



Westchester Community College

State University of New York

Dear Prospective International Student:

Thank you for your interest in Westchester Community College.

The next page is a fact sheet containing important information about the admissions process for international students. Please note that Westchester Community College is a two-year community college and does not provide on-campus housing.

In order to complete the admission process, please follow the procedure outlined below:

1. Complete the enclosed Westchester Community College application.
2. Complete the enclosed student personal essay.
3. Complete the enclosed Affidavit of Financial Support.
4. Complete the enclosed Affidavit of Support for Room & Board (if applicable).
5. Submit academic records (officially translated into English) for all secondary and university level coursework.
6. Submit sponsor's bank statements that demonstrate capacity to cover all educational and living expenses.
7. Submit a copy of sponsor's most recent income tax return (first two pages) and Letter of Employment verification and current salary.
8. Submit the results of the Test of English as Foreign Language (TOEFL). For information about TOEFL, please write to the Educational Testing Service, Princeton, NJ 08540, U.S.A. If you have not taken a TOEFL exam, you can take the English Language Institute English Evaluation here at Westchester Community College. If you are applying from abroad, you can take the language evaluation when you arrive.
9. Copy of information pages of passport. Make sure that the copy is clear and legible.

We look forward to receiving your application. Please mail all documents to:

Westchester Community College
75 Grasslands Road
Valhalla, NY 10595
USA
ATTN: Anne Marie Verini, AAB 201

You will be notified of your admission decision in writing. Be sure to include an email address in case we need to contact you to request additional information. Please note that we are unable to make international telephone calls. If you have any questions, regarding the admission process of the College, please do not hesitate to contact us by mail or phone at 914-606-8567. Our email address is also on the homepage of our website.

Sincerely,

Ruben A. Barato
Coordinator, International and Immigrant Student Affairs

INTERNATIONAL STUDENT INFORMATION

1. Educational Records

New international students should apply by **July 1st** to enroll in the September semester or by **November 1st** to enroll in the January semester. All official transcripts (submitted with certified English translation) and other required documents must be on file in the Office of International and Immigrant Student Affairs before the deadline dates. Official transcripts should indicate the name and address of the educational institution, subjects studied, grades earned with grading system explanation, time period for each subject, examinations passed, and certificate, diplomas and degrees received at all secondary, college, university, and professional schools attended. Educational documents should be certified by the American Embassy or Consulate in the student's home country.

2. Financial Expenses

All international students must have sufficient funds to cover college tuition, fees, textbooks, living expenses, transportation expenses, accident and sickness insurance, and other incidental expenses while attending college in the United State. *Tuition and fees are approximately **\$10,400 (US) PER YEAR** (fall and spring semesters) and living expenses are approximately **\$8,000 per year**. For those who are interested, the college offers an accident and sickness insurance program at an annual cost of \$250. Please see enclosed pink flyer for additional information. Documented evidence of means of financial support (educational and living expenses) must be provided to Westchester Community College for admission and issuance of the Certificate of Eligibility (Form I20A). Students must have these funds available when they register for classes each semester. Visa students may not be employed while attending college unless permission has been granted by the United States Customs and Immigration Service (USCIS). The College does not provide, recommend or supervise housing for students. Total yearly expenses are estimated at **\$18,650 (US)**.

3. Transfer Information

International transfer students from another U.S. college must apply by **July 15th** for the fall semester or by **December 15th** for the spring semester. International students who wish to transfer from another college must be in good academic standing at their last attended institution with a grade point average of 2.0 or higher. Credits earned at another college and transferred to Westchester Community College are evaluated by the Transfer Credit Evaluator upon submission of official transcripts. Credentials from institutions outside of the U.S. must be evaluated by an evaluation service. See links at the bottom of the Office of International and Immigrant Student Affairs home page for more information regarding foreign credit evaluation.

4. Visa Information

USCIS regulations state that a student must attend college full-time (earn 12 credits or more each semester), and make satisfactory progress toward their degree. International students must attend the educational institution approved by USCIS on the Arrival-Departure Record (Form I-94); otherwise the student is subject to deportation. International visa students who intend to transfer to another educational institution must officially do so by obtaining the approval of the institution they plan to attend.

