

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.

Instructions for completing the international student application are included in this package. Please read the instructions carefully. An application checklist is also included. Be sure to include all documents listed on the checklist. Incomplete applications will not be processed.

Please mail all documents to:

Westchester Community College  
75 Grasslands Road  
Valhalla, NY 10595  
USA  
ATTN: Anne Marie Verini, ADM 111

OR email to:

[intadmdocuments@sunywcc.edu](mailto:intadmdocuments@sunywcc.edu)

You will be notified of your admission decision in writing. Be sure to include an email address so we can contact you and provide you with your MyWCC USERID and instructions for activating your MyWCC email address. This ID will allow you access to your student portal called MyWCC. Once you have been issued a MyWCC USERID and email address, we will no longer write to or respond to personal email addresses. It is very important that you check your MyWCC email address regularly. If you have any questions regarding the admission process of the college, please do not hesitate to contact us by e-mail, [intadmquestions@sunywcc.edu](mailto:intadmquestions@sunywcc.edu), or phone at 914-606-8567. If you are already in the United States and would like to schedule an appointment to come in and review the application documents or process, please call (914) 606-5660.

We look forward to receiving your application.

Sincerely,

*Anne Marie Verini*

Anne Marie Verini  
International Student Advisor

# INTERNATIONAL STUDENT INFORMATION

## Health Professions

Applicants may not apply directly to any of our health profession programs. The health professions include Nursing, Radiologic Technology, Respiratory Care and Veterinary Technology. Applicants must apply to our Liberal Arts/Math and Science program to complete prerequisite coursework. Information about the admission requirements for each of the health professions is available on the college website. Please go to the Academics tab, then Academic Programs, then click on the particular program that you are interested in applying to.

## TOEFL

The TOEFL test is **not required**. However, students who do not submit a passing TOEFL score can be accepted only into a **Language Training Program or Pathway Program** and conditionally accepted into a degree program. Without proof of English proficiency, students cannot be accepted directly into a degree program. Students who have not taken a TOEFL test can have an English language evaluation completed here at WCC when they arrive. Based upon these results, our English Language Institute may recommend that you start with English classes before being accepted into a degree program. To schedule an English evaluation call (914) 606-6656.

If you have taken the TOEFL, a passing score would be 500 or higher on paper test, 173 or higher on computer test, or 61 or higher on internet-based test. Students with a passing score will still be required to take the placement test. Please read below.

## Placement Test

ALL students are required to take the placement test in reading, writing and math to assess your current skill levels. The placement test must be completed before registering for classes to ensure proper class placement. Additional information regarding the placement test can be found on the college website. Please go to the Student Services tab, then click on Testing and Assessment Center to access the testing schedule and sample questions. It is highly recommended that students prepare for the test and familiarize themselves with the content.

## Change of Immigration Status

If you are currently in the United States on a visa category other than F1 Student and would like to apply for change of status to F1 Student, please call 914-606-5660 to schedule an appointment for advisement.

## Transfer Information

International students who wish to transfer from another college in the United States 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 WCC are evaluated by the Transfer Credit Evaluator upon submission of official transcripts. Students transferring from a US college must submit a completed Transfer Recommendation Form together with their application for admission. This form can be downloaded from the college website. Please go to the Admission tab, then click on International Students, then scroll down and download the form.

To receive transfer credit from college and university courses from institutions **outside of the U.S.**, the transcripts must be evaluated by an evaluation service. The evaluation should be sent to the Admissions Office. Westchester Community College recommends the use of World Education Services, [www.wes.org](http://www.wes.org), for the evaluation of foreign college or university transcripts.

## Housing

WCC does not provide housing and therefore students must find accommodations on their own. Please contact the Office of International Student Services for information about local homestay agencies.

## Tuition

International students are not eligible for financial aid or resident tuition. International Students are charged the non-resident rate.

## Health Insurance

WCC strongly encourages students to purchase adequate health insurance coverage, but does not require any particular policy.

## Immunization Form

All students taking six or more credits are required to submit the Immunization Record Form. It can be downloaded from the college website by going to the Admissions tab and clicking on Apply Now, Additional Forms, Combined Immunization/Meningitis Form. Students cannot register for classes until this form has been accepted by the Health Office. Students can login to their MyWCC portal to see if the Health Office has accepted the form. If the Health Office has **not** received the **properly completed** form, students will see "Immunization Incomplete Docs" listed as a "hold" on their MyWCC portal.

# Application Instructions

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.

( ) **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. A **bank statement** and **proof of employment** from all sponsors must be submitted. 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 Admissions 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 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**

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 \_\_\_\_\_

### **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:** \_\_\_\_\_

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> |
|------------------------|-------------------------------|-------------------------------|
|------------------------|-------------------------------|-------------------------------|

|                             |          |   |
|-----------------------------|----------|---|
| <b>Personal (Applicant)</b> | \$ _____ | Official bank statement(s) showing amount available |
|-----------------------------|----------|---|

|  |          |  |
|--|----------|--|
| <b>Sponsor (Family/Relative/Other)</b> | \$ _____ | Official bank statement(s) showing amount available<br>Proof of employment |
|--|----------|--|

\_\_\_\_\_  
Print name

|                                |          |  |
|--------------------------------|----------|--|
| <b>Scholarship(s) or Grant</b> | \$ _____ | Official scholarship letter from institution awarding the scholarship/grant<br><u>The letter must contain:</u><br>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 |
|--------------------------------|----------|--|

|             |          |  |
|-------------|----------|--|
| <b>Loan</b> | \$ _____ | Copy of loan agreement showing amount of approved loan |
|-------------|----------|--|

|   |          |                     |
|---|----------|---------------------|
| <b>Room and Board Sponsor</b><br>(Indicate \$15,100 if sponsor providing free room and board) | \$ _____ | Proof of employment |
|---|----------|---------------------|

\_\_\_\_\_  
Print Name

|  |          |  |
|--|----------|--|
| <b>Total</b> (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.

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Print Name

Signature

Date

---

Local address (if available)

Foreign address

---

Email address

Tel. number



## International Student Agreement (keep for your records)

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