

Adams Center
4 1 North Main Street
Adams, WI 53910
Phone: 608.339.3379 Fax: 608.339.9625
TTY: 608.339.5117

Marshfield Campus
2600 West Fifth Street
Marshfield, WI 54449
Phone: 715.387.2538 Fax: 715.389.2864
TTY: 715.387.3696

Stevens Point Campus
933 Michigan Avenue
Stevens Point, WI 54481
Phone: 715.344.3063 Fax: 715.342.3134
TTY: 715.342.3135

Wisconsin Rapids Campus
500 32nd Street North
Wisconsin Rapids, WI 54494
Phone: 715.422.5300 Fax: 715.422.5561
TTY: 715.422.5456

Mid-State Technical College (MSTC) is authorized under the United States Department of Homeland Security-Citizenship and Immigration Services to enroll nonimmigrant alien students. In order to apply for admission into one of MSTC's programs, either as a new or transfer student the following must be completed by October 1 if seeking enrollment for the spring semester and by May 1 if seeking enrollment for the fall semester.

Admissions Procedures

1. A completed MSTC application form
2. A \$30.00 non-refundable application fee
3. An official copy of the student's secondary and post-secondary school transcripts in a certified English translation (If the transcripts are in English they would still need to be evaluated in accordance with U.S. standards and paid at the student's expense.) Two companies that do this work are the Center for Educational Documentation in Boston, Massachusetts <http://www.cedevaluations.com> or World Education Services in New York, <http://www.wes.org/>
4. A Test of English as a Foreign Language (TOEFL) score if the student's native language is not English. A minimum score of 500 is acceptable for the paper-based TOEFL, a minimum score of 173 is acceptable for the computer-based TOEFL and a minimum total composite score of 61 for the internet-based testing. (For test information, write: TOEFL, Educational Testing Service, PO Box 6155, Princeton, NJ 08541-6155, USA or visit www.ets.org/toefl/)
5. An Accuplacer, ACT (<http://www.actstudent.org/regist/outside.html>) or SAT (<http://www.collegeboard.com/student/testing/sat/reg/rep.html>) test score that meets the requirements of the program of application
6. An [Affidavit of Financial Support](#) from the person (applicant, relative or other) responsible for all the student's finances while attending MSTC. The statement should provide documentary evidence for the following responsibilities:
 - Ability to pay for health, accident, and repatriation insurance for the full term of enrollment.
 - Ability to pay for all out of state tuition, fees and supplies required for the full term of enrollment.
 - Ability to pay all miscellaneous costs (books, room, board, personal and transportation) for the full term of enrollment.
7. A completed [Training Agreement](#) between MSTC and the student. Please mail to the Director of Admissions' attention.
8. Student's information will then be entered into SEVIS –Student and Exchange Visitor Information System (U.S. Immigration and Customs Enforcement compliance database). MSTC will then provide the student with a new I-20. At that point the student will need to pay the \$200 SEVIS fee at www.fmjfee.com and take their documentation to the appropriate issuing agency in their country to obtain an F-1 visa.
9. Transfer students only:
 - Transfer students must be attending another U.S. approved school and be studying under an I-20 in order to be considered for admissions purposes.
 - Decide upon a date by which you wish to be released for transfer from your present institution. (Logically, this date could be the day after you complete your courses at the school you are transferring from, the day you will begin courses at MSTC, or any date in between.)
 - The transferring school will enter a release date in SEVIS. After that date the student must contact MSTC for a new I-20 form. Following receipt of the new I-20 form the student has fifteen days to enroll in classes at MSTC. Failure to do so will be reported within SEVIS. Once a student has enrolled at MSTC the transfer process is complete.

Reduction in Course Load (Academic Difficulties): International Students who request a reduction in course load must do so in compliance with the following regulations:

1. Student must seek permission from the Campus Dean or Director of Admissions to reduce their course load. It must be approved and entered into SEVIS. International students with a reduced course load must remain enrolled in a minimum of six credits.
2. The following reasons are acceptable for reduction in course load: language difficulties, difficulty with U.S. teaching methods, or improper academic placement.
3. Students may only be enrolled for a reduced course level for one term only and resume full-time enrollment for the next term.
4. Only one reduction in course load for academic difficulties may be undertaken during a student's studies.
5. A student will be required to present a letter from their advisor or program dean detailing the academic difficulties they are encountering prior to a Campus Dean or the Director of Admissions approving their status change for course load reductions.
6. Any enrolled international student that reduces their course load without first being approved to do so by the Campus Dean or Director of Admissions will be considered "Out of Status" and will be listed as such in the SEVIS system.

Reduction in Course Load (Medical Conditions): International students may seek a reduction in course load for a total of no more than a 12 month period of time (aggregate).

1. Students requesting a reduction in course load must contact a Campus Dean or the Director of Admissions.
2. In order to seek approval for a medical condition course load reduction an international student is required to submit a written letter from a licensed medical doctor, doctor of osteopathy or licensed clinical psychologist detailing their need for a medical condition course load reduction.
3. A student will minimally be required to be enrolled in six credits of course work.
4. Students may request medical condition reductions again in the future so long as the aggregate number of months for medical condition reductions does not exceed twelve.
5. Any enrolled international student that reduces their course load without first being approved to do so by the Campus Dean or Director of Admissions will be considered "Out of Status" and will be listed as such in the SEVIS system.

Curricular Practical Training: A student may be authorized by the Campus Dean or the Director of Admissions to enroll in off-campus training that is an integral component of their curriculum. Enrollment in curricular practical training may not exceed a one year period. Extension cannot be granted. A student must present a letter from their advisor or program dean to the Campus Dean or Director of Admissions for approval to enter such training. Information is then entered into SEVIS.