Students will be notified of their acceptance with a letter and a form I-20. Do not try to enter the U.S. without them. If you have any questions, please call the International Student Advising Office at 914-606-8567.

If you are a student who is applying for F-1, student status from within the U.S., you must notify us of the type of visa that you currently have and the date of its expiration. You should only apply to the college if you have been in the U.S. with your current visa for **over three months**. If you are applying within the U.S., but are planning to return to your home country, your materials (including the I-20) will be sent to your home where you will have to make an appointment at the a U.S. Embassy or consul.

NEW YORK STATE HEALTH LAWS require all students taking 6 or more credits to sign the Meningitis Response Form and all students taking 6 or more credits who were born on or after January 1, 1957 to provide proof of immunity for Measles, Mumps and Rubella, **BEFORE** you can register.

*TUITION AND FEES SUBJECT TO CHANGE WITHOUT NOTICE.

11/09

Application Instructions

Please fill out the following forms completely with supporting documentation. Incomplete applications will not be considered until all documents are received. Be sure to **keep copies** of everything you submit for your own records.

1. Westchester Community College Application for Admission

2. Autobiographical Essay

The essay should be at least 200 words and focus on why the student wants to attend Westchester Community College.

3. Educational Data Sheet:

List **all** the schools and grade levels you have attended including elementary school (primary school), high school (secondary school) and college (university).

3. High School and/or College Transcripts (Translated and evaluated if foreign).

Any transcript received by the college becomes property of the college and **cannot be returned**. Make sure you have a copy of your own of any record you submit to our institution. The college recommends the use of World Education Services, www.wes.org, for the evaluation of foreign college or university transcripts. High school transcripts need not be evaluated, only translated into English.

4. TOEFL Exam results, or if already in U.S., Westchester Community College ESL Institute

English Evaluation. To be accepted directly into a degree program, your score must be 500 or higher on paper test, 173 or higher on computer test, or 61 on internet based test. If you have not taken a TOEFL exam, you may take an English language evaluation here at the college. Based upon these results, the ESL Institute may recommend that you start with English classes before being accepted into a degree program. TOEFL information is available by calling (609) 771-7100. To schedule an ESL Institute English Evaluation call (914) 606-6656. Students from countries whose native language is English are exempt from this requirement.

5. Affidavit of Support for Free Room and Board (Living expenses).

This form should be filled out and notarized by sponsors in the United States, who will provide a place to stay for the student at no cost. These sponsors are required to submit a copy of the first two pages of their most current income tax records and a letter from their employer stating the length of employment and annual salary. Room and Board sponsors must earn at least \$35,000 per year.

6. Sponsor's Affidavit of Annual Financial Support

This form should be filled out and notarized by sponsors, who will provide the funding for tuition, books, accident and sickness insurance plan, and *living expenses (*living expenses only if no sponsor is providing free room and board). These sponsors are required to submit a copy of the first two pages of their most current income tax records and a letter from their employer stating the length of employment and annual salary. In addition, these sponsors must submit bank records that total up to the amount of at least one year's tuition, books, and insurance which would be \$10,650. If a student does not have a sponsor providing free room and board, then an additional \$8,000 must be available in the bank statement to cover living expenses. In this case, a total of \$18,650 must be available in the bank. These dollar amounts reflect the minimum amount required to apply for the student visa/student status. **Submitting a bank statement showing available funds in excess of the minimum amount will increase the student's chances of obtaining the student visa/student status.**

7. State University of New York Foreign Student Financial Form

This form must have all the sources of funding listed in the appropriate boxes. All applicants are required to demonstrate that \$18,650 USD** is available to pay for their education per year. (**Includes tuition, living expenses, books and insurance).

<u>Status</u>	<u>Tuition</u>	<u>Living Expenses</u>	<u>Books</u>	<u>Insurance</u>
Undergraduate	\$9,600***	\$8,000***	\$800***	\$250***

*** Per year of study

Degree & Certificate Programs

Use the following list of curricula when completing question #4 in Section I of the application. Enter the curriculum name and four-digit code. Be sure to visit sunywcc.edu for the most up-to-date list of offerings.

