

Application Checklist

Please submit the following items completely with supporting documentation. Incomplete applications will not be considered until all documents are received. Be sure to **keep originals** of everything you submit for your own records. All documents must be officially translated into English if the original is in another language. Original and translation should be submitted together.

() **Application for Admission**

() **Declaration of Financial Responsibility Form and supporting financial documents (sponsor's bank statement and proof of employment)**

International students at WCC must document their ability to meet all educational and living expenses for their first year of study before an I-20 (Certificate of Eligibility) can be prepared. International students are required to show sponsorship of at least \$28,900 or \$13,800 if a sponsor in the United States is providing free room and board. All sponsors are required to provide **proof of employment/proof of income. If a sponsor is self-employed, proof of business ownership and income is required.** Financial sponsors must provide a **bank statement.** Sponsors, living in the United States, must show proof of annual income of at least \$45,000. The breakdown of **approximate** annual expenses and the corresponding minimum dollar amounts required to be available in a bank statement are as follows:

	<u>With No Room and Board Sponsor</u>	<u>With a Room and Board Sponsor</u>
Tuition and fees*	\$12,200	\$12,200
Living expenses**	15,100	N/A
Books	1,000	1,000
Health Insurance	<u>600</u>	<u>600</u>
Total (needs to be available in bank account)	\$28,900	\$13,800

An applicant who will be bringing a dependent child or spouse will need to add an additional \$10,100 to the estimated annual expenses for each dependent.

() **International Student Agreement** – read it carefully, complete the bottom portion and return it with your application package. You should keep a copy for your own records and reference.

() **High School Transcripts or Diploma**

High School transcripts and/or diplomas **do not** need to be evaluated by an evaluation service. However, if they are not in English, they need to be translated into English. Both the translation and the original should be submitted together.

() **College/University Transcript**

If a student has studied at a foreign college or university and would like to receive transfer credit, the transcript needs to be officially evaluated and sent to our Registrar's Office. See the link on the left side of the International Student homepage on the college website that says "Foreign Credit Evaluation" for additional information.

() **Copy of the information pages of student's passport**

() **Immunization Record Form** - must be submitted **to the Health Office** BEFORE registering for classes. Check your MyWCC portal to be sure that the Health Office does not have a "hold" on your record.

() **Transfer Recommendation Form and copy of all I-20s**

ONLY if you are transferring to WCC from another college **within** the United States.

For students who are already in the United States and want to apply for change of status, the following documents are also required when applicable:

() Copies of any current Visa, Copy of I-94, Copy of U.S. Driver's License, Copy of DS 2019 (for J-1) or IAP-66 (for G-1)

*TUITION AND FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE

**THIS IS A MODEST "NO EXTRAS" BUDGET.

International Student Application for Admission

A. Biographical Information

Name _____
Last First Middle

Country of Birth _____ City of birth _____

Country of Citizenship _____

Date of Birth ____/____/____ Gender ____ Male ____ Female
Month/day/year

Email address (please write very clearly) _____

Foreign Address (**no P.O. Box**) _____
Street

City Province Country Postal Code

U.S. Address (if applicable) _____
Street

City State Zip Code

US telephone number (if available) _____

Where do you want your admission documents mailed ____ US Address ____ Foreign Address ____ Other Address?

If other, please specify _____

B. Current Immigration Status

Please check off the box that applies to you.

() A student applying from outside the United States

() Student applying who is already in the United States with a visa status other than F-1 and wants to change their visa status to F-1 international student. You must include copy of I-94, and Visa.

Current visa category _____ Expiration Date _____

Will you be:

____ Going home to obtain the F-1 Visa

____ Applying for change of status from the United States

() Transfer from another college/university **within the United States**

Current School _____
Name address

I-20 Expiration date ____/____/____
Mm/dd/yy

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

C. Dependent Information

Are you traveling with dependents? ____ yes ____ no

If yes, please list below and include a copy of information pages of the dependent's passport and demonstrate an additional \$10,100 is available to cover the expenses for each dependent.

Name _____ Relationship _____

Name _____ Relationship _____

D. Academic History

Secondary School _____
Name of School

Address

Graduation Date ____/____
Month/Year

College/University _____
Name of School

Address

Did you graduate? ____ yes ____ no If yes, date of graduation _____ Degree Received _____
Month/year

Native Language _____ Have you taken the TOEFL ____ yes ____ no. If yes, what was your score _____

IELTS ____ yes ____ no. If yes, what was your score _____

Duolingo ____ yes ____ no. If yes, what was your score _____

E. Educational Goal

I am applying as a: ____ Freshman ____ Transfer

I plan to begin my studies (check one): ____ January _____ or ____ September _____
(Year) (Year)

Please choose your intended major from the list of majors on our website. Under the Academics tab, click on Academic Programs and choose your area of study. Your application cannot be processed without this information.

