

Application Instructions

All Applicants

JSCC will use your social security # to process your application. Once the application is processed you will be issued a student J #.

First Time College Applicants – A high school graduate or GED recipient who has never enrolled in a college including JSCC.

First-time college students need to have received ONE of the following:

- A high school diploma from an accredited high school
 - GED transcript
 - If you attended a non-accredited high school a high school diploma with an ACT composite score of 16 or higher
 - An Alabama Occupational Diploma and ACT composite score of 16 or higher.
- Applicants who received a high school diploma and never attended college must submit an official copy of their high school transcript verifying a graduation date. Applicants who have attended a non-regionally accredited high school or have the equivalent to an Occupational Diploma must also submit a minimum ACT composite score of 16. Applicants who did not graduate from high school must submit an official GED transcript indicating a passing score.

Transfer from Another College – A student who has attended another regionally accredited college.

Transfer Applicants applying for Financial Aid:

- Applicants applying for F.A. are required to send an official transcript from ALL colleges and universities attended including non-regionally accredited institutions.

Transfer Applicants with a Bachelor Degree:

- Applicants who have completed a bachelor degree are required to submit only the transcript from the institution granting the degree (unless applying for F.A.)
- Applicants who wish to have credit transferred from a college/university must submit the official transcript from each college/university for evaluation.

Other Transfer Applicants:

- All other transfer applicants must submit an official transcript from each regionally accredited college and/or university previously attended.

Returning to Jefferson State – A student who has not attended JSCC in the last 12 months. Any student that has not attended within the last 12 months must complete a readmission application. Returning students who have attended one or more regionally accredited colleges and/or universities since last attending JSCC must submit an official transcript from each institution attended.

Transient Students – A student in good standing enrolled at another college may apply for admission to JSCC to take classes that will transfer to their home institution. An application and Transient Letter are required prior to registration. The Transient

Letter must list all courses that a student is eligible to take. This letter guarantees the transferability of courses taken at JSCC to the student's home institution. Applicants are required to complete an application for each term attended.

Faxed and hand delivered transcripts are not considered official.

Eligibility for In-State Residency Certification

To be eligible for in-state tuition, an applicant must **(1)** be a United States citizen or be a non-citizen who has been granted permanent residency status by the United States government; **and (2)** the applicant must be either **(A)** a duly registered resident in the State of Alabama for at least 12 months immediately preceding application for admission, **or (B)** have a non-estranged spouse who has resided and had habitation, home and permanent abode in the State of Alabama for at least 12 months immediately preceding application for admission, **or (C)** in the case of a minor dependant seeking admission, have parents, parent, or legal guardian who have/has resided in the State of Alabama at least 12 months immediately preceding application for admission. If parents are divorced, residence will be determined by the residency of the parent to whom the court has granted custody.

Consequently, an out-of-state student cannot attain Resident Student status simply by attending school for twelve months in the State of Alabama.

Students who cannot satisfy one of the requirements listed above are considered **non-residents** of the State of Alabama. Certification of an address and an intent to remain in the state indefinitely shall be prerequisites to establishing status as a resident. Ultimate determination of that status shall be made by the institution by evaluating the presence or absence of connection with the State of Alabama. Students may fill out a Certification of Eligibility for In-State Residency form to petition for in state residency. This form can be obtained in Enrollment Services.

Financial Aid Application Process

Step 1: Complete the Free Application for Federal Student Aid (FAFSA). To complete the FAFSA, you will need to refer to your prior year tax returns. Completing this application is the first step in applying for grants, loans, and college work study. (You may apply for aid on the web at www.fafsa.ed.gov.)

Step 2: Be sure to list JSCC (Federal School Code-001022) in "Step Six" of the FAFSA. Failure to list our Federal School Code will result in a delay in the processing of your application.

Step 3: Mail the FAFSA to the federal processing center in the envelope provided with the application.

Step 4: Be certain that you have applied for admission or readmission to JSCC and complete requirements listed below.

- Official transcripts are required from all institutions attended, whether or not grades or courses are to be used. For Financial Aid purposes, **ALL** transcripts, including those from non-accredited schools, must be mailed directly from the sending institution and evaluated by JSCC.
- Paper work must be complete including **In-House Paperwork**
- Most students will have to produce appropriate tax returns for themselves or supporting parents.