Application Process

Cincinnati State Email, User ID, and Password

Cincinnati State creates a College email account (also referred to as SurgeMail) 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 review their Surge Mail frequently and consistently 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 submitting the application. This email message contains the applicant's user identification, SurgeMail email account, and College ID. The message also contains links to instructions for creating a password.

Social security numbers are not used as an identifier for Cincinnati State student records.

Application Information Requirements

First-Time Students

First-time students should submit:

- An online Application for Admission (https:// apply.cincinnatistate.edu/page_who_are_you.aspx).
- 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 may submit a high school transcript before graduation as part of qualifying for scholarships, but must also submit a final transcript after high school graduation.
- Applicants who are not high school graduates must submit a copy of their General Educational Development (GED) test scores. This document may be sent by postal mail, email, or fax, or may be hand-carried to the Office of Admission.
- Applicants must complete the Cincinnati State Placement Test (see Placement Testing (http://catalog.cincinnatistate.edu/ archives/2017-18/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 (https:// apply.cincinnatistate.edu/page_who_are_you.aspx).
- 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/2017-18/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 (https:// apply.cincinnatistate.edu/page_who_are_you.aspx).
- 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., student transcript(s) must be translated and evaluated by an official Credential Evaluation Service. (Listing available upon request from the International Student Advisor (http://www.cincinnatistate.edu/ academics/admission/admission-overview/international-students).)
- 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 steps described above are completed.

For additional information regarding international admission, contact the International Student Advisor at (513) 569-1543, or review the International Students (http://www.cincinnatistate.edu/academics/ admission/admission-overview/international-students) section of the College website.

Only certain international student visas are eligible for financial aid. Please see the Office of Financial Aid (http://www.cincinnatistate.edu/ academics/financial-aid) section of the College website 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 from the Non-Degree

Seeking Student (http://www.cincinnatistate.edu/academics/admission/admission-overview/non-degree-seeking) section of the College website. 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 follow these procedures:

- Be aware that admission documents are maintained for five years after the initial admission date.
- Previously-admitted students who have not enrolled in any classes for **one (1) year** must:
    - Resubmit an Application for Admission (https://apply.cincinnatistate.edu/page_who_are_you.aspx)
    - Pay a $15 non-refundable admission fee (charged to the student's first registration bill)

- Previously-admitted students who are reapplying **two (2) years to four (4) years** after their prior admission date must:
    - Resubmit an Application for Admission (https://apply.cincinnatistate.edu/page_who_are_you.aspx)
    - Retake the placement test. See the Placement Testing (http://catalog.cincinnatistate.edu/archives/2017-18/admissioninformation/placementtesting) section of this catalog for details, including the test waiver process.

- Previously-admitted students who are reapplying **five (5) years** after their prior admission date must:
    - Resubmit an Application for Admission (https://apply.cincinnatistate.edu/page_who_are_you.aspx)
    - Resubmit all required documents
    - Retake the placement test. See the Placement Testing (http://catalog.cincinnatistate.edu/archives/2017-18/admissioninformation/placementtesting) section of this catalog for details, including the test waiver process.

- If you have **graduated from Cincinnati State** with a degree or certificate, but wish to resume studies at the College, you must submit a new Application for Admission (https://apply.cincinnatistate.edu/page_who_are_you.aspx).
    - You don't need to resubmit previously-submitted documents.
    - You may complete an online Test Waiver Form (https://web3.cincinnatistate.edu/eforms/eform.aspx?form_id=168) to waive the placement test.