



International Enrollment Services
Madison Hall, Room 109
550 East Spring Street
Columbus, Ohio 43215-9965

Telephone: 614-287-2074
Fax: 614-287-6019
Email: istudent@csc.edu

REQUIREMENTS FOR NON-IMMIGRANTS OTHER THAN F1 VISA HOLDER

Application for International Students

High School Records (if required for admission to chosen program of study) showing:

- Courses studied
- Verification of completion/graduation
- examination results

Documents written in a language other than English must be submitted with a certified English translation of the document. Photocopies and facsimiles will not be accepted.

College Transcripts

- **U.S. College or University:** Please have official transcripts from any previously and currently attended colleges sent to the attention of International Enrollment Services.
- **Foreign College Records:** If you would like to request transfer credit for courses completed, please have transcripts sent to the International Enrollment Services. **Original or certified copies of the original in the original language and English translations of the records are required.**

Please note: Columbus State Community College has limited resources to evaluate foreign transcripts and may not be able to determine equivalent course and grade credit for your previous college experience. We recommend that you submit your foreign transcript to a professional foreign [transcript evaluation service](#) in the United States if you wish to pursue the possibility of receiving transfer credit.

English Proficiency Test

If you are currently in U.S., please call 614-287-2669 to make an appointment to take our institutional English as a Second Language placement test. You must take our institutional English as a Second Language placement test if:

- English is not your native language
- You have not taken the equivalent to U.S. college level English course (English Composition)
- You are unable to send an official copy of your previous college transcript for evaluation of college level English credits

Your college English requirements are usually waived if you have earned a degree from an accredited U.S. college/university or you have completed a college level English Composition course from an accredited U.S. college/university. Submit your official college transcript to Columbus State Community College Records and Registration Office for evaluation.

Immigration documents

Submit photocopies of your U.S. visa stamp and **both sides** of your I-94 card, or other documentation concerning your immigration status.

Once documents are submitted to CSCC, they will not be returned.