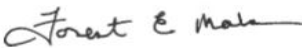



**AIKEN TECHNICAL COLLEGE
PROCEDURE**

Procedure Title:	ADMISSION REQUIREMENTS-SC ILLEGAL IMMIGRATION REFORM ACT	Policy Number:	4-4-104.3
Institutional Authority:	Chief Student Services Officer		
Associated SBTCE Policy/Procedure:			
Governing ATC Policy:	4-4-104		

Approved:		
	President	Chief Student Services Officer

Date Adopted:	07/01/2004
Date Revised:	09/25/2023

DISCLAIMER

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY.

Each semester Aiken Technical College will verify the citizenship status of its newly enrolled eligible citizen and non-citizen students. Those students not verified as a United States citizen or eligible non-citizen (including student visas) will be referred to the federal reporting system (SAVE) for verification of lawful presence in the United States.

I. Credit Students

As students submit an application, they will be required to complete the residency/citizenship statement on the application form (electronic signatures are acceptable). The College will identify all new students for the Term (First Time Enrolled, Re-Admit, Transient, and Transfer) and match them against the list of students who have completed the Free Application for Federal Student Aid (FAFSA) applications, have an Institutional Student Information Record (ISIR) on file, and have been verified by the United States Department of Education. Those students who do not have an ISIR will be sent a letter requesting that they bring into the Enrollment Services Center within two weeks one of the following items:

- SC Driver's License/Identification Card issued after 2012;
- Department of Motor Vehicles Driver's License or Identification Card issued by another state that verifies lawful presence in the United States;
- Current Military ID Card;
- Birth certificate showing birth in the United States (which includes Puerto Rico, Guam, the U.S. Virgin Islands, American Samoa, the Northern Mariana Islands, and Swains Island) and valid photo ID;
- U.S. passport (current);
- Certificate of U.S. Citizenship (USCIS issued documentation and valid photo ID); or
- Certification of Naturalization and valid photo ID.

If the student's status is not verified by mid-term, they will be de-registered from their current classes and blocked from registering for future terms until their eligibility is verified.

II. Non-Credit Students

- A. Contract Courses with Area Business: Under requirements for SC businesses, E-Verify will be performed by the business contracting for the class(es), and only verified students will be allowed to participate.
- B. Open Enrollment Classes:
Students submitting an application to take a non-credit open enrollment class will be required to complete the residency/citizenship statement on the application form (electronic signatures are acceptable) or at the first class period. Due to the nature of the short turnaround time for these classes, no additional verification is required. However, students must be citizens or eligible non-citizens, as reported on their statement.