# AIKEN TECHNICAL COLLEGE
## PROCEDURE

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<th>ADMISSION REQUIREMENTS – SC Illegal Immigration Act Compliance</th>
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Approved: [Signature]
President

[Signature]
Vice President of Student Services

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**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 the federal reporting system (SAVE) for verification of lawful presence in the United States.

I. Credit Students

A. **New students**: as students submit an application they will be required to complete the residency/citizenship statement on the application form (electronic signatures are acceptable). Each Term on the Monday following the Refund Period 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 FASFA applications and have an ISIR on file. Those students who do not have an ISIR will be sent a letter within 10 working days requesting that they bring into the Admissions and Records Office within 2 weeks one of the following items:

- SC Driver’s License/Identification Card;
- Department of Motor Vehicles Driver’s License or Identification Card issued by another state that verifies lawful presence in the United States (The following
states do not verify legal presence in the United States: Hawaii, Maryland, Massachusetts, Michigan, New Mexico, North Carolina, Oregon, Texas, Utah, and Washington);

- 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 Form N-560 or Form N-561) and valid photo ID; or
- Certification of Naturalization (USCIS issued Form N-550 or N-570) and valid photo ID.

Students not providing this documentation will be entered into the SEVIS or SAVE system. 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 through SEVIS or SAVE (non-refundable fees will be retained by the College).

Transfer students who are transferring from a SC public institution of higher education and were enrolled Spring 2009 or later will not need to be verified as they have provided the proper documentation in order to enroll at the previous institution.

B. Dual-Credit Students: Dual credit students who are attending college courses and receiving both high school and college credit for the course will complete the statement of residency/citizenship on their Application for Admission. No additional verification is required for these students. However, high school students 18 years of age or older who enroll in a college course for which they are not receiving high school credit must submit a verification document as listed above (I.A.) to verify their citizenship status.

C. On-Line Students: Since students taking only on-line classes are not in "attendance" at the college, no verification of citizenship is required.

II. NON-Credit – TBDD Students

A. Contract Courses with Area Businesses: 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.