

Administrative Procedure 5012 International Students

I. F-1 International Student Admissions Requirements

Peralta Community College District (PCCD) may issue a *Certificate of Eligibility* (I-20) to a prospective F-1 international student who meets the requirements of 8 CFR 214.3(k)¹ and who completes the International Student Admissions Process, outlined below:

- A. Submit an OpenCCC International Application to obtain a Peralta Student ID or resubmit to refresh/reactivate their account.
- B. Complete the Office of International Education's International Student Application and submit required documents outlined below. All documents must be in English or accompanied with an English translation.
 - 1. Educational Documents - Transcript and/or Diploma from the highest institutional level.
 - i. Proof of High School completion (diploma/other) required for students who are not 18 years of age by the first day of their intended semester
 - ii. Transcripts from all U.S. colleges/university coursework are required
 - 2. Medical Examination Form or equivalent
 - 3. Copy of Passport Bio Page
 - 4. Proof of finances
- C. Prospective F-1 students already in the U.S. must also submit:
 - 1. Copies of current visa and status
 - 2. Copies of all legal documents (I-20's, DS-2019's, or other)
- D. Prospective F-1 students under the age of 18 at the start of the semester must also meet the conditions in AP 5010 and submit parent/legal guardianship authorization for attendance.
- E. F-1 students who are out of status, must also meet the eligibility requirements of 8 CFR 214.2(f)(16)² as determined by the P/DSO.
- F. International student applicants must apply by the deadlines listed on the website

II. Concurrent Enrollment of F-1 International Students

F-1 international students attending another Student and Exchange Visitor Program (SEVP) Certified institution may concurrently enroll in courses at the Peralta Colleges for spring, summer, or fall if they meet the requirements of Administrative Procedure 5010 and complete the following steps:

- A. Submit an OpenCCC International Application to obtain a Peralta Student ID or resubmit to refresh/reactivate their account.
- B. Submit copies of their passport, I-94, and most recent I-20 to the Office of International Education

III. Non F-1 International Enrollment

International students not on the F-1 visa status may enroll in courses subject to their current nonimmigrant status (if applicable) and if they meet the requirements of Administrative Procedure 5010. These students must complete the following steps:

- A. Submit an OpenCCC International Application to obtain a Peralta Student ID or resubmit to refresh/reactivate their account.
- B. Submit copies of current visa, status, and legal documents (I-94, DS-2019, or other) to the Office of International Education

¹ [https://www.ecfr.gov/current/title-8/part-214/section-214.3#p-214.3\(k\)](https://www.ecfr.gov/current/title-8/part-214/section-214.3#p-214.3(k))

² [https://www.ecfr.gov/current/title-8/part-214#p-214.2\(f\)\(16\)](https://www.ecfr.gov/current/title-8/part-214#p-214.2(f)(16))

IV. Maintaining F-1 International Status

F-1 international students must adhere to Department of Homeland Security (DHS) rules and regulations set forth in 8 CFR 214.2. This includes, but is not limited to:

- A. Meeting the enrollment requirements each semester, including in person enrollment requirements
- B. Making academic progress and completing their program in a timely manner
- C. Updating the Office of International Education with changes to contact information within ten days
- D. Contacting the Office of International Education with any changes to their academic program
- E. Meeting the Office of International Education's deadlines as it relates to Student Exchange and Visitor Information System (SEVIS) related requests (Registration, Reduced Course Loads, Program Extensions, and Practical Training)
- F. Enrolling in credit courses as non-credit courses do not count towards F-1 enrollment requirements

V. Non-Resident/International Student Fees

The following fees are required for enrollment. For a breakdown of fees see the current class schedule.

- A. Non-Resident Tuition (per unit)
- B. Enrollment Fee (per unit)
- C. Capital Outlay Fee (per unit)
- D. Campus Fee (per campus)
- E. AC Transit Pass (per semester)
- F. Health Fee (per semester term)
- G. International Student Health Insurance Fee (per term). Students must pay the International Student.
 - 1. Health Insurance fee prior to enrollment in a payment plan. Students cannot include this fee in a payment plan.

VI. Residency Determination

Residency Determination for all nonimmigrants is subject to Title 5 Section 54045 and California Education Code § 68062(h). This includes, but not limited to, the B-1, B-2, F-1, F-2, J-1, and J-2 categories. Please refer to Administrative Procedure 5015 for more information.

References:

Education Code Sections 70902(b)(9); 76140, 76141 and 76142;
Title 5 Section 54045;
Title 8, U.S. Code Sections 1101. et seq.

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