

Application Process

Application for Admission Requirements

New Student requirements:

- Complete an online [Application for Admission \(https://apply.cincinnati.state.edu/page_who_are_you.aspx\)](https://apply.cincinnati.state.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.
- Ohio home-school transcripts must be accompanied by a copy of the Excused Absence for Home Education Letter the student received from their local school district, excusing the student from public instruction during their senior year. Students home-schooled outside of Ohio must submit official excused absence documentation provided by the state or complete a self-certification form (<https://www.cincinnati.state.edu/wp-content/uploads/2024/03/Home-School-Form-1.pdf>) and return it to the Office of Admissions.
- Applicants who have completed college coursework during high school at a regionally accredited higher education institution must also submit an official college transcript. The transcript must be sent directly to the Office of Admissions from the institution.
- 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.

Transfer Student requirements:

- Complete an online [Application for Admission \(https://apply.cincinnati.state.edu/\)](https://apply.cincinnati.state.edu/)
- Submit official undergraduate transcript(s) from each regionally accredited higher education institution attended. The transcript must be sent directly to the Office of Admissions from the institution.
- If you are transferring fewer than 18 credits of college-level coursework to Cincinnati State, also submit an official high school transcript with graduation date.
 - If required, the transcript must be sent directly to the Office of Admissions from the institution.
- Applicants who are not high school graduates must submit a state-approved alternative to high school graduation, such as scores from the General Education Development (GED) test. This document must be sent directly from the school or agency to the Office of Admissions.
- Ohio home-school transcripts must be accompanied by a copy of the Excused Absence for Home Education Letter the student received from their local school district, excusing the student from public instruction during their senior year. Students home-schooled outside of Ohio must submit official excused

absence documentation provided by the state or complete a self-certification form (<https://www.cincinnati.state.edu/wp-content/uploads/2024/03/Home-School-Form-1.pdf>) and return it to the Office of Admissions.

- 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 \(https://apply.cincinnati.state.edu/page_who_are_you.aspx\)](https://apply.cincinnati.state.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 a list of recommended agencies on the College website.
 - 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:
 - Provide proof of completion of secondary school in an English-speaking country (<https://live-cincinnati-state-wp.pantheonsite.io/wp-content/uploads/2021/03/English-Speaking-Countries11.30.20.pdf>).
 - Submit official transcripts verifying successful completion of any college-level English course with a grade of C or higher from a regionally accredited college or university in an English-speaking country. This does not include ESL coursework.
 - Submit official test results that are less than two years old from one of the following:
 - **Test of English as a Foreign Language (TOEFL):** Minimum score of 500 (PBT), 173 (CBT) or 61 (IBT). The school code for Cincinnati State is 1984.
 - **International English Language Testing System (IELTS):** Minimum overall score of 5.0.
 - **ACCUPLACER:** Minimum score of 4 on WritePlacer or 5 on WritePlacer ESL.
 - **Duolingo English Test:** Minimum score of 80.

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 Form (ISEF) 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 ISEF and all required documents are received and processed.

The International Student Enrollment Form can be downloaded from the International Student Affairs Office (<https://www.cincinnati.state.edu/international-students/>) section of the Cincinnati State website.

Non-Degree Seeking Student requirements:

Students who are not seeking a degree or certificate should complete the online Application for Admission (https://apply.cincinnati.state.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.state.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:

- Submit 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.