



“International Student Packet”

Thank you for your interest in Housatonic Community College. This is our “International Student Packet” This serves as a guide to help you when completing information necessary for fulfilling our international student admission requirements from items 1 to 11. Please see the 2017-2018 College Catalog for Admission of International Students on page 10.

Spring 2019 SEMESTER DEADLINE: Friday, November 02, 2019.

“ALL” international student packet requirements below must be submitted by the above deadline.

Spring Semester Classes start on Wednesday, January 24, 2019

*****All tuition and fees are subject to change*****

1. Complete the International Student Information form for SEVIS registration on page 4.
2. HCC is not a certified language training school by Student Exchange Visitor Program (SEVP). Therefore, a certificate of English Proficiency (T.O.E.F.L.) exam is required of all applicants whose dominant language is not English. This means if you are not from an English speaking country you need to take the TOEFL. This certificate may be obtained from an American Consulate in the applicant’s homeland. English Literacy: Evidence of the ability to read, write and speak English is required for acceptance at this college. For additional information, please go to www.toefl.org. The TOEFL can only be waived: If: (1) You come from an English speaking country, (2) You graduated from a U.S. high school or (3) You completed a U.S. Advanced Level ESL Program (English as a second language). TOEFL results may take up to more than 6 months so please plan ahead. ***A minimum score of 173 on the computer based test, 61 on the internet based test, or 500 on the paper based test is required.***
3. Complete our Admissions application (Student Data Sheet). Return this application (along with all other international student requirements) to our Admissions Office. *****Don’t forget to include the country where you were born and the permanent address in your home country. The Mailing address is your residence in Connecticut whereas your permanent residence is in your home country. The application must be completed in full with the CT address you intend to reside. In order to pursue a full course of study, you must enroll in a degree program. You may add a certificate program as a secondary or minor major.***
4. Include \$20.00 non-refundable application fee. (Make check /money order payable to Housatonic Community College.)
5. Proof of Measles, Rubella and Varicella (MMRV) immunization. (See attached form on page 10-11).
6. You are also required to include a copy of your HIGH SCHOOL DIPLOMA or OFFICIAL HIGH SCHOOL TRANSCRIPTS. High School Diplomas (only) can be submitted in another language. Official transcripts must be in English showing your academic course work completed at your high school and each college where applicable. (Official transcripts-all course work- must be translated into ENGLISH in order to be evaluated.) These credentials are evaluated in accordance with the college’s general admissions requirements. Foreign college credits must be evaluated by accredited agencies such as World Educational Services (www.wes.org), Center for Educational Documentation (www.cedevaluations.com), Globe Languages Services Inc. (www.globelanguage.com).
7. A **(NOTARIZED)** letter of residence must be submitted stating your local residential address you intend to reside in Connecticut while attending Housatonic. (See attached form, page 7). NOTE: This is a commuter school; there are no housing facilities for students.



8. FINAICIAL RESONSIBILITY. The prospective international student, relative or sponsor (s) must provide a **(NOTARIZED)** "Sponsor's Financial Affidavit Letter. This letter stating "who" will be responsible for your total college expenses of **\$39 436.00** (*Funding must be available to cover the cost of all school and living expenses during the entire period of anticipated study in the U.S.*). NOTE: This is a commuter school; there are no housing facilities for students.
9. FINANCIAL PROOF: All visa/I-20 applicants must provide that they have sufficient funds readily available and accessible to meet all expenses for the first year of study of **\$19,718.00**, including the tuition, fees, books, and estimated living expenses.

Referring to #8, whom ever is responsible for the applicant's college expenses must provide "financial proof" showing they are able to do this. Applicants must demonstrate that they have sufficient funds from an identified and reliable financial source. All financial documents must be in liquid or cash value and easily converted assets. **All financial documents must be current within 3 months and converted into the U.S. currency. Please see page 8.**

10. Copy of Current PASSPORT/I-94 CARD (only for students who have a passport. You must bring to Admissions. You may download your copy of I-94 card from online. Please visit this website, <http://www.cbp.gov/travel/international-visitors/i-94-instructions>
11. Complete the **I-901 form** and send **\$200.00** to the Student/Exchange Visitor Processing Fee. New students are required to complete this form. Transfer Students do not need to complete this form). You may download the form from the <http://www.ice.gov/sevis/i901/> or visit the college website. <http://www.hcc.commnet.edu/admissions/index.asp> .
You need to put the School Code for SEVIS I-20: BOS214F10372000 on Number 14.