Associate in Arts Degrees (A.A.)/Associate in Science Degrees (A.S.) are awarded to candidates who successfully complete a program which parallels the first two years of coursework at accredited four-year institutions.

Accounting (0250)	Individual Studies (0225)
Business Administration (0275)	International Business (0260)
Communications and Media Arts (0150)	Liberal Arts/Childhood Education – Teacher Ed Transfer (0112)
Computer Science (0221)	Liberal Arts/Humanities (0100)
Engineering Science (0220)	Liberal Arts/Mathematics & Science (0200)
Foods & Nutrition (0230)	Liberal Arts/Social Science (0110)
Human Services (0204)	

Associate in Applied Science Degrees (A.A.S.) are awarded to candidates who successfully complete a program combining specific career preparation with a firm foundation of coursework in the liberal arts and sciences. Graduates who earn the A.A.S. degree are prepared to seek immediate employment or transfer to four-year institutions to continue study toward the bachelor's degree and beyond. The A.A.S. graduate who elects to transfer will find that most of the credits completed at Westchester Community College will be readily accepted for credit toward the baccalaureate degree at a receiving institution. (This is contingent upon the requirements of the transfer school and the student having maintained a satisfactory academic record.)

Business Administration (0311)	Marketing (0320)
Chemical Dependency Counseling (0352)	Mechanical Technology (0390)
Civil Technology (0380)	Networking (0388)
Computer Information Systems (0314)	Nursing – RN Fall and day format (0290) (Deadline: March 15)
Computer Science & Forensics (0339)	Nursing – RN Evening/weekend format (0292) (Deadline: March 15)
Criminal Justice/Corrections (0342)	Office Technologies (0308)
Criminal Justice/Police (0340)	Paralegal (0316)
Culinary Arts & Management (0331)	Performing Arts (0356)
Dietetic Technician (0334)	Radiologic Technology (0370)* (Deadline: March 1)
Early Childhood (0351)	Respiratory Care (0365)* (Deadline: March 15)
Electrical Technology (0385)	Telecommunications (0386)
Emergency Medical Technician-Paramedic (0295)	Visual Arts (0336)
Fashion Merchandising (0327)	
Human Services (0350)	

Certificate Programs prepare students for immediate employment in a variety of skilled occupations. One-year certificate programs provide a way for students to gain job skills for immediate employment or to prepare for career advancement by gaining new skills and credentials. College credits earned in a Westchester Community College certificate program may be applied to an associate degree or may be transferable for those who decide to continue their education at another institution.

Applied Art (0515)	Financial Office Specialist (0504)
Chemical Dependency Counseling (0534)	Help Desk Support (0518)
Computer Aided Drafting (0551)	Medical Billing and Coding (0549)
Computer Applications Specialist (0517)	Networking (0521)
Computer Programming (0528)	Nursing – LPN (0545)* (Deadline: March 15)
Digital Arts (0514)	Office Technologies (0508)
Direct Care Practice (0529)	Paralegal (0509)
Early Childhood (0531)	Small Business Entrepreneurship (0502)
Emergency Medical Services (EMS) Management (0543)	Teaching Assistant (0527)
Emergency Medical Technician - Paramedic (0544)	Telecommunications Technology (0586)
	Web Development (0519)

* fall and day only; limited enrollment

Application for Admission

For Office Use Only:
Date Received _____
Application Fee _____

Please print in ink.

I. Academic Information

1. I plan to begin my studies: January September Year 20_____
2. I plan to study: Full-time (12 OR MORE CREDITS) Part-time (1-11 CREDITS)
3. I am applying as a: Freshman Transfer
4. Academic Program: Please choose a curriculum from the opposite page. Then enter the name of the curriculum and the four digit code (found in blue) in the space below.
- Curriculum Name: _____ Code: _____
- Not a Degree candidate (0999) (Not eligible for financial aid.)

