



Student Recruitment Training

Thank you for representing Highline College. We believe in working together to achieve mutual success for both Highline College and you, as our recruiting partner.

This training packet is intended to provide you with all relevant information about our student recruitment process. As our recruiting partner, we expect for you to be knowledgeable and well-informed. By familiarizing yourself with the materials included herein, you will be able to provide appropriate information to prospective students about Highline College.



Please take the time to review the entire packet.

Directions:

- Please read each section carefully.
- Please visit the provided links for detailed information about each topic.
- After you have reviewed of the entire packet, please complete and sign in the last page of this training packet.

□ Admissions:

- Please familiarize yourself with the Highline College Admission website: <https://international.highline.edu/future-students/apply/>
- Applications may be submitted online or via email.
 - If you are submitting **online** here is the website: <https://international.highline.edu/application/>
 - Please submit/upload all admission related documents
 - Please email all admissions related documents and questions to ISPAdmissions@highline.edu
 - Please create and attach a separate folder, containing all appropriate related admission documents, for each student when emailing.
- Highline College important dates and deadlines (Although we do not have formal deadlines due to rolling admissions, you can find suggested dates here): <https://international.highline.edu/future-students/dates/>
- We offer most majors at Highline College, please review the list here: <https://international.highline.edu/programs/degrees-majors/>
- Here is our list of university partners: <https://international.highline.edu/partners/university-transfers/>
- *Highline's English Proficiency requirement TOEFL/IELTS/Kaplan level and TOEFL we accept students:* <https://international.highline.edu/future-students/english-proficiency/>
- *Highline College offers an intensive English programs through our on campus partner Kaplan International English Highline (Highline's ESL) & Highline's Academic Program.*
 - English alternatives: <https://international.highline.edu/partners/toefl-alternatives/>
 - English requirement: <https://international.highline.edu/future-students/english-proficiency/>
 - Kaplan International English: <https://www.kaplaninternational.com/united-states/seattle/highline-community-college>
- Highline College will issue all Highline I20's directly to the student (or, if a minor the student's parent). Highline College is no longer permitted to mail I-20's to agencies or other parties; The policy can be found:
 - <https://www.ice.gov/>
 - <https://www.ice.gov/sites/default/files/documents/Document/2019/Guidance-FormI-20.pdf>
- Highline College will issue Conditional Letter of Acceptance (CLA) upon request, including the following university partner CLA's (e.g. for ASU, Cal State San Marcos, CWU, Univ. of Oregon, UNLV, UWT, WSU, WWU, Hawaii Pacific)
 - There is no charge for CLA
- Please note Highline's mandatory insurance policy: <https://international.highline.edu/current-students/insurance/>
- Tuition and fees: <https://international.highline.edu/future-students/tuition/>

Campus View Student Housing

- We now offer affordable housing for our students please visit the website for more information. <http://www.highline.edu/campusview/> or contact them by email housing@highline.edu
 - *All new International Students are required to live in Campus View for their first quarter.*

 Recruitment Agreement:

- Please review the International Student Recruitment Agreement.
- Please note the agreement is valid for 5 years effective on the last signed date.
- Please review the scope of work.
- Highline College sends out a quarterly newsletter with updated information to our partners and representatives. A link will be sent to your email address.
 - Please update any change of emails, or personnel by emailing int@highline.edu
- You should be able to go over Highline's PowerPoint and Highline's hardcopy and [online brochures](#), as they point out highlights and important points

I fully read and reviewed this entire training packet and understand the policies and procedures described in this training packet. My signature below indicates my agreement to comply with the established protocols and processes for International Student Recruitment for Highline College.

Signature

Date of Completion

Print First and Last Name

Title

Company Name

Country