NOTE: In order for the P/DSO to issue a Form I-20, applicants must meet the international student admission requirements.



F-1 Visa Student Contract

The USCIS has made recent changes in the record keeping of International Students. This letter will update you as to your duties and obligations under these changes. We also wish to remind you that:

- 1) You are responsible for maintaining your F-1 status. If you are not registered as a full-time student you may lose your F-1 Status.
- 2) You must maintain your Passport, I-20, and I-94. Staple your I-94 to your passport. You must have all three when traveling.
- 3) You must see the Designated School Officials (DSO), Mr. Graham, before you leave the country. Be sure the back of your I-20 is signed every six months by a Housatonic Community College Designated School Official (DSO) before leaving the United States.
- 4) If your passport has expired, go to your embassy or consulate in the New York City to extend your passport.
- 5) You cannot skip a semester; you must remain enrolled in each of the semesters.
- 6) You must notify us when you change your HCC program or major.
- 7). You must notify the DSO if you're applying for practical training (Practicum, experiential learning, or internship).
For post-completion OPT, you can file the Form I-765 up to 90 days before your program end date and no later than 60 days after your program end date. This is your responsibility to inform the DSO.
- 8) You must notify the Admissions Office or DSO, Registrar's Office and the USCIS when you change your local address.
<http://www.uscis.gov/addresschange>
- 9) You must notify the Admission Office or DSO 60 days prior to the expiration of your I-20 if you plan to request a program extension.
- 10) You will need authorization by the USCIS to work while in the United States.
- 11) You must apply for graduation evaluation if you have completed more than 30 credits.
- 12) It is **mandatory** for all F1 students to attend International Student Workshops, Orientations, and Advising sessions.
- 13) If you have academic difficulty or medical illness, please notify PDSO or DSO in Admissions Office. **Only PDSO or DSO is authorized to reduce your course load not your professors or academic advisors.**
- 14) All HCC enrolled students are eligible to enroll in the Injury and Sickness Plan on a voluntary basis. You may purchase a medical insurance coverage through an independent agency or the Student **Injury** and Sickness Insurance Plan for Connecticut Community Technical Colleges at an additional expense to you. This is your responsibility, not the college. For more information on, please visit <http://www.hcc.commnet.edu/resources/insurance/index.asp>.

Please sign stating that you have read and understand your duties and obligations as an F-1 Student.

Name: _____

Banner ID (if known) _____

Signature

Date

IMPORTANT

Please submit requirements early to allow enough time for the foreign student advisor to review your mandatory requirements in order to advise the applicant of any items still missing or necessary changes that need to be made.

“All” requirements must be submitted in order for the student advisor to issue the applicant a complete I-20 form for their F-1 (International Student) visa. There will be no exceptions; all requirements must be submitted to receive an I-20 form. This I-20 Form (F-1 status) is required by the United States Immigration Office in order to study at Housatonic full time. The I-20 is only issued to students who submit all requirements. I-20 applicants are accepted as FULL TIME students in a DEGREE program and must remain in good academic standing.

Visa regulations allow you to enter the United States up to 30 days before the first day of classes (the reporting date shown on your I-20). If you attempt to enter the U.S. earlier, you will be denied entry at the airport immigration area.

*****THE COLLEGE CANNOT PROVIDE INTERNATIONAL STUDENTS WITH ANY FORM OF FINANCIAL ASSISTANCE (FINANCIAL AID).** (You are responsible for providing all of your own college expenses.)

Check list summary of all required items you are responsible for providing:

1. _____ International Student Information form for SEVIS registration.
2. _____ **T.O.E.F.L. TEST RESULTS (UNLESS STUDENT IS FROM ENGLISH SPEAKING COUNTRY)**
3. _____ **Admissions Application**
4. _____ **\$20.00 APPLICATION FEE**
5. _____ **PROOF OF MEASLES, RUBELLA and VARICELLA (MMRV) IMMUNIZATION**
6. _____ **ALL HIGH SCHOOL/COLLEGE RECORDS IN ENGLISH**
7. _____ **(NOTARIZED) RESIDENCE LETTER (SEE ATTACHED FORM)**
8. _____ **(NOTARIZED) AFFIDAVIT LETTER FOR FINANCIAL RESPONSIBILITY of \$39,556.00**
9. _____ **FINANCIAL PROOF** (notarized financial documents) available and accessible funds to meet all expenses for the first year of study, including the tuition, fees, books, and estimate living expenses.
10. _____ **TRANSFER SEVIS I-20 RELEASE FORM FOR TRANSFER STUDENTS ONLY**
11. _____ **COPY OF CURRENT PASSPORT/I-94 CAR.** Must bring original passport and Admissions will make copies of front and back)
12. _____ Complete the I-901 form for SEVIS application and send \$200.00 fee to USCIS.*** (transfer students do not need to complete this form). The school code : **BOS214F10372000** . **Please download the I-901 form at one of these websites:** <http://www.hcc.commnet.edu/admissions/index.asp> or <http://www.ice.gov/sevis/i901/>