II. Personal Information

1. Social Security Number _____ — _____ — _____ 2. Telephone _____ — _____ — _____
3. Legal Name: _____
LAST FIRST MIDDLE INITIAL
- Other names under which your educational records may appear: _____
LAST FIRST
4. Date of Birth: _____ — _____ — _____ 5. Male Female
MONTH DATE YEAR
6. Legal Address: _____
STREET APARTMENT #
CITY/TOWN/VILLAGE STATE ZIP
7. Mailing Address: _____
STREET APARTMENT #
CITY/TOWN/VILLAGE STATE ZIP
8. Email Address: _____
9. County of Permanent Residence _____
10. How long have you resided in that county? _____ YEARS _____ MONTHS
11. How long have you resided in New York State? _____ YEARS _____ MONTHS

III. Citizenship

1. Are you a U.S. citizen? Yes No
If no,
2. Are you a Permanent Resident (HOLD A GREEN CARD)? Yes No
IF YES, ALIEN REGISTRATION # _____ DATE ISSUED _____ COUNTRY OF ORIGIN _____
If no,
3. Do you have a temporary visa? Yes No
IF YES, TYPE: _____ EXPIRATION DATE _____ COUNTRY OF CITIZENSHIP _____

IV. Educational Background

1. _____
NAME OF HIGH SCHOOL ATTENDING/ATTENDED CITY STATE

2. Graduated ____ | ____ Will Graduate ____ | ____ Did Not Graduate
MONTH YEAR MONTH YEAR

3. Type of diploma received or expected: Regents Local IEP
 You must request an official transcript from your high school. (A student who completes high school with an IEP diploma does not qualify for open admission. Approval from the Director of Admissions is required for acceptance.)

4. If you are not a high school graduate, do you have a General Equivalency Diploma (GED)? Yes No
 If Yes, a copy of your GED must be submitted with this application. IF YES, DATE ISSUED ____ | ____
MONTH YEAR

Transfer Students:

5. List all other colleges attended (from most recent to first attended) since high school. Please request that each college mail an OFFICIAL TRANSCRIPT to the Westchester Community College Office of Admissions.

College/University	City	State	Dates Attended <small>FROM TO</small>	Degree Received
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

6. Do you intend to pursue a degree or certificate at Westchester Community College? Yes No
 If so, a credit evaluation will be completed upon receipt of all official college transcripts.

V. Educational Goal:

Choose one goal that best describes your educational objective:

- Transfer to another college after earning a degree/certificate at Westchester Community College. (1)
- Transfer to another college without earning a degree/certificate at Westchester Community College. (2)
- Earn a degree/certificate with plans for employment. (3)
- Enroll in course work to learn or upgrade job skills. I am not interested in earning a degree or certificate at this time. (4)
- Enroll in course work for personal enrichment or enjoyment. I am not interested in earning a degree or certificate at this time. (5)
- Enroll in course work to obtain a High School General Equivalency Diploma(GED). (6)
- Uncertain. (7)

VI. U.S. Office of Education Information

A variety of government agencies require that institutions of higher education report student enrollments by ethnic status. The information requested below will assist in meeting this requirement. Please check the appropriate box. (Response is optional and does not affect your admission in any way.)

- White (1)
- Black (2)
- Hispanic (3)
- Asian or Pacific Islander (4)
- American Indian or Alaskan Native (5)

VII. Additional Information

Are you interested in: Applying for Financial Aid? (Priority Deadline for Financial Aid: June 30 for fall semesters October 31 for spring semesters)
 Veteran's Benefits? The Honors Program?

Support Services* for students who are: Learning Disabled Mobility Impaired
 Hearing Impaired Visually Impaired

*DOCUMENTATION IS REQUIRED FOR SUPPORT SERVICES.

VIII. Applicant's Signature

I certify that the information provided on this application is complete and accurate in every respect. I understand that falsifying any part of this application may result in cancellation of my admission or dismissal from the college. I am aware that the application fee is non-refundable.

Signature of Applicant _____ Date ____|____|____

DGE/20M/12.08

Admission is based on the availability of space and qualifications of the applicant. Westchester Community College adheres to the policy that no person on the basis of race, color, creed, national origin, age, gender, sexual orientation, or handicap is excluded from, or is subject to discrimination in, any program or activity. Information collected on this application (Section 355(2) (i) Education Lay) will be used to evaluate your request for admission. Failure to provide information could prevent your application from being processed. Information will be maintained in the Registrar's Office. Information on this application is accurate as of 11/08.

