



## ADMISSION APPLICATION INFORMATION for International Student

Applications are accepted continuously until classes begin; however, for the best choice of classes, we recommend that you apply at least two months before the term begins.

Applicants from countries other than the Republic of Palau, the Federated States of Micronesia, the Republic of the Marshall Islands, the Commonwealth of the Northern Marianas Islands, the US Territory of Guam, and the U.S.A are classified as international students and therefore must fill this form if applying to PCC.

Before you begin to fill the application form, you need to determine your admissions status as described below.

1. **First Time Applicant** - An applicant who is enrolling at the college for the first time after graduating from high school/high school equivalent.
2. **Transfer Applicant** - An applicant who was enrolled in another accredited postsecondary institution.

Note: See Student Classification on page 3 to determine your classification.

Outlined below are the required documents for admission application. Applications and required documents must be completed and submitted directly to the above address. **Applicants will not be considered for admissions if required documents are incomplete or not submitted with the application. All documents received are the property of PCC and will not be released to or reproduced for student.**

### 1. **Admissions Application Form**

The form is available online at [pcc.palau.edu](http://pcc.palau.edu) and at the Office of Admissions & Records.

### 2. **Application Fee**

A \$10.00 (U.S. currency) non-refundable application fee must be submitted along with the completed International Student Admission Application Form. This fee must be paid before your application can be processed. Please make payment by check or money order to "Palau Community College". **DO NOT SEND CASH.**

### 3. **Official High School (GED or Adult) and/or College transcripts**

Official academic transcripts showing courses taken and grades must be sent directly from each school to the above address. The academic transcript (with certified English translation), showing graduation date, course descriptions and all secondary and post-secondary courses and grades of all high schools and colleges attended which would be equivalent to the Palau Education System. Transcripts sent via fax or email are not official. Note: **Unclassified or Enrichment Applicant** are exempted from this requirement.

### 4. **TOEFL Requirement**

Test of English as a Foreign Language (TOEFL) is used by the College to determine English language proficiency of international students applying to the college. A TOEFL score of 500 or higher is required for admission and the score must be sent directly by the Testing Service (ETS) to the above address. International student who completed four years (9<sup>th</sup> – 12<sup>th</sup> grade) of high school in Palau may waive the TOEFL requirement by doing the following:

- a. Submit a request letter justifying the reasons why the Committee on Programs & Curricula (CPC) should waive the TOEFL requirement.
- b. Have your high school send your academic transcript to the above address.
- c. Achieve a score of at least 600 on the PCC Institutional TOEFL Test and achieve a score of 4 on the writing portion of the Institutional Test.

### 5. **Financial Support**

Submit proof of financial resources that will enable the applicant to afford the cost of attendance at PCC using the Affidavit of Financial Support Form. Foreign workers are exempted from this requirement.

### 6. **Student Visa**

Provide copy of Student Visa and permit number upon arrival at the College. Foreign workers are exempted from this requirement.

A **foreign worker or a dependent** needs to provide the following additional requirements:

- a. Employment Clearance showing approval from employer, Immigration and Labor offices.
- b. Copy of the passport
- c. Copy of Entry Permit showing the permit number and expiration date

**DEGREE PROGRAMS that are available at PCC:**

1. **Associate of Applied Science (AAS):** Completion of at least 60 semester credits of occupational and related general education courses.
2. **Associate of Science (AS):** Completion of at least 60 semester credits of occupational and related general educational courses.
3. **Associate of Arts (AA):** Completion of at least 65 semester credits of general education prior to transferring to a four-year college or university.
4. **Associate of Technical Studies (ATS):** Completion of at least 60 semester credits. Courses for this degree must be customized by a student and an advisor following the AA degree curriculum format.

<b>Degrees Offered</b>		
<b>Associate of Applied Science (AAS), Associate of Science (AS), Associate of Arts (AA), Associate of Technical Studies (ATS):</b>		
<b>MAJORS</b>		<b>Degree</b>
1. Air Conditioning & Refrigeration (AC)		AAS
2. Agricultural Science (AG)		AAS & AS
3. Automotive Mechanic Technology (AM)		AAS
4. Business Accounting (BA)		AS
5. Business Administration (BU)		AS
6. <b>Community &amp; Public Health (CPH)</b>	Community & Public Health (CPH)	AS
	Emergency Health Management (EHM)	AS
7. Construction Technology (CT)		AAS
8. Criminal Justice (CJ)		AS
9. <b>EDUCATION (ED)</b>	a. Early Childhood (EDEC)	AS
	b. Elementary Education (EDEE)	AS
	c. Secondary Education (EDSE)	AS
	d. Special Education (EDSP)	AS
10. Electrical Technology (ET)		AAS
11. Environmental/Marine Science (ES)		AS
12. General Electronics Technology (GE)		AAS & AS
13. Information Technology (IT)		AS
14. Liberal Arts (LA)		AA
15. Library & Information Services (LS)		AAS & AS
16. Nursing Career Ladder (NU)		AAS & AS
17. Office Administration (OA)		AAS
18. Small Engine & Outboard Marine Technology (SE)		AAS
19. Palauan Studies (PW)		AAS
20. Stem Disciplines (SD)		AA
21. <b>TOURISM &amp; HOSPITALITY (TH):</b>	a. Food & Beverages (THFB)	AAS
	b. Hospitality Management (THHM)	AS
	c. Hotel Operations (THHO)	AAS
	d. Tour Services (THTS)	AAS & AS