My intended major is: _____
(choose from list of academic programs on college website)

For what reason are you requesting admission to Westchester Community College? Choose the one response that best describes your intention.

- Transfer to another SUNY college after earning a degree/certificate at Westchester Community College.
- Transfer to a non-SUNY college after earning a degree/certificate at Westchester Community College.
- Transfer to a SUNY college without earning a degree/certificate at Westchester Community College.
- Transfer to a non-SUNY college without earning a degree/certificate at Westchester Community College.
- Earn a degree/certificate and seek employment rather than pursue further post-secondary education.
- Enroll in coursework to learn new skills or upgrade job skills without earning a degree.
- Enroll in coursework for personal enrichment or enjoyment, rather than earning a degree.
- Obtain a Certificate of General Education (GED) through the accumulation of college credits.
- Uncertain. I have not determined my educational goal at this time.

F. Ethnicity

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

Are you Hispanic/Latino yes no?

If Hispanic/Latino, please indicate which of the following would best describe your background? (select one)

Cuban Dominican Puerto Rican Mexican Other Hispanic/Latino

Please indicate your race (select one or more)

American Indian or Alaskan Native Native Hawaiian or other Pacific Islander
 Asian White Black or African American

G. Additional Information

Have you ever been dismissed from a college for academic reasons? yes no

Have you ever been dismissed from a college for disciplinary reasons? yes no

If yes, when and for how long _____

Have you ever been convicted of a felony? yes no

H. 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

Signature of Applicant _____ Date ____/____/____

DECLARATION OF FINANCIAL RESPONSIBILITY

Name of Applicant _____ / _____ / _____
Last First Middle

<u>Source of Funds</u>	<u>Year One Dollar Amount</u>	<u>Required Documentation</u>
------------------------	-------------------------------	-------------------------------

Personal (Applicant)	\$ _____	Official bank statement(s) showing amount available
-----------------------------	----------	---

Sponsor (Family/Relative/Other)	\$ _____	Official bank statement(s) showing amount available
--	----------	--

Print name

Scholarship(s) or Grant	\$ _____	Official scholarship letter from institution awarding the scholarship/grant <u>The letter must contain:</u> Name of applicant, amount of money for each year of study, duration of award, major field of study for scholarship, signature of organization, government office or agency
--------------------------------	----------	--

Loan	\$ _____	Copy of loan agreement showing amount of approved loan
-------------	----------	--

Room and Board Sponsor (Indicate \$15,100 if sponsor providing free room and board)	\$ _____	Proof of employment and income
---	----------	---------------------------------------

Print Name

Total (Must be at least \$28,900)	\$ _____
--	----------

PART I – VERIFICATIONS (All Sponsors Complete Below)

This is to certify that I (we), the undersigned, agree to provide the funding indicated above to the applicant for all years of study at Westchester Community College and that I am (we are) submitting bank statements (except room and board sponsors) indicating the availability of these funds.

Name _____ Signature _____ Date _____ Relationship _____

Name _____ Signature _____ Date _____ Relationship _____

Name _____ Signature _____ Date _____ Relationship _____

PART II - APPLICANT'S SIGNATURE (Applicant Sign Below)

I certify that all statements above are true and correct to the best of my knowledge and that funding will be provided as stated above. I am fully aware that any misrepresentation may result in denial of admission or cancellation of registration.

Applicant's Signature _____ Date _____

International Student Agreement

By signing below, I am confirming that I have read and understand the regulations listed below. I understand that by not adhering to these regulations I will be in violation of my F-1 immigration status, and that my F-1 status may be terminated, and I will have to leave the country or apply for reinstatement.

