

F-1 INTERNATIONAL STUDENT APPLICATION CHECKLIST

If you are planning to attend Laurel Ridge Community College in F-1 status, you must complete this application packet and provide the additional items listed in the International Student Application Checklist to Elizabeth Gorman prior to the application deadline for international students. All documents submitted become the property of Laurel Ridge Community College, so be sure to make a copy for yourself.

Please note that:

- Financial aid is not available to international students. F-1 visa students may not be work study students.
- You must be a full-time (enrolled in at least 12 credits) student when arriving. Nine of the twelve credits must meet in-person.
- You must be formally admitted to a transfer degree program (AA&S or AS). Applied degrees and certificate programs do not meet the requirements for Laurel Ridge Community College F-1 status.
- Students who entered the U.S. to study at another college, university or language school must meet transfer requirements as mandated by USCIS in order to transfer to Laurel Ridge Community College.

Return all application materials to:

Elizabeth Gorman, Enrollment Services Coordinator/DSO
Laurel Ridge Community College
173 Skirmisher Lane
Middletown, VA 22645
egorman@laurelridge.edu

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Items needed to apply for an I-20 for F-1 Student Visa:

- Completed application to Laurel Ridge Community College (<http://apply.vccs.edu>).
- Completed internal I-20 application, signed and dated (see page 5).
- Laurel Ridge Community College F-1 Immigration Responsibilities signed and dated (see pages 6-7).
- Completed internal F-1 financial application, signed and dated (see pages 8-10).
- A notarized current checking or savings account statement in applicant's name from a US bank (in English) must be submitted showing adequate funds are available in the amount stated on the internal F-1 form.
- A personal letter outlining educational goals, signed. and dated.
- Statement acknowledging you will furnish your own health insurance, signed and dated (see bottom of page 12). **Please provide a copy of the policy.**
- Copy of Official High School Transcript and any prior Official College/University Transcripts translated in English. International transcripts may be attached as a PDF file and college/university transcripts from schools in the state should be sent electronically to Records@laurelridge.edu. The four-digit code number for Laurel Ridge Community College is 5381.
- A copy of the student's current passport
- If native language is not English, the English proficiency test is required with scores meeting requirements indicated on the Laurel Ridge Community College website or the Laurel Ridge Community College International Student Admission Requirements. A minimum score for college admission: TOEFL Internet-Based Test 79 or IELTS 6.5. Additional proficiency test options are as follows:

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English Proficiency Requirement for College

| | College admission with ESL 95 | Direct College admission |
|---|--|-------------------------------------|
| <u>IELTS Academic</u> | 6.0 | 6.5 + |
| <u>TOEFL iBT</u> | 60 - 78 | 79+ |
| <u>TOEFL Essentials</u> | 7 – 7.5 | 8 |
| <u>Duolingo English Test</u> | 95 | 100+ |
| <u>PTE Academic</u> | 46 - 55 | 56+ |
| <u>Cambridge English Language Assessment</u> | 169 - 175 | 176+ |
| <u>iTEP Academic</u> | 3.6 – 3.8 | 3.9+ |
| <u>GTEC CBT</u> | 1101-1175 | 1176+ |
| <u>Accuplacer ESL</u> | | |
| Composite: | 410 | 430 |
| Writing: | 4 or 5 | 5 or 6 |

The four-digit code number for Laurel Ridge Community College is 5381.



Tina Anderson, Registrar/PDSO
Elizabeth Gorman, Enrollment Services Coordinator/DSO
173 Skirmisher Lane · Middletown, Virginia 22645
Telephone: 540-868-7107/540-868-7216 · Fax: 540-868-7005
tanderson@laurelridge.edu
egorman@laurelridge.edu

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Upon arrival in the United States:

- I-94 – must be presented for copying, original with current/valid expiration date.
- Current (in-status) visa must be presented for copying with current/valid expiration date.
- Complete the College Board Accuplacer assessment if needed in the Laurel Ridge Community College Testing Center

Additional information for F-1 visa-seeking students is available at www.uscis.gov

All the above listed items must be presented to Laurel Ridge Community College SEVIS Designated School Official (DSO) for the issuance of an I-20 and must be completed at least 60 days in advance of the semester beginning studies at Laurel Ridge Community College.

