Kalamazoo Valley Community College
International Student

Miscellaneous Information

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.

Personal Representative Authorization
In the United States, the Family Educational Rights and Privacy Act (FERPA) protects the privacy of student records. Because of this law, Kalamazoo Valley Community College cannot release information, either verbally or in writing, about applicants or students unless they have given written permission to the school. If you want KVCC to discuss your application and academic information, or to release your records (I-20 form, transcripts, financial information, etc.) to a parent, family member, friend, spouse or other individual or organization, you must write a personal representative authorization and sign it.

Below is a sample authorization showing what you should include in such an authorization. You may word it to be as specific or as general as you wish regarding your admission and/or academic records.

I, __________________________________________, authorize __________________________________________ to act as my personal representative regarding my application to Kalamazoo Valley Community College (or to release my academic records). This representative is authorized to receive correspondence regarding my application, including the I-20 form (or is authorized to release my academic records from KVCC to another party).

__________________________________________  ____________________________
Applicant’s Signature                      Date

Note: If you no longer wish for this person to act as your personal representative, you must also notify the college in writing.

Admissions, Registration and Records Office
Revised May 2014