Issuance of I-20

Once all requirements are submitted on time and reviewed, the College will issue the student the I-20, “Certificate of eligibility for Non-Immigrant “F” Student Status.” This form will be forwarded to your attention. If you are applying from overseas, please be aware that you will need to sign this form at the American Embassy in your country, in front of them, to approve your F-1 visa status. **You may be refused entry into the United States if you attempt to arrive more than 30 days before the program start date listed on your SEVIS I-20 form. You should report to their school within 30 days of the date that appears on the SEVIS I-20 form to register for courses or to validate your intended participation. Failure to do so may result in serious consequences.** You will not be allowed to enroll in classes if you fail to report to Housatonic Admission Office by the date on your I-20 form! No exceptions. Failure to report to Housatonic will result in your name being reported to the USCIS as “Out of Status”, at their request.



IMPORTANT NOTICE:

Enrollment in a course of study is prohibited for B1 and B2 visas.

An alien who is admitted as, or changes status to, a B-1 or B-2 nonimmigrant on or after April 12, 2002, or who files a request to extend the period of authorized stay in B-1 or B-2 nonimmigrant status on or after such date, violates the conditions of his or her B-1 or B-2 status if the alien enrolls in a course of study. Such an alien who desires to enroll in a course of study must either obtain an F-1 or M-1 nonimmigrant visa from a consular officer abroad and seek readmission to the United States, or apply for and obtain a change of status under section [248](#) of the Act and 8 CFR part [248](#). The alien may not enroll in the course of study until the Service has admitted the alien as an F-1 or M-1 nonimmigrant or has approved the alien's application under part [248](#) of this chapter and changed the alien's status to that of an F-1 or M-1 nonimmigrant. (Added 4/12/02; [67 FR 18062](#))

A B visitor who begins a course of study prior to the approval of a change of status application is considered to have violated a condition of his or her immigration status. USCIS will deny a change of status request if the B-1 or B-2 nonimmigrant enrolled in a course of study before filing the application for change of status or while the application is pending before the USCIS.

Study restrictions: B1/B2 VISAS

A B1/B2 visa holder cannot begin a course of study or student employment until his or her application for a change of status to F-1, M-1, or J-1 is approved. This is a change in policy and B-2 visa holders must be careful not to begin a course of study that is unauthorized.

“A course of study” is considered to be a focused program of classes, such as a full-time course load leading to a degree or certification. Casual, short-term classes that are not the primary purpose of the visitor’s presence in the United States, such as a single English language class would not constitute ‘a course of study’ [*INS Field Memorandum, April 12, 2002*].

A B1/B2 visa holder may engage in part-time study incidental to visit - e.g., may enroll in short-term English language or recreational courses such as crafts class.

NOTE*Please notify us if you are considering applying for change of status. We have the Change of Status application available in Admissions Office.**



LETTER OF RESIDENCE
(Must be notarized)

This letter is to certify that _____ of
(Student Name)
_____ will be living
(Country of Citizenship) (Country of Birth)

with me in my home at the following address until his/her studies are completed at
Housatonic Community College.

THIS MUST BE A CONNECTICUT ADDRESS.:

Name _____
Street Address: _____
City _____ State _____ Zip Code _____ Home phone # _____ Cell # _____

HOME COUNTRY ADDRESS: The Address Must be a Complete Address.

Name _____
Street Address _____
City _____ Province/Territory _____
Postal Code _____ Country _____
Telephone and Country Code: _____

Signed _____
Date _____

(Needs to be Notarized
By Notary Public)

Grand Total Tuition, Fees, books, & Living Expenses = \$19,718.00



(Example)

“Sponsor’s Financial Affidavit Letter”

Must be Notarized

This letter is to certify that I, _____ will be
(Sponsor’s name)
responsible for _____ ‘s total college expenses of
\$39,436. 00 while pursuing a college degree at Housatonic Community College.