Office of Admissions & Records  
 P.O. Box 9, Koror, Republic of Palau 96940; Telephone: 488-2470/2471; FAX: 680-488-5112  
 E-mail address: registrar@palau.edu; Website address: pcc.palau.edu

## International Student Admissions Application Form

**Instruction:** Please print in ink all response clearly and accurately. . This **FORM** is also available on the web at [www.palau.edu/admissions](http://www.palau.edu/admissions)

### PERSONAL INFORMATION

1. \_\_\_\_\_ 2. \_\_\_\_\_  
 Last Name First Name M. SS Number (US#, if none, use your state/republic SS #)

3. \_\_\_\_\_ 4. \_\_\_\_\_  
 Present Mailing Address: (P.O. Box City, State Zip Code) Home phone number Work phone number Cell phone number

5. \_\_\_\_\_ 6. Email address: \_\_\_\_\_  
 Permanent Mailing Address (if different from above) City, State Zip Code

7. \_\_\_\_\_ 8. \_\_\_\_\_ 9. Gender:  Male  Female  
 Date of Birth (Month/Day/Year) Place of Birth (Province, City, County)

10. Country of Citizenship (specify): \_\_\_\_\_  
 Indicate Student-Visa or Permit #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

### APPLICATION INFORMATION

11. **Semester Entering :**  Summer 2016  Fall 2016  Spring 2017 12. **Housing:**  On campus  Off campus

13. **Applicant Status:**  First Time  Transfer  Dual  Unclassified  Enrichment 14. **Enrollment Status:**  Full-Time  Part-Time

15. Indicate your intended college MAJOR(S) {see majors on page 2} and check mark the intended degree  
 Explanation of abbreviations: **AAS - Associate of Applied Science; AS - Associate of Science; AA - Associate of Arts; ATS - Associate of Technical Studies**

1<sup>ST</sup> Choice: \_\_\_\_\_  AAS  AS  AA  ATS  Undeclared

2<sup>nd</sup> Choice: \_\_\_\_\_  AAS  AS  AA  ATS  Other \_\_\_\_\_

### EDUCATIONAL INFORMATION

16. Have you previously applied to or ever attended PCC (MOC)?  Yes  No If yes, indicate last term applied/date attended \_\_\_\_\_

17. Indicate below the name of high school attending/attended:  
 \_\_\_\_\_  
 High school name State/Country Month/Year graduated/will graduate

18. List all colleges/universities/high schools that you have attended in order of most recent attendance.

Name of Institution (College/University)	City and State	Dates attended (mo/yr)	Degree Earned/Date graduated

19. List two persons to notify in case of emergency:

a. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_ Phone: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell #: \_\_\_\_\_

b. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_ Phone: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell #: \_\_\_\_\_

20. **CERTIFICATION:** I certify that all application information I have given is true and correct. I give permission to the college to verify these information.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## STUDENT CLASSIFICATION

*(Read various student classification below and select one classification of your choice)*

1. Classified Status:
  - A. **DECLARED:** A student with a declared academic major seeking a degree upon admission.
  - B. **UNDECLARED:** A student who intends to seek a degree upon admission but still undecided on academic major and/or lacks entrance requirements to a particular major. An undeclared student is given one semester only to declare a major.
  
2. Unclassified Status :
  - a. A student who intends to seek a degree but is still lacking transcript(s). An unclassified student is given one semester to declare a major.
  - b. A student who is not pursuing a degree but who will earn grade(s) and college credits; he/she will have to declare a major after completing 12 required credits of a particular program/major.
  - c. A high school student under 18 years of age who is not seeking a degree but who will earn grade(s) and college credits; he/she needs to provide a letter of approval for enrollment from a high school principal AND a written consent from a parent to be submitted with an application for admission.
  
3. Enrichment/Auditing Student: A student who registers to audit course(s) for personal enrichment purposes, will not earn grades or college credits.

### TUITION & FEES:

To assist students and their families to plan ahead for enrollment at the Palau Community College, the student budgets listed below are used to determine the level of applicants' need for financial aid, the difference between family resources and the applicants' status.

