

<b>ADMINISTRATIVE DIVISION</b> Academic Affairs	<b>POLICY NUMBER</b> 306
<b>POLICY TITLE</b> One-Time Enrollment Fee for International Students	
<b>DATE OF REVISION</b> June 12, 2025	
<b>RESPONSIBLE OFFICER</b> Executive Vice Chancellor for Academic Affairs & Provost	<b>ADMINISTRATIVE OFFICE</b> Academic Affairs

## PURPOSE

The University requires international students enrolled in USCB to pay a one-time enrollment fee.

## DEFINITIONS

**Student** - A person shall be considered a student if enrolled in any credit course offered by USCB.

**International Student** – A student who is not a U.S. citizen or permanent resident and is enrolled at USCB under an F-1 or J-1 visa, or other applicable non-immigrant visa categories.

**Transient Student** – A student temporarily enrolled at USCB while primarily affiliated with another institution.

**Permanent Resident** – An individual granted lawful permanent residence in the U.S., as demonstrated through SICIS documentation (e.g., Form I-551).

## POLICY STATEMENT

In accord with policy established by the Board of Trustees, USCB requires international students enrolled to pay a one-time enrollment fee to cover a portion of the costs of special services provided to them. This policy outlines eligibility, exemptions, and procedural requirements for assessing the fee.

## PROCEDURES

- A. USCB Office of Admissions is responsible for identifying international students who are subject to the fee and posting it to the student's university account for payment. This office is also responsible for implementing this procedure in the first semester of enrollment or first semester after a change of immigration status no longer exempt a student from the fee.
- B. The fee shall be assessed one time only, regardless of the student's movement from one degree level to another (e.g. from a Bachelor's to a Master's) degree or from one program to another at the same degree level.
- C. \*Acceptable proof of permanent resident status is limited to presentation of a Permanent Resident Card (Form I-551), Confirmed Notice of Action Receipt of the Application to Adjust Status (Form I-797C) or official USCIS stamp in the bearer's passport indicating that the application of permanent residence has been approved and issuance of the I-551 requested. Individuals whose application for permanent residence has not been approved are officially considered non-immigrants and are subject to payment of the enrollment fee.

- D. Exemption from payment of the fee may be granted to an international student on the basis of any of the following conditions:
1. Transient (one whose visa sponsorship and home institution is a school other than USCB event though the student is enrolled for a short period of study at USCB);
  2. Participants in formally approved, non-degree reciprocal exchanges;
  3. Student whose course of study is entirely outside U.S.;
  4. Students holding on-immigrant visas other than F-1 or J-1; practical training students; or students under another institution's sponsorship may be exempted if USCB attendance is incidental to their practical training; and
  5. Students who are permanent residents (immigrants) of the U.S. or have been approved for permanent residence.\*
- E. The exemption is limited solely to the period of time the student remains in any of these categories.
- F. Should a student's status change and the fee becomes applicable, it will be assessed at the next registration period.

#### **RELATED UNIVERSITY, STATE AND FEDERAL POLICIES**

[ACAF 2.07 Recurring International Student Enrollment Fee](#)

#### **HISTORY OF REVISIONS**

<b>DATE OF REVISION</b>	<b>REASON FOR REVISION</b>
June 12, 2025	Reviewed policy, minor revisions
October 4, 2019	Reviewed policy, minor revisions
September 13, 2019	New policy