Kalamazoo Valley Community College
INTERNATIONAL STUDENT
APPLICATION PACKET

Full-Time Student
(F-1 Immigration Classification)

Forms and documents to be submitted for admission review:

1. Application
2. Signed Notice of Regulations
3. F-1 International Student Financial Certification Form
4. Proof of English language proficiency as evidenced by one of the following:
   a. Test of English as a Foreign Language (TOEFL) score of 500 (paper test), 173 (computer-based test), 61 (Internet-based) or better
   b. International English Language Testing System (IELTS) score of 6.0 or better
   c. Michigan English Language Assessment Battery (MELAB) score of 72 or better
   d. United States post secondary English composition course with a grade of “C” or better
      (No online courses will be accepted)
   e. A diploma from a secondary school program in which the language of instruction was English
   f. Graduated from CELSIS or ELS language program
5. Copy of current Passport with photo
6. Official post-secondary transcript with an English translation

Please submit all of the above listed items together when applying for admission to Kalamazoo Valley Community College. Your request for admission will not be reviewed until all information has been received.

All application material and supporting documentation must be sent to Kalamazoo Valley Community College in their original form. They can be:
- Faxed to (269) 488-4762
- Emailed to international@kvcc.edu
- or mailed to:
  International Student Services
  Kalamazoo Valley Community College
  P.O. Box 4070
  6767 West O Avenue
  Kalamazoo, Michigan, 49003-4070

Diane Finch
Director, International Student Services
ph. 269.488.4603
e-mail: dfinch@kvcc.edu
fax: 269.488.4762

Elia Garcia
International Student Support Specialist
ph. 269.488.4347
e-mail: egarcia@kvcc.edu
fax: 269.488.4762
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:

International Student Services  
Kalamazoo Valley Community College  
P.O. Box 4070, 6767 West O Avenue  
Kalamazoo, Michigan 49003-4070

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 ($274.00 per contact hour + enrollment and general fees)</td>
<td>$8,841.00</td>
<td>$17,682.00</td>
</tr>
<tr>
<td>Books</td>
<td>$2,100.00</td>
<td>$4,200.00</td>
</tr>
<tr>
<td>Health Insurance (responsibility of the student)</td>
<td>1,200.00</td>
<td>$2,400.00</td>
</tr>
<tr>
<td>Living Expenses (room &amp; board, transportation, housing supplies, etc….)</td>
<td>$11,814.00</td>
<td>$23,628.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$23,955.00</strong></td>
<td><strong>$47,910.00</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 International Student 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 $5,000.00 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 F-1 International Student Financial Certification Form included in this packet.

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 (online courses will not be accepted)
   - A diploma from a secondary school program in which English was the language of instruction
   - Graduated from CELSIS or ELS language program

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 Admissions, Records & Registration 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 work with World Education Services to have their transcripts evaluated. You can create an account at www.wes.org and have the report sent directly to Kalamazoo Valley Community College.

**Acceptance**

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 International Student Office**

It is important for you to maintain communication with the International Student Office at KVCC. They are here to help you successfully pursue your education while preserving your status with the USCIS. Their contact information is:

- Phone: (269) 488-4603
- Email: international@kvcc.edu
- Fax: (269) 488-4151
- Room: 9319 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. International Student Services can provide a list of housing options including apartments or other rental properties.
APPLICATION
FOR ADMISSION
INTERNATIONAL STUDENT

Please use black or blue ink to fill out the application.

[Blank]

Last Name (Family name as it appears on passport)

[Blank]

First Name (Given name as it appears on passport)

[Blank]

Middle Name(s) (If any)

[Blank]

U.S. Social Security Number (If available)

[Blank]

Date of Birth (optional)

[Blank]

Current Address (Please provide a United States address if possible, otherwise list your home address.)

