



International Applicants Undergraduate Admissions Policy for Second Bachelor's Degree	
Responsible Official: Vice President for Student Life and Enrollment	Responsible Office: International Enrollment and Services

Policy Purpose

This policy specifies the admission process to East Tennessee State University (ETSU) for an applicant who: (1) is an International Applicant for a Second Bachelor's Degree as defined in this policy; (2) has previously earned a bachelor's degree from ETSU, a US regionally accredited institution, or an approved foreign institution; and (3) is seeking admission to earn a second bachelor's degree.

Policy Statement

The Office of International Enrollment and Services will consider the application of an International Applicant for a Second Bachelor's Degree. The Office of International Enrollment and Services will issue a written Notice of Decision after reviewing a prospective student's admission application and required supporting documentation as described hereinbelow. Admission to ETSU does not guarantee admission to specialized or limited enrollment programs. ETSU may charge a one-time non-refundable application fee.

I. International Applicant for Second Bachelor's Degree.

The Office of International Enrollment and Services will consider an International Applicant for a Second Bachelor's Degree who previously earned a bachelor's degree from ETSU, from a US Regionally Accredited Institution, or who previously earned the equivalent of a bachelor's degree from a foreign institution for admission to ETSU if the individual meets the minimum requirements as published on the Undergraduate Admissions website.

- A. Applicants who previously earned a bachelor's degree from ETSU.

Applicants who have attended or completed post-secondary education must submit Official Transcripts or Official Documentation from all post-secondary institutions and a certified translation of those documents if the documentation is not in English.

- B. Applicants who previously earned a bachelor’s degree from a US Regionally Accredited Institution.

An International Applicant for Second Bachelor’s Degree who previously earned a bachelor’s degree from a US regionally accredited institution must submit Official Transcripts or official documentation from all post-secondary institutions and a certified translation of those documents if the documentation is not in English.

- C. Applicants who previously earned the equivalent of a bachelor’s degree from a foreign institution.

An International Applicant must submit Official Transcripts or official documentation from all post-secondary institutions and a certified translation of those documents if the documentation is not in English. An International Applicant working with an Approved Partner may submit unofficial transcripts during the admissions process; however, the International Applicant must submit Official Transcripts, degree certificates, and English translations of Official Transcripts to the Office of International Enrollment and Services following the offer of admission. These documents must be received no later than the last day of classes of the first semester of enrollment and students will be unable to register for the next semester until they are received. If Official Transcripts are not received, the student will be dismissed from ETSU.

International Applicants whose first language is not English and who have earned a bachelor's degree from a foreign institution must provide proof of English proficiency. The standards for proficiency are published on the ETSU Office of International Enrollment and Services website.

II. Accreditation.

The Office of International Enrollment and Services will only accept official transcripts from regionally accredited organizations or organizations accepted by the ministry of education.

III. Accommodations.

To the extent possible and subject to the approval of the Director of International Enrollment and Services or their designee and the applicable department chair or their designee, the Office of International Enrollment and Services may grant accommodations or other academic adjustments when necessary.

IV. Discrimination.

In accordance with ETSU’s Policy on Discrimination and Harassment, ETSU does not discriminate against applicants for admission on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class.

V. Residency.

A prospective student's classification as in-state or out-of-state for residency purposes will be determined pursuant to ETSU policies, ETSU regulations, federal, and state law.

Authority: TCA § 49-8-203, et. Seq

Defined Terms

A defined term has a special meaning within the context of this policy.

Approved Partner	A company or organization that has officially signed an agreement with ETSU to assist in student recruitment and enrollment.
International Applicant	Any individual who applies to ETSU who is not a U.S. citizen or U.S. permanent resident.
Notice of Decision	A written communication from International Enrollment and Services to a prospective student notifying of admission or denial to ETSU.
Official Transcript	A transcript that is validated, issued, and mailed directly from the previous institution or testing agency. Electronic transcripts from recognized third-party providers are also accepted.
Regular Admission	A potential admission option as a first-time freshman for any prospective student who has not enrolled in college courses following high school graduation or receiving a high school equivalent (HSE) diploma, GED/HiSET.

Policy History

- a. Initial: August 15, 2022
- b. Revised: October 26, 2023

Procedure

An International Applicant seeking admissions to ETSU as an undergraduate should review the Office of International Enrollment and Services website before applying. The procedures for the application process, review process, and notification process are as follows:

I. Procedure for Applying.

The procedure for an International Applicant to apply for a second bachelor's degree is as follows:

- A. Submit a completed admissions application;
- B. Pay the application fee (if required); and
- C. Submit required supporting documentation.

II. Procedure for Review of Applications.

After an International Applicant has: (1) submitted a completed admission application; (2) paid the application fee (if required); and (3) submitted supporting documentation, a member of the international admissions team will review the application and required documentation.

To determine whether to admit or deny the applicant, a member of the international admissions team confirms: (1) the applicant meets the minimum requirement of holding a bachelor's degree from a regionally accredited institution or the equivalent of a bachelor's degree from a foreign institution; and (2) the individual is proficient in English either as a native speaker or by the current published standards of the Office of International Enrollment and Services website as currently published on the Office of International Enrollment and Services:

- A. A minimum paper based TOEFL score of 500, computer based TOEFL score of 173, or internet based TOEFL score of 61;
- B. Proof of successful completion of level 112 English in an approved ELS program;
- C. A minimum ACT Reading and English scores of 19;
- D. A minimum SAT evidence-based reading score of 500 on the new SAT or critical reading score of 450 on the old SAT;
- E. Two semesters or three quarters of college-level English composition from a regionally accredited US organization with a grade of C- or better;
- F. Evidence of English proficiency as demonstrated through successful completion of writing-intensive courses from a regionally accredited US organization;
- G. A minimum of one year of attendance as an exchange student in or graduation from a U.S. high school as reflected on a high school Official Transcript; or

H. Results from a nationally recognized, comparable, standardized English proficiency exam that indicates requisite English proficiency.

III. Procedure for Notification of Decision.

The Office of International Enrollment and Services sends a Notification of Decision to the prospective student within five (5) business days after an admission decision is made.

Procedure History

- a. Initial: August 15, 2022
- b. Revised: October 26, 2023

Related Form(s)

Scope and Applicability

Primary: Academics
Secondary: Students