1. I have to be registered for 12 credits every spring and fall semester, unless it is my final semester and I need less than 12 credits to graduate. I can only take **one online** class per 12 credits.
2. I am responsible for understanding the college policies regarding academic probation and academic restriction and how these policies can affect my full-time status. The Westchester Community College Academic Standards, Procedures and Policies (including the Grading System) can be found in the college catalog at: <http://catalog.sunywcc.edu/content.php?catoid=18&navoid=1457>
3. Registering for a class and not attending the class on a regular basis will result in the Professor entering a “**WN**” or “**FN**” grade on my transcript. This means that I will not get credit for this class. Getting a “**WN**” or “**FN**” grade affects my full-time enrollment status and is a violation of status (unless I am still registered for an additional 12 credits – not including the class in which I received a “**WN**” grade). *I* am responsible for knowing what the attendance requirements are for all of my classes.
4. I cannot withdraw from a class during the semester (thereby dropping below 12 credits) without authorization from the International Student Advisor. All authorized reduced course loads need to be approved and entered in SEVIS. It is my responsibility to receive the proper authorization.
5. If I am doing an internship, I have to see the International Student Advisor to get it approved and entered into SEVIS, **every semester** that I am doing it. An internship approval is valid for specific starting and ending dates and must be completed **together with** an internship course.
6. I should be aware, at all times, of the **end date on my I-20**. I also need to be aware of how many credits I need to graduate and be sure that the end date matches my expected graduation date. If the dates do not match, I need to schedule an appointment with the International Student Advisor to either shorten or extend my I-20 **before the end date**. I cannot extend my I-20 after it has ended.
7. If I came here from abroad on a student visa, I need to submit to the Office of International Student Services a copy of my F-1 visa and I-94.
8. If I change my **email address, local or foreign address, phone number, or my major**, I have to update the Office of International Student Services. All of my contact information has to be kept up to date. The OISS has to be notified within ten days of any changes to my contact information.
9. I am responsible for maintaining my status and for being knowledgeable of the information discussed at the International Student Orientation Workshop. Attending the workshop is mandatory. If I violate my status, I will be terminated and I will have to apply for reinstatement or leave the country.

If I have any questions about these requirements or any other requirements not mentioned above, I will contact the Office of International Student Services and come in and discuss them. The OISS telephone number is (914)606-8567.

Print Name

Signature

Date

Local address (if available)

Foreign address

Email address

Tel. number

International Student Agreement (keep for your records)

I am confirming that I have read and understand the regulations listed below. I understand that by not adhering to these regulations I will be in violation of my F-1 immigration status, and that my F-1 status may be terminated, and I will have to leave the country or apply for reinstatement.

1. I have to be registered for 12 credits every spring and fall semester, unless it is my final semester and I need less than 12 credits to graduate. I can only take **one online** class per 12 credits.
2. I am responsible for understanding the college policies regarding academic probation and academic restriction and how these policies can affect my full-time status. The Westchester Community College Academic Standards, Procedures and Policies (including the Grading System) can be found in the college catalog at: <http://catalog.sunywcc.edu/content.php?catoid=18&navoid=1457>
3. Registering for a class and not attending the class on a regular basis will result in the Professor entering a “**WN**” or “**FN**” grade on my transcript. This means that I will not get credit for this class. Getting a “**WN**” or “**FN**” grade affects my full-time enrollment status and is a violation of status (unless I am still registered for an additional 12 credits – not including the class in which I received a “**WN**” grade). *I* am responsible for knowing what the attendance requirements are for all of my classes.
4. I cannot withdraw from a class during the semester (thereby dropping below 12 credits) without authorization from the International Student Advisor. All authorized reduced course loads need to be approved and entered in SEVIS. It is my responsibility to receive the proper authorization.
5. If I am doing an internship, I have to see the International Student Advisor to get it approved and entered into SEVIS, **every semester** that I am doing it. An internship approval is valid for specific starting and ending dates and must be completed **together with** an internship course.
6. I should be aware, at all times, of the **end date on my I-20**. I also need to be aware of how many credits I need to graduate and be sure that the end date matches my expected graduation date. If the dates do not match, I need to schedule an appointment with the International Student Advisor to either shorten or extend my I-20 **before the end date**. I cannot extend my I-20 after it has ended.
7. If I came here from abroad on a student visa, I need to submit to the Office of International Student Services a copy of my F-1 visa and I-94.
8. If I change my **email address, local or foreign address, phone number, or my major**, I have to update the Office of International Student Services. All of my contact information has to be kept up to date. The OISS has to be notified within ten days of any changes to my contact information.
9. I am responsible for maintaining my status and for being knowledgeable of the information discussed at the International Student Orientation Workshop. Attending the workshop is mandatory. If I violate my status, I will be terminated and I will have to apply for reinstatement or leave the country.

If I have any questions about these requirements or any other requirements not mentioned above, I will contact the Office of International Student Services and come in and discuss them. The OISS telephone number is (914)606-8567.