**LAUREL RIDGE COMMUNITY COLLEGE
I-20 APPLICATION**

Name: _____
Family Name First Name Middle Name

**** If you have applied to Laurel Ridge Community College, provide your Student ID #: _____**

Date of Birth: _____ / _____ / _____ **Gender (male/female):** _____
Month Day Year

Country of Birth: _____ **Country of Citizenship:** _____

Address Outside U.S.
(This information is required for I-20.)

U.S. Address (if known)

Street: _____

Street: _____

City: _____

City: _____

Province: _____

State: _____

Country: _____

Zip Code: _____

Postal Code: _____

E-mail address: _____ @ _____

Please check your e-mail regularly.

Telephone Number: _____
(with country / area code)

Student application information (Please check the statements that apply to your application.)

I plan to attend Laurel Ridge Community College for the following Academic Degree

Program: _____

I am a current F-1 student at another institution. Name of college/university: _____

In which semester do you want to begin your studies at Laurel Ridge Community College? _____

Which campus of Laurel Ridge Community College do you wish to attend? _____

I am requesting Laurel Ridge Community College to issue an I-20 form. I certify that all the information included with this request is true to the best of my knowledge.

Signature: _____ **Date:** _____
Student's Signature (month/day/year)

F1 IMMIGRATION RESPONSIBILITIES

(Source: NAFSA SEVIS Resource (SR) 2003-e)

As an international student, you have an obligation to comply with the immigration laws and regulations of the United States. It is illegal to violate U.S. federal immigration laws and regulations for any reason whatsoever. Being a student with F-1 status, you are responsible for learning, understanding, and complying with the U.S. laws and regulations that apply to you. If you fail to do so, you could be deported from the U.S. and barred from returning for an extended period of time, thereby jeopardizing your academic career. It is extremely important that you read and fully understand the following information.

Requirement to Arrive and Depart the U.S. within Appropriate Timeframes

U.S. federal regulations [8CFR214.2(f)(5)(i)] stipulate that students may enter the U.S. no earlier than 30 days before the report date on the Form I-20. An F-1 student who has completed his or her academic program will be allowed a 60-day period to prepare for departure from the U.S. An F-1 student who has been authorized to withdraw from classes prior to completing his or her academic program is allowed a 15-day period to prepare for departure. Students who withdraw without the prior approval of the international student advisor must depart the U.S. immediately [8CFR214.2(f)(5)(iv)].

Requirement to Report Address Changes

U.S. federal regulations [8CFR214.2(f)(17)] require you to report any address change within 10 days of the address change directly to the Designated School Official (DSO) at Laurel Ridge. This includes address changes of any of your dependents as well. If you are subject to the U.S. Government's Special Registration Procedures, you must also report address changes within 10 days to the government, per the government's instructions (see: <http://www.ice.gov>).

Requirement to Obtain Prior Authorization from the School to Drop Below a Full Course of Study

U.S. federal regulations [8CFR214.2(f)(6)] require you to pursue a full course of study. Students who are admitted for Curricular Studies must be enrolled for a minimum of 12 credit hours each semester. You are allowed to deviate from this full course of study only with PRIOR authorization of the Designated School Official (DSO), and only under very limited circumstances.

Requirement to Report Departure Date and Reason

For a variety of reasons, students may leave school early or unexpectedly. Some of these reasons include early graduation, leave of absence, suspension, or expulsion. U.S. federal regulations [8CFR214.3(g)(3)] require you to inform the Designated School Official (DSO) if you plan to leave Laurel Ridge earlier than the program end date listed on your Form I-20, and your reason for doing so.

Requirement to Request Extension Prior to Program Completion

You must pay close attention to the program completion date indicated on your I-20. Your F-1 status will end on the program completion date unless extended by the Designated School Official (DSO). In order to qualify for a program extension, you are required by U.S. federal regulations [8CFR214.2(f)(7)(iii)] to make request before your program completion date; program extensions can be requested at any time during your academic program.