[Blank]

Street Line 1

[Blank]

Street Line 2

[Blank]

City

[Blank]

State/Province

[Blank]

Country

[Blank]

Postal Code

[Blank]

Telephone Number: (Include country code if not a U.S. phone number)

[Blank]

Home  Cell

[Blank]

Personal Email Address

[Blank]

College Only

Residence Qualification:  International  International, Eligible non-citizen

[Blank]

PDSO/DSO Authorization:  Add International Student Hold

[Blank]

Residence Status:  ID  OD  OS  IS  NV

[Blank]

Date: _______________  Initials ___________
ETHNICITY AND RACE (OPTIONAL)

Ethnicity: Hispanic/Latino
[ ] Yes  [ ] No

Race: Select one or more
[ ] American Indian or Alaskan Native
[ ] Asian
[ ] Black or African American
[ ] Native Hawaiian or Pacific Islander
[ ] White

ENROLLMENT STATUS AT THE TIME YOU WILL ATTEND KALAMAZOO VALLEY

[ ] First time in any college
[ ] First time transferring from another college to pursue a degree at KVCC
[ ] Concurrent Guest enrolling for select courses at KVCC while attending another college
[ ] Returning KVCC student

If you are a transfer student who plans to receive a degree at Kalamazoo Valley, request that official transcripts for all colleges previously attended be sent to Kalamazoo Valley to receive transfer credit.

CURRENT / LAST HIGH SCHOOL ATTENDED

[ ] International
[ ] U.S. Out-of-State
[ ] Home School
[ ] Adult Education
[ ] Michigan

Michigan high school name

EDUCATION LEVEL WHEN YOU FIRST ATTEND KALAMAZOO VALLEY

[ ] Still attending high school
[ ] High school graduate or GED
[ ] Non-high school graduate

[ ] Associate degree or less; please indicate below which college level classes you have completed with grades of 2.0/C or better:
[ ] English  [ ] Math  [ ] Neither

NON-CITIZENSHIP STATUS

[ ] International Student
  Non-immigrant Visa Classification (F-1, F-2, J-1, etc.)

  Visa Classification: ______________________

[ ] International, Eligible Non-Citizen
  (Visa type of A, E, G, H, I, L, T or U)

[ ] Eligible Non-Citizen
  (Other long standing area resident)

ELIGIBLE NON-CITIZENS ONLY: PUBLIC SCHOOL DISTRICT RESIDENCE

[ ] Out-of-state: I have resided within or owned real taxable property in the U.S., but will not have lived in Michigan for at least six months preceding the start of the semester.

[ ] Out-of-district: I have resided within or owned real taxable property in Michigan for at least six months and in a public school district outside of KVCC’s district preceding the start of the semester.

[ ] In-district: I have resided within or owned real taxable property in Michigan for at least six months and within the Kalamazoo Valley district for 30 days preceding the start of the semester. I qualify by living or owning property in the following public school district:

  [ ] Climax-Scotts
  [ ] Comstock
  [ ] Galesburg-Augusta
  [ ] Gull Lake

  [ ] Kalamazoo
  [ ] Mattawan
  [ ] Schoolcraft
  [ ] Parchment
  [ ] Vicksburg

I certify that all answers given to questions on this application are correct and complete, and agree to abide by the regulations of the College.

Applicant’s signature ____________________________ Date ______________

Kalamazoo Valley Community College believes that inclusivity encompasses, but is not limited to race, color, gender, weight, height, marital status, veteran status, disability, national origin, handicap, gender identification, sexual orientation, age, political affiliation, economic circumstance, physical or mental ability, physical or mental characteristic, or philosophy and does not discriminate on the aforementioned or any other characteristic protected by law. Questions concerning Kalamazoo Valley’s inclusivity and/or Title VI of the Higher Education Amendments, Title IX of the Civil Rights Act, Section 504 of the Rehabilitation Act and the Americans for Disability Act (ADA) may be addressed to the Executive Vice President for Instructional and Student Services (Titles VI and IX), 269.488.4434.

