

2008-2009 F-1 ADMISSION CHECKLIST

The documents listed below are required for admission to Tidewater Community College pursuant to an I-20. All forms and documents submitted become the property of the College and must be received by the International Student Services office at the Virginia Beach Campus for review of admissibility no later than the application deadline on the back of this form. **Late applications or documents will be accepted for the next available semester.** Please read the requirements listed below very carefully.

➤ **FINANCIAL DOCUMENTS MUST BE ORIGINAL DOCUMENTS. (Faxed, scanned or other) COPIES ARE NOT ACCEPTED.**

TIDEWATER COMMUNITY COLLEGE APPLICATION

The TCC application must be completed and signed by the applicant. The I-20 application form (in PDF format) is located on the ISS webpage <http://www.tcc.edu/students/ISS/index.htm>. Indicate your dependents and complete the required information. Admission deadlines apply (see reverse side of this form).

I-20 APPLICATION AND FINANCIAL STATEMENT (All financial documents must be original and submitted in English and USD)

You must provide evidence of the guaranteed financial support of a sponsor to cover all your school, living and personal expenses and health insurance while studying at TCC. The F1 financial statement must be current (no more than 6 months old). Financial support must indicate a sponsor's liquid assets. Retirement Accounts (IRA's) or retirement CD's are not accepted evidence of liquid assets. Open lines of credit are not accepted as a financial resource. To complete this form, follow the instructions below:

PAGE 1: I-20 APPLICATION: Completed by applicant. **Be sure to print your name exactly as it is printed in your passport. Provide your permanent address in your home country, an email address and emergency contact information.**

PAGE 2: FINANCIAL REQUIREMENTS AND IDENTIFICATION OF FUNDS: Completed applicant. Identify the source of your funds; dependents require additional funds. Sign this page. Indicate any dependents that will accompany you.

PAGE 3: AFFIDAVIT OF SUPPORT AND BANK VERIFICATION: Completed and signed by your sponsor and signed and sealed by your sponsor's bank officer. *If your sponsor's bank official will not complete this section, you may submit a separate, official bank letter in English and U.S. dollars. Bank letters must indicate a specific dollar amount available and the sponsor's account number. Generic letters are not accepted. Bank documents in a foreign language will NOT be accepted. **Unacceptable or incomplete documents will delay your admission to TCC.**

TOEFL REPORT/ DEMONSTRATION OF ENGLISH PROFICIENCY THAT MEETS INTERNATIONAL ADMISSION REQUIREMENTS. Applicants from outside the United States must submit a recent, original TOEFL report sent directly from TOEFL to TCC to demonstrate English proficiency. **Hand carried or copies of TOEFL reports cannot be accepted. A minimum IBT TOEFL score 45 is required for admission to TCC and the one year ESL Program.** Applicants with a current, original TOEFL score of 173 (CB), 500 (PB) or 61 (IB) are eligible for a 3 year I-20 for curricular studies. When sitting for the TOEFL test, give the test administrator TCC's institutional TOEFL code: 5787.

F-1 TRANSFER STUDENTS AND TEMPORARY NON-CITIZENS SEEKING F1 STATUS WITHIN THE UNITED STATES: Applicants seeking admission to TCC pursuant to an I-20 and a change of status to F1 status must submit either an IBT TOEFL score of 45, **or** achieve the **ESL Intermediate II level** on the Compass ESL test to be accepted to the college for ESL instruction.

DOCUMENTATION OF COMPLETION OF SECONDARY STUDIES (Must include an official English translation)

F1 applicants must be 18 years of age and provide documentation of completion of secondary studies (high school) equivalent to a U.S. diploma. Applicants who have NOT completed secondary studies will not be admitted to TCC for Curricular Studies or into the English Language Program.

