

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 Admissions 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 Admissions.
- 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 Admissions 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 Admissions 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:

Cincinnati State welcomes F-1 and M-1 visa holders and encourages international students to apply three to four months before intending to begin classes. Students who have a pending immigrant petition or a visa petition with the United States Citizenship and Immigration Services (USCIS), but have not yet been adjudicated, should follow these steps as an international student.

- 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 transcripts as follows to the Office of Admissions:
 - An English translation of student's high school transcript AND a copy of the diploma/certification

- If transferring college/university coursework from outside the USA, transcript(s) must be translated and evaluated by a member of the National Association of Credential Evaluation Services (NACES). See recommended agencies online.
- If education is completed within the USA, request that your high school and any college/university attended send an official transcript to the Cincinnati State Office of Admissions
- Provide proof of proficiency with the English language by one of the following:
 - 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 or 5 on WritePlacer ESL.
 - 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.
- 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 new and transfer F-1 and M-1 visa holders, and students who want to change their visa status to F-1, must complete and submit the International Student Enrollment Packet to the Office of International Student Affairs to receive their I-20. #Students must provide#proof of adequate financial support#and submit a#tuition deposit#in advance, which is credited to the student's#account and used only for payment of tuition and fees. An I-20 Form is issued to the student only after the#Enrollment packet and all required documents are received and processed.

The International Student Enrollment Packet can be downloaded from the International Student section of the Cincinnati State website (<https://www.cincinnatiastate.edu/admission/international/>).

Non-Degree Seeking Student requirements:

Students who are not seeking a degree or certificate should complete the online Application for Admission (https://apply.cincinnatiastate.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.cincinnatiastate.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-state.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-state.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-state.edu/new-student-orientation/>) program and schedule an appointment for required advising and orientation in the applicable academic division.