



## ADMISSION APPLICATION INFORMATION for International Student

Admission into the College is easy. Take a few moments and familiarize yourself with the admissions requirements and procedures spelled out in this packet. Students are accepted on an open enrollment basis, meaning that completed applications are accepted throughout each school year. 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.

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.
3. **Dual Applicant** - A selected high school junior or senior who wishes to earn college credits prior to high school graduation.
4. **Unclassified Applicant** - An applicant who is not seeking a degree but will earn grade(s) and college credit(s).
5. **Enrichment Applicant** - One who will audit course(s) for personal enrichment purposes and will not earn grade(s) or college credit(s).

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 [www.palau.edu](http://www.palau.edu) or requested directly from the above address.

### 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 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 postsecondary 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

<b>ENTRANCE REQUIREMENTS FOR DEGREES 2008-2012 CATALOG</b>				<b>TOTAL CREDITS REQUIRED TO GRADUATE</b>	
<b>MAJORS</b>	<b>DEGREE OFFERED</b>	<b>TOEFL REQUIREMENT</b>	<b>CUMMULATIVE GPA REQUIREMENT</b>		
1. Agricultural Science (AG)	AAS and AS	AS = 500	2.0	62	
2. Air Conditioning & Refrigeration (AC)	AAS	N/A	2.0	60	
3. Automotive Mechanic Technology (AM)	AAS	N/A	2.0	65	
4. Business Accounting (BA)	AS	500	2.0	66	
5. Business Administration (BU)	AS	500	2.0	65	
6. Construction Technology (CT)	AAS	N/A	2.0	61	
7. Criminal Justice (CJ)~	AS	500	2.0	65	
8. EDUCATION (ED)	a. Early Childhood (EDEC)	AS	500	2.0	63
	b. Elementary Education (ELEE)	AS	500	2.0	64
	c. Secondary Education (EDSE)	AS	500	2.0	65
	d. Special Education (EDSP)	AS	500	2.0	65
9. Electrical Technology (ET)	AAS	N/A	2.0	60	
10. Environmental/Marine Science (ES)	AS	500	2.0	65	
11. General Electronics Technology (GE)	AAS and AS	AS = 500	2.0	62	
12. Information Technology (IT)	AS	500	2.0	68	
13. Library & Information Services (LS)	AAS and AS	AS = 500	2.0	AAS = 62; AS = 65	
14. Nursing Career Ladder (NU)*	AAS and AS	AAS = 450; AS = 500	2.0	AAS = 65; AS = 80	
15. Office Administration (OA)	AAS	N/A	2.0	65	
16. Small Engine & Outboard Marine Technology (SE)	AAS	N/A	2.0	62	
17. TOURISM & HOSPITALITY (TH):	a. Food & Beverages (THFB)	AAS	N/A	2.0	61
	b. Hospitality Management (THHM)	AS	500	2.0	64
	c. Hotel Operations (THHO)	AAS	N/A	2.0	61
	d. Tour Services (THTS)	AS	AS = 500	2.0	AAS = 62; AS = 65
18. Liberal Arts (LA)	AA and ATS	AA = 500	2.5	AA = 65	

**NOTE I:** Additional requirements for Criminal Justice and Nursing Programs

~ Criminal Justice (CJ) applicants are also required to submit drug test result and a copy of police clearance with their application for admission.

\* Nursing (NU) applicants are also required to submit a drug test result, the results of Physical exam within six months prior to the beginning of the program, and have taken a Chemistry course (introductory level) with at least a grade of "C".

**NOTE II:** Descriptions of different types of degrees:

1. **Associate of Applied Science (AAS) Degree:** Awarded to students who successfully complete at least 60 semester credits of occupational and related general education courses. This degree does not require TOEFL test as an entrance into program except Nursing [NU]- 450 or higher.
2. **Associate of Science (AS) Degree:** Awarded to students who successfully complete at least 60 semester credits of occupational and related general educational courses. This degree requires TOEFL score of 500 or higher as an entrance into the program.
3. **Associate of Arts (AA) Degree:** Awarded to students wishing to complete the first two years of general college work prior to transferring to a four-year college or university, or for students desiring two years of general education beyond high school. This degree requires TOEFL score of 500 or higher as an entrance into the program.
4. **Associate of Technical Studies (ATS) Degree:** Awarded to students who successfully complete at least 60 semester credits. This degree provides students with skills and knowledge for gainful employment or to pursue a degree at four-year colleges/universities. Courses for this degree must be customized by a student and an advisor by following the AA degree curriculum format plus specialized area courses. This degree requires TOEFL score of 500 or higher as an entrance into the program.



Office of Admissions & Financial Aid  
 P.O. Box 9, Koror, Republic of Palau 96940; Telephone; 488-2470/2471; FAX: 680-488-4468  
 E-mail address: [dahliapcc@palaunet.com](mailto:dahliapcc@palaunet.com); Website address: [www.palau.edu](http://www.palau.edu)

For Office Only		
Logged	Date	Initial
Rec'd		
Access		
FX		
Ad Fee		
Invoice No.:		

## 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 2009  Fall 2009  Spring 2010 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

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 fulltime taking a total of 24 credits (12 credits for Fall & 12 credits for Spring) for Academic Year 2009-2010. (Note: Costs are subject to change)

Cost of Attendance (Direct & Indirect Cost)	<u>On Campus</u>	<u>Off Campus</u>
	Students Living in PCC Dorm	Students Living Off-Campus
Tuition (\$125 per credit)	3000	3000
Instructional Support Fee*	400	400
Fees (Registration, Activity, Health)	160	160
Room/Board	2352	2100
Books/Supplies	1000	1000
Personal Expenses	800	800
Transportation	400	600
<b>Total Annual Cost</b>	<b>8112</b>	<b>8060</b>

### **ESTIMATED COST OF ATTENDANCE**

<b>ON CAMPUS (Resident Tuition)</b>				<b>OFF CAMPUS (Resident Tuition)</b>		
<b>COST OF ATTENDANCE</b>	<b>FALL</b>	<b>SPRING</b>	<b>TOTAL</b>	<b>FALL</b>	<b>SPRING</b>	<b>TOTAL</b>
Tuition (\$125 per credit)	1500	1500	3000	1500	1500	3000
<b>FEES</b>	Instructional Support Fee	200	200	200	200	400
	Registration Fee	15	15	30	15	30
	Activity Fee	45	45	90	45	90
	Health/Insurance	20	20	40	20	40
Room (on campus)	294	294	588	---	---	---
Board (On Campus)	882	882	1764	---	---	---
<b>Sub Total – Direct Cost</b>	<b>2956</b>	<b>2956</b>	<b>5912</b>	<b>1780</b>	<b>1780</b>	<b>3560</b>

### 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.