Admissions, Registration and Records
6767 West O Ave, PO Box 4070, Kalamazoo, MI 49003-4070
p: 269.488.4281 | f: 269.488.4161 | e: arr@kvcc.edu
Eligible Programs for International Students

 médecins et non-F-1 International Students: You may be eligible to pursue more degrees than those listed on this application. Please see our website at www.kvcc.edu for a complete list of programs.

Program Admission Requirement: Please note that a program with an * requires a special application packet.
You may be required to start in a prerequisite completion program before you can apply for acceptance into the program. Check program requirements at www.kvcc.edu or email healthcareers@kvcc.edu for more information.
Please read everything on this page carefully. Your signature below indicates your understanding of the terms and conditions concerning your admission and ability to stay in the United States and authorizes Kalamazoo Valley Community College to release any information about you to the United States Citizenship and Immigration Services (USCIS).

**Full-Time F-1 Student** - As required by the USCIS, all F-1 students must enroll in at least 12 credit hours of college work each Winter and Fall semester and make progress toward completion of their program. The Summer semester is considered a vacation period and you are not required to enroll in classes.

**Dropping Below a Full Course of Study (12 cr. hr.)** - A student who drops below a full course of study without the prior approval of the Designated School Official (DSO) will be considered out of status. If you stop attending a class or classes without authorization during the Winter or Fall semester you will be considered out of status.

**Financial Support** – Because international student employment is severely restricted in the United States, you will likely not be able to work while pursuing your education. Therefore, you must demonstrate that you are financially able to support yourself without working for the entire period of stay from your report date to completion date as shown on your I-20.

**Employment** - As an F-1 student you are not permitted to work off-campus or engage in on-campus work without specific employment authorization. After your first year in F-1 student status, you may apply for employment authorization based on financial needs arising after receiving student status, or the need to obtain practical training.

**Notice of Change in Name or Address** - A student must inform USCIS and the DSO of any legal changes to his or her name or of any change of address, within 10 days of the change, in a manner prescribed by the school. At KVCC you must submit a Personal Information Update form to the DSO.

**Extension of Stay** - An F-1 student may be granted an extension by the DSO if the DSO certifies that the student has continually maintained status and that the delays are caused by compelling academic or medical reasons. An application for extension of stay should be requested prior to the program end date listed on the original Form I-20.

**Transfer Schools** - To transfer from one USCIS approved school to another, the student must first notify their current school of the intent to transfer and must indicate the school to which they intend to transfer. The student must also provide the date they will transfer.

**Penalty** - To maintain your nonimmigrant student status, you must be enrolled as a full-time student at the school you are authorized to attend. You may engage in employment only when you have received permission to work. Failure to comply with these regulations will result in the loss of your student status and subject you to deportation. If this happens, you may be denied reentry into the country.

**Authorization To Release Information By School** - To comply with requests from the United States Citizenship and Immigration Services (USCIS) for information concerning your immigration status, you are required to give authorization to KVCC to release such information from your records. Your signature below authorizes KVCC to provide the Service your name, country of birth, current address, and any other information on a regular basis or upon request. To receive an I-20 from KVCC we will need your authorization to release information from your records to USCIS.

I have read, understand and agree to the above.

__________________________________________________________
Applicant’s Signature

___________________________________________
Date
F-1 International Student Financial Certification Form

Please type or print clearly and fill out this form completely to ensure that your 1-20 will be issued without delay. A bank letter with an official signature and stamp verifying the availability of the required dollar amount must accompany this form or it will not be valid.

**Student Information**

Please print your name as it appears or will appear on your passport.

<table>
<thead>
<tr>
<th>Family Name (Surname):</th>
<th>First Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Middle Name (if applicable):</td>
<td>Date of Birth: (Month/day/year)</td>
</tr>
<tr>
<td>Email:</td>
<td>Country of Birth:</td>
</tr>
<tr>
<td>Country of Permanent Residence:</td>
<td>Country of Citizenship:</td>
</tr>
</tbody>
</table>

Applying for (Circle one): Fall Winter Summer

Have you ever attended a U.S. school with F-1 Visa Status? Yes or No If yes, when?

