

# Application Process

## Application for Admission Requirements

### First-Time Student requirements:

- Complete an online [Application for Admission \(https://apply.cincinnatiastate.edu/page\\_who\\_are\\_you.aspx\)](https://apply.cincinnatiastate.edu/page_who_are_you.aspx).
- Submit an official high school transcript. The transcript must be sent directly to the Office of Admission from the institution. High school seniors may submit a high school transcript before graduation, but must also submit an official final transcript after graduation.
- Applicants who are not high school graduates must submit a state-approved alternative to high school graduation, such as scores from the General Educational Development (GED) test. This document must be sent directly from the school or agency to the Office of Admission.
- Applicants who have completed college work at a regionally accredited higher education institution must also submit an official transcript. The transcript must be sent directly to the Office of Admission from the institution. If a degree is earned from a regionally accredited college or university, the high school transcript is waived.
- 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 Student requirements:

- Complete an online [Application for Admission \(https://apply.cincinnatiastate.edu/page\\_who\\_are\\_you.aspx\)](https://apply.cincinnatiastate.edu/page_who_are_you.aspx).
- Submit a notarized letter from the parent detailing the duration and the content of the student's home-school experience.
- Submit a diploma and transcript from a recognized home-schooling association or a state diploma based on the GED.
- Applicants who have completed college or university work at a regionally accredited institution must also submit an official transcript. The transcript must be mailed directly to the Office of Admission from the institution. If a degree is earned, the high school transcript is waived.
- 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.

### International Student requirements:

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.

- International students must meet the College admission requirements of U.S. citizens, including completing an online [Application for Admission \(https://apply.cincinnatiastate.edu/page\\_who\\_are\\_you.aspx\)](https://apply.cincinnatiastate.edu/page_who_are_you.aspx).
- International students must provide a copy of immigration status (i.e., 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 also:
  - Provide proof of proficiency with the English language (see additional information below).
  - Submit an English translation of high school transcripts and/or diploma.
  - If transferring college/university coursework from outside the U.S., student transcript(s) must be translated and evaluated by an official Credential Evaluation Service.
  - Provide proof of adequate financial support. It is estimated that international students need a minimum of \$43,000 for two years for tuition, books, living expenses, 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.
- 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.

After receipt of the above-mentioned documents, and consequent offer of admission, all international students must submit a \$5,000 advance tuition deposit fee to the Cincinnati State 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.

Only certain international student visas are eligible for financial aid. Please see the [International Students](#) section of the College website for more information.

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 (<https://www.cincinnatiastate.edu/admission/international/>) section of the College website.

### International Student - Demonstrating English Proficiency

To demonstrate English proficiency, international students must meet one of the following criteria:

- Provide **U.S. High School diploma** showing a minimum 2.0 cumulative GPA
- Provide **proof of completion of secondary school in an English-speaking country** (see list of qualifying countries in the International Students (<https://www.cincinnatiastate.edu/admission/international/>) section of the College website)
- Submit official transcripts verifying **successful completion of any college level English course with a grade of C or higher** from a regionally accredited U.S. college or university. This does not include ESL coursework.
- Submit **Test of English as a Foreign Language (TOEFL)** scores that are less than two years old, with a minimum score of 500

(Paper), 173 (Computer) or 61 (Internet-based). The Educational Testing Service school code for Cincinnati State is 1984.

- Submit **International English Language Testing System (IELTS) scores** that are less than two years old, with a minimum overall score of 5.0.
- Submit **ACCUPLACER scores** that are less than two years old, with minimum score of 4 on WritePlacer

Exemption from the Cincinnati State English Composition requirement is determined by the Office of Admissions, the International Student Affairs Office, and the Academic Divisions.

#### **Non-Degree Seeking Student requirements:**

Students who are not seeking a degree or certificate should complete the online Application for Admission ([https://apply.cincinnati.edu/page\\_who\\_are\\_you.aspx](https://apply.cincinnati.edu/page_who_are_you.aspx)) as a Non-Degree applicant. Non-degree seeking students are not eligible for financial aid or Indiana or Kentucky Reciprocity. Once admitted, students may register for classes online, in person, or via email through the Registrar's Office. For more information see the Non-Degree Students (<https://www.cincinnati.edu/admission/non-degree/>) section of the College website.

#### **Returning Student requirements:**

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:

- Resubmit an online Application for Admission (<https://apply.cincinnati.edu/>).
- Request and submit to Cincinnati State official undergraduate transcripts from each regionally accredited college attended since leaving Cincinnati State. These transcripts must be mailed directly to the Office of Admission from the institution.
- Applicants may be asked to resubmit high school or college transcripts since the Admission Office is not required to maintain documents beyond five years after the initial admission to the College. Documents for graduates of Cincinnati State are maintained.
- 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.

For more information see the Returning Students (<https://www.cincinnati.edu/admission/returning-students/>) section of the College website.

## **Cincinnati State Account Information and Next Steps**

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 number. The message also contains links to instructions for creating a password. Applicants also will receive instructions to log in to their MyCState account to check on the status of their admission and financial aid.

Upon acceptance to the College, students are asked complete the online New Student Orientation (<https://www.cincinnati.edu/>

[new-student-orientation/](#)) program and schedule an appointment for required advising and orientation in the applicable academic division.