Requirement to Adhere to Transfer Procedures

For immigration purposes, transfer simply means that a student is leaving one school's "I-20 program" for another school's "I-20 program". This can happen, for example, when a student completes his or her academic program and then goes on to an undergraduate or graduate program at a U.S.-based college or university. Students who wish to transfer must be in contact with two schools: the current school and the new "transfer" school. Both of these schools must be authorized to enroll international students by the U.S. Immigration and Naturalization Service. To transfer, regulations [8CFR214.2(f)(8)(ii)(C)] require that you:

- Apply for admission and be admitted to the new "transfer" school;
- Inform your current school as soon as possible after admission and, no later than the last day of your academic program;
- Inform the new transfer school of the expected transfer date (usually the last day of your academic program); and,
- Complete the process at the transfer school no later than 15 days after the first class day at the school.

Careful attention to the last date of the academic program at the current school and the first day of classes at the transfer school is very important; failure to complete the transfer process in the prescribed timeframe [8CFR214.2(f)(8)(i)] will cause you to violate your immigration status.

Dependent Requirements

F-1 students are eligible to bring dependents (spouses and children under the age of 21) into the U.S. in F-2 status. F-2 dependents may not enroll in a full course of study but may enroll part-time in courses that are vocational or recreational in nature [8CFR214.2(f)(15)(ii)]. F-2 dependent children are allowed to attend elementary and secondary school on a full-time basis. F-2 dependents who are currently enrolled full-time must submit a change of status to F-1 60 days prior to the semester begin date. F-2 dependents are not permitted to work [8CFR214.2(f)(15)(i)].

School Reporting Requirements

U.S. federal regulations [8CFR214.3(g)(3)(ii)] require the Designated School Official (DSO) to report through SEVIS within 21 days of occurrence the following events:

- A student who has failed to maintain status or complete his or her degree program,
- A change of the student or dependent's legal name or U.S. address,
- Any student who has graduated early or prior to the program end date listed on SEVIS Form I-20,
- Any disciplinary action taken by the school against the student as a result of the student being convicted of a crime; and,
- Any other notification request made by SEVIS regarding the current status of the student.

In addition, federal regulations [8CFR214.3(g)(3)(iii)] stipulate that every term and no later than 30 days after the deadline for registering for classes, all schools must report through SEVIS the following information:

- Whether the student has enrolled at the school, dropped below a full course of study without prior authorization of the DSO, or failed to enroll;
- The current address of each enrolled student; and,
- The start date of the student's next session, term or semester.

I have read and understand this information, and I knowingly accept full responsibility for maintaining my status as an international student during the duration of my studies.

Student Signature

Print Name (first/middle/last)

Date (month/day/year)

F-1 FINANCIAL APPLICATION

SECTION 1 F-1 FINANCIAL STATEMENT

As a student it is your responsibility to demonstrate that you have sufficient funds available to cover all educational and living expenses while you are studying at Laurel Ridge Community College. In addition, you must provide **original** bank statements to verify that the money your sponsor promises to provide is available to you as you need it. Please make a copy of this completed form and all supporting financial documents before sending them to Laurel Ridge Community College. You will need copies of these documents when you apply for your F-1 visa or status. **If you have more than one sponsor, make a copy of Section 2 for each sponsor to complete.**

All financial documents must be original documents in English or have a certified English translation. All amounts must appear in U.S. dollars.

| <u>Estimated Cost for One Year</u> | <u>Two Semesters: 12 credits each</u> | <u>Two Semesters: 18 credits each</u> |
|---|---------------------------------------|---------------------------------------|
| Fall/Spring | | |
| Tuition* | \$ 8,745 | \$ 13,117 |
| Living Expenses (housing, food, etc.)** | \$ 13,910 | \$ 13,910 |
| Books and Supplies | \$ 1,460 | \$ 1,460 |
| TOTAL | \$ 24,115 | \$ 28,487 |

**Tuition is estimated and calculated at the out-of-state rates and is subject to change without notice.*

***Laurel Ridge Community College is a community college and does not offer student housing. You will be responsible for making your own living arrangements and transportation.*

Section 1: TO BE COMPLETED BY THE STUDENT or FAMILY

Please **print** your name clearly as it is listed on your passport.

