We are pleased that you are interested in attending Kalamazoo Valley Community College (KVCC). Prospective International Students must complete an International Application packet and provide all required documentation before Kalamazoo Valley Community College can process your application for admission. The following instructions will help you complete your application for admission. Once finished, submit the packet to:

Admissions, Registration and Records Office
Kalamazoo Valley Community College
P.O. Box 4070, 6767 West O Avenue
Kalamazoo, Michigan 49003-4070

The United States Citizenship and Immigration Services (USCIS) Designated School Official (DSO) at KVCC is the Director of Admissions, Registration and Records. All communications regarding international students should be made to the Director, Michael McCall or Assistant Director, Sarah Hubbell. Their contact information is:

Phone: (269) 488-4347   Email: admissions@kvcc.edu
Fax: (269) 488-4161   Room: 9140 on the Texas Township campus

1. **KVCC Admission Application** - Complete the attached application form. It must be signed by the applicant according to USCIS regulations.

2. **Proof of Financial Support** - USCIS requires KVCC to obtain verification of financial support for a full course of study. The following expenses are estimates only; they are subject to change and are adjusted annually. These amounts are considered **minimum** expenses for two semesters and living expenses for 12 months.

<table>
<thead>
<tr>
<th>Category</th>
<th>Cost for one year (31 contact hours)</th>
<th>Full Course of Study (62 contact hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition ($220.00 per contact hour + enrollment and general fees)</td>
<td>$7,135.00</td>
<td>$14,165.00</td>
</tr>
<tr>
<td>Books</td>
<td>1,800.00</td>
<td>3,600.00</td>
</tr>
<tr>
<td>Health Insurance (responsibility of the student)</td>
<td>1,500.00</td>
<td>3,750.00</td>
</tr>
<tr>
<td>Living Expenses (room &amp; board, transportation, housing supplies, etc…)</td>
<td>11,194.00</td>
<td>27,990.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$21,629.00</strong></td>
<td><strong>$49,505.00</strong></td>
</tr>
</tbody>
</table>

There are two required semesters of enrollment in each academic year and an optional summer semester. F-1 visa regulations require all international students to take a minimum of 12 credit hours each semester; however the contact hours you pay for may be greater than the credit hours you are registered for.

You should carefully read the course descriptions for your program to determine the number of contact hours per class required for your program of study. Some classes have more contact hours than others. A class for instance may be worth 3 credits but be 5 contact hours in length. The first number is the number of credits the course is worth; the second two numbers added together is the number of contact hours for the course.

Programs that typically have greater than 12 contact hours per semester include, but are not limited to: Art & New Media, Engineering/Manufacturing & Industrial Technology and Health Sciences. If you are interested in receiving a degree out of one of these fields, please contact the Admissions, Registration and Records office for more information on the budget for your program of study.
Health Insurance: All international students are required to carry an approved health insurance program to cover major medical expenses, accidents, and/or illness. Admitted students must show proof of this coverage for the duration of the semester they wish to register for. Students must show proof of medical insurance coverage before they are eligible to register for classes at KVCC.

Dependents: Please add $2,500.00 per spouse/child who will be joining you and be included on your Certification of Eligibility (form I-20).

Applicants Using Private or Personal Support: If you plan to pay for your education with private funds, you or your financial sponsor must complete the Certification and Declaration of Finances included in this packet. Attach the documentation indicated on the form to verify sufficient financial resources.

Applications Using Institution or Governmental Support: If your program of study will be financially supported by an institution, foundation, or government agency, an official letter must be submitted. It must state that the scholarship is valid for use at Kalamazoo Valley Community College and indicate beginning and ending dates of validity.

All Financial Documents must:
1. Be dated within the last 30 days
2. Be in the name of the person providing your financial support
3. Be in English or accompanied by an official English translation
4. Be shown in United States Dollars (USD)
5. Please note that the following documents are NOT acceptable:
   1. Statements verifying employment and salary;
   2. Insurance premiums and policies;
   3. Property or personal assets (automobiles, land, buildings, jewelry, etc.);
   4. Non-liquid assets such as stocks, bonds, equities, retirement accounts;
   5. Income tax returns; or
   6. Attestations or affidavits stating only that a sponsor can meet the expenses.

3. Notification of Regulations - Carefully read the information then sign and dates the form.

4. Proof of proficiency in the English language - You must present evidence of one of the following: (Students whose native language is English may be exempt from this requirement).
   - An official Test of English as a Foreign Language (TOEFL) minimum score appropriate to the test format completed of at least 173 (computer), 61 (internet) or 500 (paper)
   - An official International English Language Testing System (IELTS) score of at least 6.0 or better
   - An official Michigan English Language Assessment Battery Test (MELAB) score of at least 72 or better
   - Completion of a United States post secondary (college level) English composition course with a grade of “C” or better
   - A diploma from a secondary school program in which English was the language of instruction

5. Transcripts – Provide an original and official secondary school and/or college transcripts or diplomas with English translations.

6. Passport - Provide a photocopy of your passport that includes your personal identification information, picture, passport number, passport issue date, and passport expiration date. Once you arrive in the U.S., or along with the application packet if you are a transfer student, you must provide a copy of your visa and your I-94 Arrival/Departure record.
Students transferring from another U.S. institution only:

7. **Transfer Report** - Complete the first section of the Transfer Report form. Submit the form to the institution you have been attending for their certification of your status. The institution will then mail the completed form to KVCC.

8. **Certification of Eligibility (form I-20)** - Provide a copy of all I-20 forms you have been issued by previous institutions.

9. **Official Transcript** - Contact all previous institutions and request that an Official Transcript be mailed directly to the attention of the International Student Office at Kalamazoo Valley Community College. We will evaluate them and transfer any credits you have already earned toward your degree.

   Students who wish to receive credit for classes already taken in their home country should submit an original or certified true copy of post secondary transcripts. All transcripts must bear the official seal of the school. English translations are required if you earned your credit(s) in a country where English is not the official language.

**Acceptance**

The Admissions, Registration and Records Office is the only office authorized to notify an applicant of acceptance to the College. Applicants who are admitted to the College and meet all USCIS requirements will receive a letter of acceptance and a Certification of Eligibility (I-20). Applicants who receive the I-20 in their home country must take it along with their Certification and Declaration of Finances, bank documentation and receipt of SEVIS payment to the nearest U.S. Embassy to apply for a student visa.

**College Orientation**

The College provides all newly admitted students an opportunity to attend an orientation program which is held prior to the beginning of each semester.

**Communication with the DSO**

It is important for you to maintain communication with the Designated School Official (DSO) at KVCC, Michael McCall, the Director of Admissions, Registration and Records or Sarah Hubbell, the Assistant Director of Admissions, Registration and Records. They are here to help you successfully pursue your education while preserving your status with the USCIS. Their contact information is:

- Phone: (269) 488-4347
- Email: admissions@kvcc.edu
- Fax: (269) 488-4161
- Room: 9140 on the Texas Township campus

**Enrollment**

As required by USCIS, all F-1 students must maintain their status by enrolling in at least 12 credit hours of college courses for Winter and Fall semesters and by making progress toward completion of their program. You must maintain your status to be eligible for F-1 benefits such as employment authorization, vacation periods, approval to re-enter the country after visits abroad, and approval to transfer to another school. If you stop attending a class or classes without authorization during the semester, you will be considered out of status.

**Housing**

Kalamazoo Valley Community College does not have on-campus housing. Students are responsible for their own housing arrangements.