F-1 TRANSFER STUDENTS SUBMIT THE ADDITIONAL REQUIRED DOCUMENTS LISTED BELOW:

- SEVIS F-1 TRANSFER FORM:** Required from applicants who are already in the United States in F1 status and who seek to transfer to TCC. This form must be signed by your current Foreign Student Advisor and mailed to the International Student Services office. **A hand carried original or copied document will not be accepted.**
- COPY OF CURRENT I-20 FORM, VALID PASSPORT, F-1 VISA AND CURRENT I-94.**
- HEALTH INSURANCE:** F1 students and their dependents are required to provide proof of health insurance coverage for each semester by the last day of the drop/add period. Proof of international student health insurance is mandatory.
- ENGLISH PROFICIENCY AND TRANSCRIPTS FROM CURRENT INSTITUTION:** **F1 transfer students must** submit official transcripts from current institution as part of admission documents. *For admission to the college for ESL instruction, transfer students must submit either a current, original IBT TOEFL report with a score of 45, **or** achieve the **ESL INTERMEDIATE LEVEL II** on the TCC Compass ESL test.* An IBT TOEFL score of 61 is required for admission to an academic program.

DEADLINES AND OTHER REQUIREMENTS

Listed below are the deadline dates for submission of documents in application for admission to TCC pursuant to an I-20. All paperwork must be completed and received by the following dates. **These deadlines will not be waived.** Late submission of documents will be accepted for the following semester. Additional copies of the required international admission forms can be found on the International Student Services webpage at <http://www.tcc.edu/students/ISS/index.htm>.

2008-2009 DEADLINES FOR STUDENTS APPLYING FROM OUTSIDE THE UNITED STATES

<u>DOCUMENT SUBMISSION DEADLINE</u>	<u>FIRST SEMESTER OF ENROLLMENT</u>
June 2, 2008	FALL 2008 (Begins August 21, 2008)
October 15, 2008	SPRING 2009 (Begins January 12, 2009)
March 2, 2009	SUMMER 2009 (Begins May 18, 2009)
June 1, 2009	FALL 2009 (Begins August 20, 2009)

2008-2009 DEADLINES FOR F1 TRANSFER STUDENTS ALREADY STUDYING IN THE U.S.

<u>DOCUMENT SUBMISSION DEADLINE</u>	<u>FIRST SEMESTER OF ENROLLMENT</u>
July 15, 2008	FALL 2008 (Begins August 21, 2008)
November 14, 2008	SPRING 2009 (Begins January 12, 2009)
April 17, 2009	SUMMER 2009 (Begins May 18, 2009)
July 17, 2009	FALL 2009 (Begins August 20, 2009)

F1 Transfer Students often ask: “How long can I wait between ending classes at my current school (transfer-out) and starting classes at TCC (transfer-in school)?”

- **You must begin classes at TCC at the next available term within 5 months of your transfer release date OR program completion date at your transfer-out school (whichever date is earlier). If the next available term does not begin within 5 months of your transfer release date or your program completion date at your previous school, you must depart the U.S. and re-enter the country in initial status to begin your new program.**

If you have been issued an I-20 from Tidewater Community College and you decide not to study in the U.S., you are required to return your I-20 to the International Student Services office. The address is listed below.

- F1 students must be enrolled full time each Fall and Spring semester. Curricular and ESL students must enroll for a minimum of 12 credit hours. Summer enrollment is optional, but cannot be used in place of a fall or spring enrollment. **Students who enter TCC in initial status or who transfer to TCC during the summer session must be enrolled full time during the summer session, **and** the following fall and spring semesters. You will not be eligible for a vacation until the following summer.*
- **F1 Transfer Students:** If your admission to TCC has been approved and your SEVIS record is released to TCC, you must report to the International Student Services office no later than 15 days after the semester begins to complete your transfer.

FOREIGN TRANSCRIPTS: TCC does not evaluate foreign transcripts for transfer credit. Information on private academic credentialing agencies that are accepted by TCC and the Central Records office are located on the TCC website at <http://www.tcc.edu/students/admissions/transcripts/internationaltranscripts>.

****SEVIS I-901 Fee**

Those seeking to enter the United States in F1 status with a Form I-20 or those seeking a change of status to F1 within the U.S. must pay a SEVIS fee before going to the US embassy or submitting documents to the Vermont Service Center. The fee must be paid at least 3 business days before the scheduled visa interview. For information visit the ICE website at <http://www.ice.gov/graphics/sevis/i901/faq.htm>

MAIL ALL DOCUMENTS TO:

**Susan M. de Veer/PDSO
Tidewater Community College
International Student Services
1700 College Crescent
Virginia Beach, VA 23453
<http://www.tcc.edu/students/ISS/index.htm>**