Last name (family name)First name (given name)Middle name

You will need to show there is money in the bank for at least the first year of expenses.

| <u>Source of Funds</u> | <u>Amount for 1st Year</u> | <u>Amount for 2nd Year</u> |
|------------------------|---------------------------------------|---------------------------------------|
| Student | US \$ _____ | US \$ _____ |
| Sponsor(s) | US \$ _____ | US \$ _____ |
| Other | US \$ _____ | US \$ _____ |
| Total* | US \$ _____ | US \$ _____ |

**The total financial support indicated for each year must exceed the estimated costs.*

I certify that the information I have provided is a correct statement of my financial support for one year. I understand that if these funds are not available, Laurel Ridge Community College is under no obligation to support me and it is likely that I will be unable to continue my education in the United States. I understand that, as an F-1 student, I must enroll in full-time studies, and I am not permitted to work off-campus without written approval from the Department of Homeland Security. I will provide my own health insurance.

Student's Signature: _____ **Date:** _____
(month/day/year)

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SECTION 2 SPONSOR'S AFFIDAVIT OF SUPPORT

A sponsor may be a parent, family member, or another person who will provide financial support. It is not necessary that a financial sponsor reside in the U.S. If there is more than one sponsor, please make a copy of this document for each sponsor to complete. An individual financial sponsor may provide complete or partial support for the student, but the student's total financial support must equal or exceed the total estimated costs (see page 1).

To the financial sponsor. In addition to signing this document, you must provide a **bank statement** that includes your name, the name of your bank, and the available funds. The bank statement must be in English or have a certified English translation attached that shows the amount in U.S. dollars. The statement must be recent (dated not more than six months before the student's anticipated attendance at Laurel Ridge Community College).

If you are agreeing to provide support for more than one year, you are only required to show current bank statements *in support of the first year.*

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**SECTION 3
TO BE COMPLETED BY STUDENT'S FINANCIAL SPONSOR**

I guarantee that I will be responsible for providing financial support to:

Student's last name (family name) *Student's first name (given name)* *Student's middle name*

Amount for 1st Year

Amount for 2nd Year

US \$ _____

US \$ _____

I understand that the document I am signing will be used by the student for the purpose for obtaining F-1 status or an F-1 visa from the U.S. government or for the purpose of updating the student's SEVIS record. If I am unable to provide the financial support I have promised, I understand that Laurel Ridge Community College is not obligated to support the above-named student. I understand that without my financial support, it is likely that the student will be unable to continue his/her education in the United States.

I understand that F-1 students are not permitted to work, and I will not suggest or require this student to provide any services while in the United States.

Sponsor's Name (please print) _____

Street Address _____

City/Town/Province _____

State/Postal Code/Country _____

Telephone (with country/area code) _____

Relationship to the student _____

Sponsor's Signature: _____ **Date:** _____

(month/day/year)

F-1 FINANCIAL APPLICATION

**SECTION 3
BANK VERIFICATION OF DEPOSIT of SPONSOR'S ACCOUNTS**

Bank certification of sponsor's accounts must be current and cannot exceed six (6) months from the date of the bank officer's signature and stamp.

This is to certify that the Account Holder (**print name**) _____

is a customer of (**name of bank**) _____

Holder account(s) were opened on (**date**) _____ and for the past year has shown an average balance equal to U.S. \$ _____.

Current funds available in U.S. Dollars as of today's date are:

Checking Account No. _____ Amount \$ _____ and/or

Savings Account No. _____ Amount \$ _____

The accounts are open and viable as of today's date. This certification is offered with no responsibility on the part of the financial institution.

Printed Name of Bank Official _____

Title _____

Bank Address _____

BANK SEAL OR STAMP

Signature of Bank Official _____

This form cannot be accepted without the bank officer's signature and bank seal or stamp.

- ◆ If you have more than one partial sponsor providing financial resources for your study at Laurel Ridge Community College, the total amount of support must be equal to or exceed Laurel Ridge's total budget indicated in Section 1 of this form, AND each sponsor must complete and sign the **Sponsor's Affidavit of Support** form (Section 2) and submit a **Bank Verification of Deposit** form (Section 3) to clearly identify their specific amount of support.