If you are currently an F-1 Student, name of the School:

Attended from: (mm/dd/yyyy) to: (mm/dd/yyyy)

Your Sevis ID # is: N

Required Mailing Address to receive the I-20

| Line 1: | Province/State: |
| Line 2: | City: |
| City: | Postal Code: |

Required Foreign Address (Home Country Address)

| Line 1: | Province/State: |
| Line 2: | Country: |
| City: | Postal Code: |

**Estimate Expenses**

Estimated required expenses of a student for a full academic year include tuition, mandatory student fees, and minimum living expenses for 12 months. All fees are subject to change without notice.

Tuition & Fees: $8841.00
Living expenses: (Room & board, transportation, housing supplies, etc.) $11,814.00
Textbooks and materials: $2,100.00
Health insurance: $1,200.00

Total required amount: $23,955.00

**Dependent Information for F-2 Visa**

Under the U.S. immigration regulations, only legally married spouses and minor unmarried child(ren) under the age of 21 are eligible for an F-2 visa and status. Students would expect additional expenses for each dependent accompanying them to the United States. If your spouse and/or children are accompanying you to Kalamazoo, you must show an additional $5,000.00 in available funds.
If your spouse and/or children will accompany you to Kalamazoo as F-2 visa holders, please provide the following information.

Please print your dependents’ names as they appear on their passports.

### Dependent No. 1

<table>
<thead>
<tr>
<th>Family Name (Surname):</th>
<th>First Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Middle Name (if applicable):</td>
<td>Date of Birth: (Month/day/year)</td>
</tr>
<tr>
<td>Country of Permanent Residence:</td>
<td>Country of Citizenship:</td>
</tr>
<tr>
<td>Relationship to you (choose only one):</td>
<td>Husband, Wife, Son, Daughter</td>
</tr>
</tbody>
</table>

### Dependent No. 2

<table>
<thead>
<tr>
<th>Family Name (Surname):</th>
<th>First Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Middle Name (if applicable):</td>
<td>Date of Birth: (Month/day/year)</td>
</tr>
<tr>
<td>Country of Permanent Residence:</td>
<td>Country of Citizenship:</td>
</tr>
<tr>
<td>Relationship to you (choose only one):</td>
<td>Husband, Wife, Son, Daughter</td>
</tr>
</tbody>
</table>

### Dependent No. 3

<table>
<thead>
<tr>
<th>Family Name (Surname):</th>
<th>First Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Middle Name (if applicable):</td>
<td>Date of Birth: (Month/day/year)</td>
</tr>
<tr>
<td>Country of Permanent Residence:</td>
<td>Country of Citizenship:</td>
</tr>
<tr>
<td>Relationship to you (choose only one):</td>
<td>Husband, Wife, Son, Daughter</td>
</tr>
</tbody>
</table>

### Source of Funds

Parents and/or Guardians (Name and Relationship to You): ____________________________ Amount of Funds $ __________
Other Source of Funds (Scholarship, Government, etc.): ____________________________ Amount of Funds $ __________
Other Financial Sources (Please Specify): ____________________________ Amount of Funds $ __________

**Total Assured Support Amount in U.S. Dollars Only:** $ __________

### Certification Sources of Funds

To certify the above information is true and accurate, a bank letter must be provided showing the amount of funds listed above is available. The bank letter must contain the date, amount of funds, and an official stamp and signature to be considered official.

**Guarantor of Account Holder Must Sign Below or This Form is Not Valid**

<table>
<thead>
<tr>
<th>Guarantor’s Signature:</th>
<th>Relationship to Applicant:</th>
</tr>
</thead>
<tbody>
<tr>
<td>I certify that the information provided is correct and complete.</td>
<td></td>
</tr>
<tr>
<td>Student’s Signature:</td>
<td>Date: (mm/dd/yyyy)</td>
</tr>
</tbody>
</table>

All international students must return this form and the bank letter of available funds to international@kvcc.edu