Application Process

College Email, User ID, and Password

Recognizing the increasing reliance on electronic communications, Cincinnati State creates a College email (SurgeMail) account for all applicants and students. The College uses the Surge Mail account as the official means of business communication for College information. Applicants and students must access and review their Surge Mail on a frequent and consistent basis in order to stay current with College communications.

When a student applies to the College, a Student Network Access email will be sent to the applicant within 24 hours of application submission. This email message contains the applicant's user identification, SurgeMail email account, College ID, and links with instructions for creating a password. Social security numbers are not used as an identifier for student records.

Application Information Requirements

First-Time Students

First-time students should submit:

- An online Application for Admission, available at www.cincinnatistate.edu/apply .
- An official high school transcript. The transcript must be mailed directly to the Office of Admission from the institution. Hand-carried, emailed, or faxed copies are not accepted. (High school seniors must submit a final transcript after graduation.)
- Applicants who are not high school graduates must submit a copy of their General Educational Development (GED) test scores.
- Applicants must complete the college Placement Test (see Placement Testing (http://catalog.cincinnatistate.edu/archives/2016-17/ admissioninformation/placementtesting) elsewhere in this catalog for details).
- A $15 non-refundable admission fee is charged to the student's first registration bill. Cincinnati State does not charge a fee when the admission application is submitted.

Home-Schooled Students

Home-schooled students should submit:

- An online Application for Admission, available at www.cincinnatistate.edu/apply .
- A notarized letter from their parents detailing the duration and the content of the student's home-school experience.
- A diploma and transcript from a recognized home-schooling association or a state diploma based on the GED.
- Applicants must complete the college Placement Test (see Placement Testing (http://catalog.cincinnatistate.edu/archives/2016-17/ admissioninformation/placementtesting) elsewhere in this catalog for details).

International Students

Non-U.S. citizens who have been granted the status of immigrant, permanent resident, or refugee by the Bureau of Citizenship and Immigration Services may be admitted on the same basis as U.S. citizens. Students in these categories must provide to the Office of the Registrar a copy of applicable documentation (permanent resident card, visa, I-94, etc.) for the application to be processed. International students applying for F-1 visas should apply at least two months before they intend to begin classes at Cincinnati State, and should:

- Meet the College admission requirements of U.S. citizens, including completing an online Application for Admission (http://www.cincinnatistate.edu/ apply) .
- Provide proof of proficiency with the English language with a minimum TOEFL score of 500 (paper) or 61 (Internet-based), sent directly to Cincinnati State from the Educational Testing Service. Cincinnati State's school code is 1984.
- Submit an English translation of high school transcripts. If transferring college/university coursework from outside the U.S., students must have transcript(s) translated and evaluated by an official Credential Evaluation Service. (Listing available upon request from the International Student Office (http://www.cincinnatistate.edu/internationalstudent) .)
- Provide proof of adequate financial support. It is estimated that international students need a minimum of $17,542 per year for tuition, books, living, and miscellaneous expenses. There are no scholarships or educational loans available for international students. Submission of a signed and officiated Certification of Finances Form, sent to the attention of the International Student Advisor, is required to verify the availability of sufficient funds to cover the cost of the education while attending Cincinnati State.

After receipt of the above-mentioned documents, and consequent offer of admission, all international students must submit a $3,500 advance tuition deposit fee to the Cashier's Office. This deposit is credited to the individual's account and used only for payment of tuition and fees. The fee covers approximately one semester of tuition. The student must provide for all other expenses, including room, board, books, transportation, and incidental expenses. An I-20 Form is issued to the student only after the above-mentioned steps are completed.

For additional information regarding international admission, contact the International Student Advisor at (513) 569-1543, or www.cincinnatistate.edu/internationalstudent on the College website. Only certain international student visas are eligible for financial aid. Please see the Office of Financial Aid section of the College website at www.cincinnatistate.edu/financial aid to determine eligibility.

Non-Degree Seeking Students

Students who are not seeking a degree or certificate should submit an online Non-Degree Application form, available at www.cincinnatistate.edu/admissionforms . Non-degree seeking students are not eligible for financial aid.

Returning Students

Students who have been admitted to Cincinnati State in the past, but have not enrolled in classes for one year or more, should:

- Be aware that admission documents are maintained for five years after the initial admission date.
- Previously admitted students who have not enrolled for one (1) year must reapply for admission online, and pay a $15 non-refundable admission fee (charged to the student's first registration bill).
- Students reapplying for admission five years after their prior admission date must resubmit an Application for Admission, resubmit all required documents, and retake the college placement test. (See the Placement Testing (http://catalog.cincinnatistate.edu/archives/2016-17/admissioninformation/placementtesting) section of this catalog for details, including the test waiver process.)