International Student Information Sheet

Name _____
Last First Middle

U.S. Address _____
Street

City State Zip Code

Telephone Email **(required—please write very clearly)**

Foreign Address _____
Street

City Providence Country

*Foreign address must be filled out in order to meet USCIS admissions requirements.
(Addresses with PO Boxes will not be accepted)

Please check off and fill in the box applicable to you.

- () A student applying from abroad (a student who is currently in another country outside the United States)

Must include copy of passport information pages

- () A student applying who currently holds F-1 student status and an I-20 from another college or institution, to transfer to Westchester Community College.

School _____

I-20 Expiration date _____

Must include copy of I-20, I-94, and Visa.

- () Student applying who is already in the United States with a visa status other than an F-1 student status and wants to change their visa status to F-1 international student status.

B1 () B2 () J1 () J2 () H1B ()

H4 () L1 () L4 () G1 () other ()

Must include copy of I-20, I-94, and Visa.

State University of New York (SUNY)

Autobiographical Essay

Instructions: The autobiographical essay is to be written by the applicant in English. It should include information relevant to your admission application, but not already given on other forms, such as why you are applying for study in the United States, reasons for selecting the field of study chosen, work experiences relevant to your field of study, the explanation for any extended interruption in your school attendance, special interests and abilities you have, plans for further study and/or employment after completion of your first degree, family background, etc. You may use both sides of this sheet. Return your essay with other application forms to the Director of Admissions of the State University of New York campus to which you are applying.

Applicant's Family Name	First Name	Middle Name		
Permanent Address	Number & Street	Town & City	Providence/State	Country
Name and City of SUNY Campus to which you are applying:				

**STATE UNIVERSITY OF NEW YORK
FOREIGN STUDENT FINANCIAL STATEMENT**

PART I Write in ink or type

1. Name of application _____
family name first name middle
2. Permanent Address _____
3. Campus to which you are applying _____
4. Major Field/department _____
5. Degree for which you are applying _____
6. I expect my program of study to take _____ years to complete.
7. Birth date ____/____/____
8. Country of Citizenship _____
9. () I plan to come without dependents
 () The following dependents will accompany me (list names and relationship)

10. Does your country restrict dollar exchange? Yes () No ()
11. Total amount of U.S. dollars you expect to bring with you upon arrival (tuition, room, meals, and books must be paid at the beginning of each semester)
 \$ _____
12. Do you have a source within the U.S. for emergency funds once you arrival in this country?
 yes () no ()
13. If Yes, name source _____
 Amount Available in U.S. :\$ _____

PART II Complete each relevant item below. Sign and date from after (c).

Enter amount of assured support available for each year of study in U.S. dollars

Source of Funds	Year 1	Year 2		Required Validation
Personal Savings Name of Bank _____ Account Holder _____	\$	\$		1. Bank Statement 2. Complete (A) and (C) below
Family/Relative/Sponsor Name _____ Name _____	\$	\$		1. Bank Statement 2. Complete (A), (B) and (C) below
Scholarship/Loan Awarded by _____ _____	\$	\$		1. Official award letter 2. Loan approval letter 3. Complete (C) below
Government/Employer/Other Name of Sponsor _____ Other _____	\$	\$		1. Official letter of support 2. Bank Statements, affidavits or sworn statements 3. Complete (C) below
Totals				

Verification:

A. This is to certify that the funds indicated above are on deposit or are being held in the name of the applicant, his family members, or sponsors (named above) at the saving institution named below. (Verification of amounts id without liability for the bank or its officials). Attach separate statements of accounts with official signatures.

Name of Bank _____ Date _____

Bank Official's Title _____ Date _____

B. This is to certify that I (we) the undersigned have agreed to provide the funds indicated above to the applicant for the purpose of full-time study at Westchester Community College and that I (we) are submitting bank statements indicating the availability of these funds. I (we) further understand that the College cannot provide Any financial assistance to the applicant and that I (we) must provide these funds for the duration of the applicants course of study. If the commitment is not met, the student may be subject to dismissal from the College for non-payment.

