



Bismarck State College

International Student Procedure & Requirements for Tuition Waiver

Pursuant to SBHE Policy 820, BSC offers international students the ability to waive 50% of the non-resident tuition rate. This waiver is available to international students who are accepted for admission at Bismarck State College, hold F-1 student status, and continue on a semester basis to uphold the necessary academic requirements.

Procedure

Application Process

- Applicant must apply to Bismarck State College and be accepted
- Applicant must submit the International Student Waiver Application
- BSC will give out an average of 3-5 international waivers per calendar year; the total dollar amount will be determined by the budget process
- Awards will be based on availability (first-come)
 - Based on admissions acceptance date

Review

- Applications will be received by the Director of Admissions & Enrollment Services
 - Director will verify that each international student has a complete admissions file.

A complete admissions file includes:

- BSC Application for Admission
- One-time \$35 (US currency) non-refundable application fee.
- Official high school (secondary school) transcript. Must be evaluated by World Education Services (WES). The evaluation form may be obtained at WES.org. The form must be submitted with official transcripts/academic records from all secondary schools attended, along with word-for-word English translations. The student will be charged for the service by the World Education Services. Exemptions to this policy may be granted if the student has completed 24 or more semester hours of college level coursework evaluated through WES.
- Official college or post-secondary transcript(s). Must be evaluated by WES. The evaluation form may be obtained at WES.org. The form must be submitted with official transcripts/academic records from all post-secondary schools attended, along with word-for-word English translations. The student will be charged for the service by the World Education Services. **There is no guarantee that the credits will transfer.**
- Placement Exams exemptions to this policy may be granted if you have both a college level math and English course transferable through WES.
- Documented proof of immunity to measles, mumps, and rubella (two doses of MMR vaccine) and Meningococcal (one dose after the age of 16). Tuberculosis screening may also be applicable.
- English Proficiency (whose first language is not English)
- Completed Declaration of Finance form. The Declaration of Finance form needs to be filled out by your bank and must be sent directly from the bank to Bismarck State College. The account must show deposits and withdrawals from the last six months. Documentation must show a source of full financial support for all years of attendance at Bismarck State College. You should be prepared to provide additional certified bank records or other pertinent documentation upon request.
- All F-1 students who enroll at BSC are required to purchase a medical health insurance policy which remains in effect for the duration of study. The premium for coverage under this plan will be billed directly to the student. The annual fee

must be paid in full at the beginning of the first year and prior to each subsequent year of study. The insurance will be coordinated by the international student admissions office. Students from Canada and Norway are exempt.

- After arriving on campus, students must provide a copy of their passport, including passport expiration date and the U.S. entry visa stamp in the passport with expiration date (except Canadians)

Once the admissions file is complete and verified:

- Tuition waiver applications will then be sent to the Dean of Student Affairs for approval.
- A congratulation letter from the Director of Admissions/Enrollment Services will be sent to the recipient.
- The Director of Admissions/Enrollment Services will notify the BSC Student Finance Office of the award.

Award Policy

Current students receiving the waiver will be verified for renewal first.

- Waivers will not exceed 50% of the amount of tuition and are applied to on-campus classes only
- Tuition waivers do not include fees, books, room and board
- Recipients must register and maintain full-time (12 credits or more) each semester
- Awards will be made for an academic year, which runs from August-May
- Awards shall be limited to a maximum of five semesters of participation
- Students must maintain at least a 2.5 cumulative GPA (grade point average)
- Student must remain in good standing (no financial holds, or violation of the BSC Student Code of Conduct)



Bismarck State College International Student Tuition Waiver Application

International Student Waivers are intended to encourage enrollment of a culturally diverse student body for the benefit of all students and the academic community.

Full Name _____ Date of Birth _____
(Last) (First) (Middle)

E-mail Address: _____ Phone Number: _____

Home Address _____
(Street Address) (City)

(State/Province/Country) (Zip Code)

Alternative Address _____
(Street Address) (City)

(State/Province/Country) (Zip Code)

Country in which you hold residency? _____

Is English your official language? _____

If no, have you taken the TOEFL within the last year? _____

Intended program of study at BSC? _____

Applicant's Signature _____ Date _____

PLEASE RETURN THIS APPLICATION TO:

**INTERNATIONAL STUDENT ADMISSIONS
BISMARCK STATE COLLEGE
PO Box 5587
1500 EDWARDS AVE
BISMARCK, ND 58501**