 5.3 University Policy 501 Undergraduate Admissions to the University
- 5.4 University Policy 704: Graduate Admission
- 5.5 Utah Board of Higher Education Policy R165 Concurrent Enrollment
- 5.6 Utah Board of Higher Education Policy R461 Admissions, Success, and Articulation
- 5.7 Utah Board of Higher Education Policy R510 Tuition and Fees

VI. Procedures

- 6.1 International Student Admission Procedures
 - 6.1.1 All International Students applying for undergraduate admission to the University must complete the admission process specified for their individual application status as follows:
 - 6.1.1.1 Complete and submit International Student Undergraduate Application for Admission.
 - 6.1.1.2 Submit evidence of secondary school graduation if an International Freshman or an International transfer student. Submit unofficial or official U.S. institution transcript with 24+ credits earned if Domestic International Transfer Student.
 - 6.1.1.3 To receive University credit for University credits completed

outside the U.S., all higher education transcripts must be submitted through any National Association of Credential Evaluation Services (NACES) approved service. Additionally, course syllabi may be required.

6.1.1.4 Pay application fee or be approved for a waived fee by the International Office.

6.1.1.5 Establish proof of English proficiency:

6.1.1.5.1 To be admitted as a degree-seeking student, an International Student may prove English proficiency by submitting one of the scores listed in the Addenda, Section 7.1, or have English proficiency approved by the International Office.

6.1.1.5.2 Students not meeting the English proficiency requirement can only be admitted into the University in the English as a Second Language Program (ESL) and may be limited in registering for other University coursework until completion of the ESL program.

6.1.1.5.3 Upon successful completion of the ESL Program and/or completion of a college entrance or placement test and submission results, an International Student may be matriculated by the University as a degree-seeking student and may take University level coursework as long as proof of funds has been provided to the International Office.

6.1.1.5.4 Submit required finance statement verifying the ability to meet minimum educational and living expenses. International Students may be conditionally admitted without the required financial statements, provided that the student is applying to the University through a third-party recruitment agency. However, a financial statement will be required prior to the issuance of the I-20.

6.1.1.5.5 Submit any additional documentation required by the International Office.

6.2 International Partnerships and Exchange Visitors Policy

6.2.1 The Office of International Programs is responsible for facilitating partnership developments, overseeing partnership support, and achieving partnership outcomes at the University. The Office of International Programs leads partnership engagement to achieve distinction in internationalizing the University. Through partnership initiation, agreement coordination, hosting partner visits, visiting existing and new partner institutions, and promoting international funding opportunities, the Office of International Programs helps to advance the University's global presence and connections. The Office of International Programs serves as a hub for cross-cultural education, outreach, and scholarship. The Executive Director of the Office of International Programs needs to review and approve any International Program agreement before the agreement is submitted to the Office of the General Counsel for legal review and approval.

6.2.2 Types of Partnerships and Agreements

6.2.2.1 Memorandum of Cooperation/Understanding: Establishes general or potential areas of collaboration between the University and other institutions and organizations, without establishing any specific programs.

6.2.2.2 Letter of Intent: Establishes desire to explore cooperation opportunities including, but not limited to, Exchange Programs. Does not establish or facilitate mobility and programs. Limited in scope on Department and College level.

6.2.2.3 Program Specific Agreement: Establishes the details of a University collaboration—including roles, expectations, responsibilities, activities, and contributions of the respective parties.

6.3 Responsibilities and Duties of the Responsible Officer (22 CFR 62.11)

6.3.1 The Responsible Officer is thoroughly familiar with the University's Exchange Visitor Program regulations, relevant immigration laws, and all federal and state regulations and laws pertaining to the administration of the Exchange Visitor Program, including the Department of State's and the Department of Homeland Security's policies, manuals, instructions, and guidance on SEVIS and all other operations relevant to the Exchange Visitor Program. The Responsible Officer coordinates with International Partners, provides guidance and support to all Exchange Visitors, and conducts all official communications relating to the University's

Exchange Visitor Program with the Department of State and the Department of Homeland Security.

6.4 International Students, International Faculty and Staff Exchange Procedures

6.4.1 An approved and properly signed exchange agreement in accordance with the policies of the University and its international partner will establish the procedures for an exchange program. All exchange procedures and protocols must be in accordance with the “22 CFR 62.”

6.5 Student Exchange Program

6.5.1 Administration of the Student Exchange Program follows guidelines established in the Exchange Program Agreement and within the parameters set by 22 CFR 62, and the agreement must be approved by the Office of General Counsel and the Executive Director of the Office of International Programs and executed by the University Official with Signature Authority or Designee.

6.6 Faculty Exchange

6.6.1 A Faculty Exchange is governed by the terms of the partnership agreement, which must be within the guidelines and requirements of 22 CFR 62, approved by the Office of the General Counsel and the Executive Director of the Office of International Programs, and signed by the appropriate authorities representing the participating universities.

6.6.2 The Office of International Programs maintains a repository of the partnerships and agreements executed by University authorities or designees and follows the terms to ensure the agreements are appropriately implemented.

VII. Addenda – N/A

7.1 To be admitted as a degree-seeking student, the student may prove English proficiency by submitting one of the options listed below:

7.1.1 Overall TOEFL score of 68+(Reading – 22+ & Writing – 24+);

7.1.2 Overall IELTS score of 6.0+ (Reading – 6.0+ & Writing 6.0+); or

7.1.3 ACT English score of 17+; or

- 7.1.4 Overall Duolingo score of 95+; or
- 7.1.5 SAT Writing/Language Score of 24+
- 7.1.6 Accuplacer Reading Score of 66+ and Sentence Skills Score of 61+
- 7.1.7 An official transcript(s) showing 24 or more credits earned from a U.S. regionally accredited college or university.
- 7.1.8 High school transcript reflecting graduation from a U.S. high school.

Policy Owner: Provost and Vice President of Academic Affairs

Policy Steward: Executive Director of the Office of International Programs

History:

Approved 7/31/2023