Sponsor’s Signature _____ Date _____
(Notarization)

MORE THAN ONE SPONSOR?

Affidavit Letter: If there’s more than one sponsor for the student, each sponsor’s name must be stated on the letter as responsible for the **\$ \$39,436.00 (tuition, fees, & living expenses) and notarized. (Treated just like co-signing a contract). Each sponsor needs to complete this form separately.**

Each sponsor can submit his/her own proof of financial support. *Funding must be available to cover the cost of all school and living expenses during the entire period of anticipated study in the U.S.*

This is USCIS regulations and Housatonic Community College policies. USCIS mandates proof that the student be provided with a shelter, clothes, food and their college expenses paid for.

All International Students (F-1, status visas) must pay “Out of State” (NON RESIDENT) tuition and college fees. (See attached form) This is true even if the student has lived here in Connecticut for years. Once the student registers and enrolls in classes full time, the college tuition and fees for that semester must be paid immediately. Each semester, full time, will be approximately **\$6,444.00**

(Needs to be Notarized by Notary Public)

*****NOTE*** All tuition and fees are subject to change without notice.**

900 Lafayette Blvd. Bridgeport, CT 06604

Students must return this completed document to the Admissions Office or the Health Records Office prior to registration. If

you were born after December 31, 1956, Connecticut State Law requires that all full-time (degree seeking and non-degree/non-matriculating) and part-time matriculating students enrolled in postsecondary schools be adequately protected against measles, mumps and rubella. In addition, beginning on August 1, 2010 all full-time and matriculating students, except those born in the continental United States prior to January 1, 1980, must provide proof of immunization against varicella (chicken pox). Students must have two (2) doses of each vaccine administered at least one (1) month apart to insure adequate immunization.

If you are not exempt, please complete one of the options below and attach the necessary documentation.

Last Name _____ First Name _____ Middle _____

SS# _____ - _____ - _____ Date of Birth ____/____/____

Address _____
Street _____

Town _____ State _____ Zip _____

High School _____ Graduation Year _____

New _____ Continuing _____ Transfer _____ Readmit _____

OPTION 1: RECORD OF IMMUNIZATION			OPTION 2: LAB EVIDENCE OF IMMUNITY OR CONFIRMED CASE OF DISEASE		
This section must be completed by either a physician or someone operating under the direction of a physician (ex. School nurse, physician's assistant, or nurse practitioner).			Test results (Titer) for lab evidence must be attached to this form or document that you have already had the disease(s). If you cannot document a confirmed case of the disease(s), then you must submit immunity results from a medical laboratory.		
Vaccination Type	1 st Dose	2 nd Dose	Date of Test	Result of Test	Date of Disease
Measles	mo/day/yr ____/____/____	mo/day/yr ____/____/____	mo/day/yr ____/____/____		
Mumps	mo/day/yr ____/____/____	mo/day/yr ____/____/____	mo/day/yr ____/____/____		
Rubella	mo/day/yr ____/____/____	mo/day/yr ____/____/____	mo/day/yr ____/____/____		

OR

MMR	mo/day/yr ____/____/____	mo/day/yr ____/____/____	mo/day/yr ____/____/____	
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AND

Varicella (Born after 1/1/1980)	mo/day/yr ____/____/____	mo/day/yr ____/____/____	mo/day/yr ____/____/____	
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Enter on Banner _____ Hold Removed _____ Reviewed _____ Letter Sent _____ Letter Sent On _____

Immunization waivers

OPTION 1 & 2: This must be completed by your physician. I hereby certify that this student has received the immunization(s) or has laboratory evidence of immunity as indicated.



Signature of physician or authorized person

Date

Physician's stamp or DEA number

OPTION 3: MEDICAL EXEMPTION

Students with medical exemptions shall be permitted to attend college except in the case of a vaccine-preventable disease outbreak in the college. All susceptible students will be excluded from college based on public health officials' determination that the college is a primary site for disease exposure, transmission and spread into the community. Students excluded from college for this reason will not be able to return to school until:

1. the danger of the outbreak has passed as determined by public health officials
2. the student becomes ill with the disease and completely recovers, or
3. the student is immunized.

