International Student Enrollment Process

1. **Submit a completed Application for Admissions** to the Admissions Office. Be sure to indicate the program of study you are interested in studying. Be sure to sign your application.

2. **Have high school or secondary school transcripts and transcripts from colleges previously attended sent directly to Caldwell Community College Admissions Office or Elaine S. Maxwell.**

   You must request an evaluation of your secondary and post-secondary transcripts by one of the following evaluating agencies:

   - **World Education Services**
     - [www.wes.org](http://www.wes.org)
     - P.O. Box 5087
     - Bowling Green Station
     - New York, NY 10274-5087
     - Phone: (212) 966-6311    Fax: (212) 739-6100

   - **Global Credential Evaluators**
     - [www.gcevaluators.com](http://www.gcevaluators.com)
     - P.O. Box 1904
     - Ocean Springs, MS 39566-1904
     - Phone: (512) 528-0908

   - **Educational Perspectives, nfp**
     - [www.edperspective.org](http://www.edperspective.org)
     - P.O. Box 618056
     - Chicago, IL 60661-8056
     - Phone: (312) 421-9300 Fax (312) 421-9353

   - **Educational Credential Evaluators**
     - [www.ece.org](http://www.ece.org)
     - P.O. Box 514070
     - Milwaukee, WI 53203-3470
     - Phone: (414) 289-3400

   The evaluating agency (not the student) must send the evaluation report directly to the Caldwell Community College Admissions Office. Student copies of the evaluations will not be accepted.

3. **Must prove English Proficiency.**
   *Presentation of an OFFICIAL copy of the Test of English as a Foreign Language (TOEFL) with at least a score of 500 (paper) or 173(computer-based). The score report must have a date no older than two years.*

4. **Have proof of income or support.**
   *Applicants must provide proof of financial support or sponsorship by having the financial income and expense statement completed by the appropriate financial institution.*