The figures displayed below reflect a nine months (9) budget for a student enrolled as full-time taking a total of 24 credits (12 credits for Fall & 12 credits for Spring) for Academic Year 2016-2017. (Note: Costs are subject to change)

Cost of Attendance (Direct & Indirect Cost)	<b>On Campus</b> Students Living in PCC Dorm	<b>Off Campus</b> Students Living Off-Campus
Tuition	3000	3000
Instructional Support Fee	300	300
Technology Fee	150	150
Fees (Registration, Activity, Health)	160	160
Room/Board	3381	2100
Books/Supplies	1200	1200
Personal Expenses	800	800
Transportation	400	600
<b>Total Annual Cost</b>	<b>9391</b>	<b>8310</b>

### ESTIMATED COST OF ATTENDANCE

<b>ON CAMPUS (Resident Tuition)</b>				<b>OFF CAMPUS (Resident Tuition)</b>		
COST OF ATTENDANCE	FALL	SPRING	TOTAL	FALL	SPRING	TOTAL
Tuition (\$125 per credit)	1500	1500	3000	1500	1500	3000
FEES	Instructional Support Fee	150	150	150	150	300
	Technology Fee	75	75	150	75	150
	Registration Fee	15	15	30	15	30
	Activity Fee	45	45	90	45	90
	Health Fee	20	20	40	20	40
Room (on campus)	588	588	1176	---	---	---
Board (on campus)	1,102.50	1,102.50	2205	---	---	---
<b>Sub Total – Direct Cost</b>	<b>3,495.50</b>	<b>3,495.50</b>	<b>6991</b>	<b>1805</b>	<b>1805</b>	<b>3610</b>

Note: On-line course fee - \$25.00 per credit

### AFFIRMATIVE ACTION POLICY:

It is the policy of PCC to comply with Federal laws which prohibit discrimination on the basis of race, color, national origin, marital status, sex, age or disability in its programs and activities, including students and applicants for admission to the College.



**PALAU COMMUNITY COLLEGE**

Office of Admissions & Records P. O. Box 9 Koror, Palau 96940  
Phone: 680 488-2470/2471; Fax: 680 488-5112  
Email address: registrar@palau.edu or website address: pcc.palau.edu

**AFFIDAVIT OF FINANCIAL SUPPORT FORM (For Use By International Applicants)**

INSTRUCTIONS: Please PRINT or TYPE. You need to complete only one of the first two parts (private or agency part), unless you will receive support from both of these sources. **All applicants, including scholarship candidates, must complete part 3. Part 3 must be completed and notarized to make this document official. No uncertified photocopies can be accepted**

Applicant \_\_\_\_\_ Mr., Ms., Mrs., \_\_\_\_\_  
Last (Family Name) First (Given Name) Middle

Permanent Address \_\_\_\_\_

Present Mailing address (If different from above) \_\_\_\_\_

Expected Visa Type: \_\_\_\_\_ Student Visa: permit number: \_\_\_\_\_ Other: \_\_\_\_\_ : permit #: \_\_\_\_\_

Country of Citizenship \_\_\_\_\_ Place of Birth \_\_\_\_\_ Date of Birth \_\_\_\_\_  
(Month/Day/Year)

**PART 1 – PERSONAL OR FAMILY SAVINGS** (A bank official's signature is required on the certification if the student is partially or totally supported by personal savings)  
(note: Funds must be deposited on local bank [member of FDIC]).

Our savings in \_\_\_\_\_ is in the amount of \$ \_\_\_\_\_ that is available for education of (student) \_\_\_\_\_

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_ and/or Signature of Parent \_\_\_\_\_ Date \_\_\_\_\_

**OFFICIAL CERTIFICATION OF SOURCES OF FUNDS AND AMOUNTS**

This is to certify that I have read the information furnished by the applicant on this form, that it is a true and accurate statement, and that the funds are available and will be provided as indicated.

Name of Bank Official \_\_\_\_\_ Title \_\_\_\_\_  
(Print name)

Mailing address (Bank): \_\_\_\_\_ Amount of support \$ \_\_\_\_\_

Signature of Bank Official \_\_\_\_\_ Date \_\_\_\_\_ Seal of Notary \_\_\_\_\_ Date \_\_\_\_\_

**PART 2 – PRIVATELY/AGENCY SUPPORTED STUDENTS**

As the financial sponsor of the applicant whose name appears above, our organization will furnish full financial support for all expenses of the applicant's study at Palau Community College (PCC). Please see attached evidence of the available funds).

Name of Agency/Sponsor \_\_\_\_\_

Name and Title of Authorizing Agency/Sponsor \_\_\_\_\_

Amount of support: \$ \_\_\_\_\_ Date \_\_\_\_\_

Signature of Authorizing Agency/Sponsor \_\_\_\_\_

Seal of notary \_\_\_\_\_ Date \_\_\_\_\_

**PART 3 – FINANCIAL RESOURCES AVAILABLE: SUMMARY STATEMENT**

**NOTE: Institutional compliance with the Republic of Palau law and immigration regulations requires that all international applicants provide evidence of sufficient financial resources to support their education.** The total funds available to you from all sources (whether single or combined) must meet the total or estimated academic year costs (\$10,000 if single [\$2,000 additional for each dependent]) for your degree/certificate program at Palau Community College.

- 1. Personal Funds Available..... \$ \_\_\_\_\_ Bank Certification \_\_\_\_\_ enclosed
- 2. Agency Funds Available..... \$ \_\_\_\_\_ Financial Guarantee \_\_\_\_\_ enclosed
- 3. Total (1 and/or2) ..... \$ \_\_\_\_\_

I certify that the information provided in this Affidavit of Financial Support is correct and complete. All students must have this form notarized with appropriate signature and seal before submission.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Seal of Notary \_\_\_\_\_ Date: \_\_\_\_\_