

# F-1 International Student Admissions Guide



## Step 1: Complete application requirements for an I-20

Submit the documents from the Application Requirements Checklist for F-1 International Students. To see the required forms, visit [www.tri-c.edu/internationalforms](http://www.tri-c.edu/internationalforms). Documents must be submitted by the deadline to one of the coordinators by appointment, or mailed to the campus you wish to attend. Expect up to three weeks for processing. Once all requirements are met, you will receive an acceptance letter from Tri-C.

If you are currently overseas, a Certificate of Eligibility (Form I-20) will be mailed to the address on your application. Upon receipt of your initial Form I-20, pay your **SEVIS I-901 fee** (<https://fmjfee.com/i901fee/index.html>) and make an appointment for an interview at the U.S. consulate/embassy.

## Step 2: Mandatory Testing

Once you have a valid student ID number (S-number), take the mandatory testing.

**English as a Second Language (ESL) Placement Test.** Students beginning the English as a Second Language program must take the ESL placement test to determine placement in Basic, Level I, Level II, or Level III. To prepare for the test, review the ESL Placement Test Preparation Guide.

Students are exempt from the English as a Second Language placement testing if they have completed a college-level English course with a “C” or better from an accredited U.S. college or university and transferred in a minimum of 12 credit hours, or if they have earned qualifying TOEFL, IELTS, ACT or SAT scores within the last two years.

**Academic Testing:** Students who have qualifying scores from the TOEFL, IELTS, ACT or SAT tests, or have taken the ESL placement test and tested into the third level of ESL classes, are eligible to take the math placement test. It is recommended that students attend an on-campus preparation session prior to placement testing. Studies show students attending an in-person prep session may achieve a higher placement level. Self-study guides are available for those unable to attend the in-person review sessions.

Visit [www.tri-c.edu/placement-testing](http://www.tri-c.edu/placement-testing) for the hours/locations of in-person prep sessions and the self-study guides.

## Step 3: Mandatory Orientation

**All new international students are required to attend a mandatory orientation for international students hosted on the campus you plan to attend.**

During orientation, you will be introduced to Tri-C policies, procedures and resources, meet with a counselor, and register for your classes.

## Step 4: Meet with an Academic Counselor

Once you complete all required academic testing, or your transcripts have been reviewed by the Registrar (transfer students only), schedule an appointment with a counselor. Call your campus counseling office at 216-987-6000 (option 4) or make an appointment online at [www.tri-c.edu/counseling](http://www.tri-c.edu/counseling). When making your schedule with a counselor, new students will be required to take the following:

**First Year Experience (FYE) Success Seminar:** FYE Success Seminar is a one-credit course that develops lifelong learning skills and connects students to College support services. Learn more about FYE at [www.tri-c.edu/fye](http://www.tri-c.edu/fye). Only new students are required to participate in FYE. Transfer students are exempt if they have completed 20 or more credit hours and maintained a 2.5 GPA.

*\*Note that New Student Convocation and First Year Experience Success Seminar are co-requisites. Students must register for both courses.*

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### Step 5: Sign in to my Tri-C space

As soon as your application is processed, the College will generate your **my Tri-C Space** account. Here, you can obtain important information regarding registration and course planning. Within *my Tri-C Space*, you will also have a student email account. To access your email account, search Student Email on the Discover page in *my Tri-C Space*. The format of your email includes your personal “S” ID number and looks like: Sxxxxxxx@acad.tri-c.edu Remember to check your email regularly for important updates.

1. Go to **my.tri-c.edu**
2. Click “Change Your Password” to create a new password
3. Enter your Tri-C ID (S#) and click “Continue”
4. Enter your date of birth as your old password. Enter in m/d/yyyy format with no leading zeros
5. Create a new password. Re-enter the password
6. Click the “Change” button. You will be redirected to the *my Tri-C space* login page
7. Log in using your Tri-C ID and the password you just created.  
(You will need to create a new password every 120 days)

### Step 6: Register and Pay

Schedule your classes in *my Tri-C Space* (Search Registration on the Discover page) or in person at the Enrollment Center. Registration is not complete until you have paid or made arrangements to pay for your tuition and fees. Students can make an international payment from any country, using any currency, by searching Paying for College on the Discover page in *my Tri-C Space*. Cash and check payments can be made in person at the Enrollment Center. Credit card payments can also be made in *my Tri-C Space* by searching Paying for College on the Discover page. View the deadline dates at [www.tri-c.edu/paymentdeadline](http://www.tri-c.edu/paymentdeadline).

International students must pay in full at the time of registration. To arrange an installment payment plan, international students must present their Social Security card or be accompanied by a cosigner who has a Social Security number. Go to the enrollment center to receive an installment payment agreement form and learn about the required documents to submit.

### Step 7: Get ID and Books

A My Tri-C Card is necessary for conducting business at the College. In order to obtain a My Tri-C Card, you must first be registered for classes. After registering, go to an enrollment center to have your My Tri-C Card photo taken. You must present an existing, valid photo ID prior to having your picture taken. Your first My Tri-C Card is free; there is a fee for a replacement card. Once your account is paid in full, you are eligible to receive the RTA Student U-Pass which allows you to ride free of charge on all Greater Cleveland RTA buses and rapid trains.

Buy your books at the campus bookstore (take your printed class schedule) or on the Tri-C Bookstore website before the start of classes. The bookstore offers rentals, e-books, used books and new books.

### Step 8: Receive your Form I-20

You will receive a new Form I-20 from your coordinator by appointment. Please bring your passport and your I-94 record which can be found at <https://i94.cbp.dhs.gov/I94/#/home>. Your new U.S. Address is required for this appointment.

### Step 9: Engage

Go to your classes, meet new people and begin your college career as a Tri-C student! Find information about engagement opportunities on our Student Life and Engagement webpage.