



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.

STUDENT CLASSIFICATION:

1. **Declared:** - A student with a declared academic major seeking a degree upon admission.
2. **Undeclared:** - A student who intends to seek a degree upon admission but is undecided on an academic major and/or lacks entrance requirements to a particular major. An undeclared student is given one semester only to declare major.
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); he/she will have to declare a major after completing 12 required credits for a particular program/major.
5. **Enrichment Applicant** - An applicant 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 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 (9th – 12th 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

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

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 2011 Fall 2011 Spring 2012 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**
- 1ST Choice: _____ AAS AS AA ATS Undeclared
- 2nd 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 full-time taking a total of 24 credits (12 credits for Fall & 12 credits for Spring) for Academic Year 2011-2012. (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	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
Total Annual Cost	9391	8310

ESTIMATED COST OF ATTENDANCE

<u>ON CAMPUS (Resident Tuition)</u>				<u>OFF CAMPUS (Resident Tuition)</u>		
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	300	150	150
	Technology Fee	75	75	150	75	75
	Registration Fee	15	15	30	15	15
	Activity Fee	45	45	90	45	45
	Health Fee	20	20	40	20	20
Room (on campus)	588	588	1176	---	---	---
Board (on campus)	1,102.50	1,102.50	2205	---	---	---
Sub Total – Direct Cost	3,495.50	3,495.50	6991	1805	1805	3610

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 & Financial Aid P. O. Box 9 Koror, Palau 96940

Phone: 680 488-2470/2471; Fax: 680 488-4468

Email address: admsfaid@palau.edu or dahliapcc@palaunet.com or website address: 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 saving)
(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: _____