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**POLICY TITLE:**

**International Student Policy**

**APPLIES TO:**

**International Students (Undergraduate, Graduate, Exchange, and Visiting)**

**ADMINISTRATIVE AUTHORITY:**

**Office of Global Strategies and International Affairs**

**APPROVED BY:**

**President Koffi C. Akakpo (Interim Approval)**

**EFFECTIVE DATE:**

**September 26, 2025**

**EXPIRATION DATE:**

**Sixth Months from Approval if Not Renewed or Made Permanent**

**NEXT REVIEW DATE:**

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**POLICY STATEMENT:**

Kentucky State University (KSU) provides academic opportunities for international students in compliance with federal law and University regulations. This policy ensures international students are supported with clear admission procedures, visa processes, and ongoing guidance to maintain lawful status and academic success.

This policy applies to all F-1 and J-1 international students enrolled in undergraduate, graduate, degree, non-degree, and exchange programs.

**DEFINITIONS:**

**International Student:** A student who is not a U.S. citizen or permanent resident, admitted on an F-1 or J-1 visa.

**Form I-20:** Certificate of Eligibility for F-1 student visa status, issued by KSU as a SEVP-certified institution.

**Form DS-2019:** Certificate of Eligibility for J-1 Exchange Visitor Program status, issued by KSU as a U.S. Department of State–designated sponsor.

**SEVIS:** Student and Exchange Visitor Information System, the federal database used to monitor international student records.

**Designated School Official (DSO):** KSU official authorized to issue I-20s and update SEVIS records.

**Responsible Officer (RO):** KSU official authorized to issue DS-2019s and manage J-1 program compliance.

## PROCESS:

### 1. Admission

- Submit online application with \$50 non-refundable fee.
- Provide proof of secondary or postsecondary graduation and official transcripts.
- Submit English proficiency scores (TOEFL 70 iBT, IELTS 6.0, Duolingo 100, or PTE 55).
- Undergraduate admission requires a 2.0 GPA (U.S. converted scale).
- Graduate admission requires transcript evaluation and GPA per program standards.
- Credential evaluation through WES or other NACES-approved evaluators recommended.

### 2. Visa Documentation

- Upon admission, KSU issues Form I-20 (F-1) or DS-2019 (J-1).
- Students must pay a \$500 tuition deposit to secure enrollment (refundable only if visa denied).
- Students must provide evidence of financial support for one academic year (scholarship, bank statement, sponsor letter, or assistantship).

### 3. Pre-Arrival

- Students must schedule a visa interview with a U.S. Embassy/Consulate.
- Required documents: admission letter, Form I-20 or DS-2019, SEVIS fee receipt, and proof of funding.
- KSU provides guidance through the Office of Global Strategies and International Affairs (OGSIA).

### 4. Arrival and Orientation

- Students must report to OGSIA upon arrival and attend mandatory international orientation.
- KSU reports enrollment and status updates to SEVIS each semester.
- Students must maintain enrollment, update personal information, and comply with all F-1/J-1 regulations.

### 5. Maintaining Status

- Students must check in with OGSIA each semester.
- Changes in major, address, or enrollment must be reported within 10 days.
- Failure to comply with SEVIS requirements may result in termination of status and loss of eligibility for future benefits.

## REFERENCES AND RELATED MATERIALS:

U.S. Immigration and Customs Enforcement SEVIS Overview – <https://www.ice.gov/sevis/overview>

Study in the States (DHS) – <https://studyinthestates.dhs.gov/>

U.S. Department of State Exchange Visitor Program – <https://i1visa.state.gov/>

KSU Global Strategies & International Affairs – <https://www.kysu.edu/academics/global-strategies-and-international-affairs/index.php>

KSU Graduate Studies – <https://www.kysu.edu/academics/grad-studies/index.php>

## CONTACTS:

Subject	Office	Telephone	E-mail
General Questions	Office of Global Strategies & International Affairs	(502) 597-6327	<a href="mailto:registrar@kysu.edu">registrar@kysu.edu</a>

## HISTORY:

Revision Type	Date of Issuance/Revision	Drafter(s)/Editor(s)
Issued (New Policy)	September 2025	Office of the Global Strategies & International Affairs

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