Sponsor's Signature _____ Date _____ Relationship to applicant _____

Sponsor's Signature _____ Date _____ Relationship to applicant _____

C. This id to certify that the information given on this form is complete and accurate to the best of my knowledge. I am fully aware that any false or misleading statement will result in an automatic denial of admission, or cancellation of registration following enrollment.

Applicant's Signature _____ Date _____

SPONSOR'S AFFIDAVIT OF ANNUAL FINANCIAL SUPPORT

(Please print or type)

I hereby attest that I am willing and able and will provide no less than US \$ _____
in cash to the student named below for every year of study at Westchester Community College.

NAME OF STUDENT _____
(first, middle, family names)

My relationship to the student is: _____

My telephone number is: (H) _____ (W) _____

My address is: _____

(number and street)

(city) (state) (zip code) (country)

The following persons are dependent upon me for their housing, food, or financial support. (Do not list adult members of your family who are supporting themselves. Do not include the student named above.)

NAME	RELATIONSHIP	AGE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

My documentary evidence of financial ability is attached.

(Please check all that apply.)

Letter from my employer on business stationery stating my annual salary. _____

Letter from an officer of a bank or other financial institution stating:
the date my account was opened, the total amount deposited and the present balance. _____

Most recent income tax return or W2 Form _____

Other: _____

You must sign below in the presence of a notary public or official. The notary public must sign and put the official seal on the affidavit. Any erasures or changes must be signed by both the sponsor and the notary.

AFFIRMATION OR OATH

I hereby affirm or swear that the information I have given above is true and correct:

Signature of Sponsor

Printed Name of Sponsor

SWORN AND SUBSCRIBED

BEFORE ME THIS _____ DAY OF _____, 20 _____.

(SEAL)

SIGNATURE OF NOTARY: _____.

Affidavit of Support for Room and Board

Date _____

Dear International Student Advisor:

I/We, _____, am/are writing to state that I/we will provide free room and board to your student, _____, for the duration of his/her studies at Westchester Community College. The student will reside at my home address of _____, where he/she will commute to and from school. I am currently employed at _____ and earn a yearly salary of over \$35,000, which is enough to support the student while he/she stays with me. I swear that the information I have given is true and accurate to the best of my knowledge.

Sincerely,

Please Notarize Here:

Application Requirements

- () Westchester Community College Application for Admission
- () Educational Data Sheet – listing **all** schools attended
- () High School and College Transcripts – all transcripts must be translated if foreign. College/university transcripts must be evaluated as well.
- () International Student Information Sheet - Be sure to include an **email address** and U.S. telephone number.
- () Affidavit of Support for Free Room and Board - For sponsors who provide free room and board.
- () Sponsor's Affidavit of Annual Financial Support – completed by **all** sponsors providing financial assistance.
- () Bank or Financial Account Statement showing \$10,650 USD (statement must be translated if not in English) for 1 year of tuition, books and insurance. This amount should be \$18,650 if there is no sponsor providing free room and board.
- () First two pages of most recent income tax records (from US sponsors) and letter of employment from all sponsors
- () State University of New York Foreign Student Financial Form signed by student and **all** sponsors.
- () TOEFL Exam results or if already in U.S. Westchester Community College ESL Institute English Evaluation
- () Copy of Information pages of student's passport
- () Copies of any Visas, I-20's, I-94, DS 2019 (J-1) or IAP-66 (G-1)
- () Autobiographical Essay - Reason why the student wants to attend Westchester Community College
- () Immunization Record Form – click on this link to download

http://www.sunywcc.edu/academics/registering_for_classes/regis_info/immune_forms.pdf

- () Transfer Recommendation Form – **only** if you are transferring to Westchester Community College from another school within the U.S.

*All documents must be officially translated in English if the original is in another language. Incomplete applications will be delayed until all forms and documents are submitted.

Keep copies of all documents you submit, as Westchester Community College cannot return any documents to you.