For example, for measles, the complete incubation period is 18 days from the onset of symptoms for the last case in the community. Outbreaks like measles may last for several months.

According to State statutes, (Connecticut General Statutes Sections 19a-7f and 10-204a) no student may be admitted to school without proof of immunization or a statement of exemption. Students seeking an exemption on the basis that a given immunization is medically contraindicated should attach a statement to the form signed by their physician stating that in the physician's opinion, such immunization is medically contraindicated and why it is contraindicated (ex. hypersensitivity to a vaccine component, demonstrated reaction to vaccine etc.) In addition, the student should complete the following statement and return it to the HCC Admissions Office (LH-A106) or Health Records Office (LH-A113).

I am submitting the enclosed documentation from a physician that immunization is medically contraindicated. Therefore, I am exempt from receiving the required immunization as specified by the physician, and shall be permitted to attend college except in the case of a vaccine-preventable disease outbreak in the school.

Student Name

Student Signature

OPTION 4: RELIGIOUS EXEMPTION

Students with religious exemptions shall be permitted to attend college except in the case of a vaccine-preventable disease outbreak in the college. All susceptible students will be excluded from college based on public health officials' determination that the college is a primary site for disease exposure, transmission and spread into the community. Students excluded from college for this reason will not be able to return to school until:

1. the danger of the outbreak has passed as determined by public health officials
2. the student becomes ill with the disease and completely recovers, or
3. the student is immunized.

For example, for measles, the complete incubation period is 18 days from the onset of symptoms for the last case in the community. Outbreaks like measles may last for several months.

According to State statutes, (Connecticut General Statutes Sections 19a-7f and 10-204a) no student may be admitted to school without proof of immunization or a statement of exemption. Students seeking an exemption on the basis that immunizations would be contrary to their religious beliefs should complete the following statement and return it to the HCC Admissions Office (LH-A106).

I hereby assert that immunizations would be contrary to my religious beliefs. Therefore, I am exempt from receiving the required immunization under Section 10-201a of the Connecticut General Statutes and shall be permitted to attend college except in the case of a vaccine-preventable disease outbreak in the school.

Student Name

Student Signature



International Student SEVIS I-20 Record Release Transfer Form
FOR TRANSFER F-1 VISA STUDENTS ONLY

900 Lafayette Boulevard, Bridgeport, CT 06604

http://www.hcc.comnet.edu

Phone: 203-332-5100 Fax 1-203-332-5294

School Code: BOS214F10372000

SECTION I - TO BE COMPLETED BY STUDENT

You should not have your SEVIS record released to Housatonic until you have been accepted to HCC. Upon acceptance, please provide the International Student Advisor of your previous school with a copy of Housatonic Community College's acceptance letter in order to request that your SEVIS record be released to HCC. **Transfer students must maintain their visa status at the current school prior to transferring to HCC.

Name of Student Last Name First Name Middle

Semester for which you are applying to HCC: Fall Spring

Degree program you are applying for of Associate Degree

Social Security Number Country of Citizenship

I hereby grant permission for the information requested below to be made available to Housatonic Community College.

Student's Signature Date of Birth (mm/dd/yy) Date

SECTION II - TO BE COMPLETED BY THE INTERNATIONAL OFFICE

The student named above has applied to the Housatonic Community College for the term above. We are requesting the following information so that we may determine the student's eligibility for transfer according to Title 8 CFR 214.2 (F) (8) (ii). Please return this form to the mailing address above:

Institution Name:

Address:

Student's I-94 Admission number: SEVIS Number #: N

Enrollment Dates: Beginning Date (Semester/Year):

Date of Intended Transfer: (mm/dd/yy)

Please check appropriate statement:

- 1. Out of Status. Semester last enrolled was
2. Approved for OPT or CPT from to
3. What is the expected date or last date for completion of studies in student's current degree program?
4. What is the level of education the student last pursued?
5. Is he/she considered to be pursuing a full course of study and maintaining F-1 Status?
6. Has the student met all the financial obligations?
7. TRANSFER APPROVED YES NO
8. If no, state reason
9. Comments:
10. Has the student been released in SEVIS? Yes No Date:

(Please do not release the student's SEVIS record until student has been accepted at Housatonic Community College).

Title: Phone: Fax:

Name & Title of Designated School Official completing this Form

Signature Date



CONTRACT FOR F1 STUDENTS

Student's
Initials

After receiving the Housatonic Community College I-20, you are required to take the Institutional Placement Test 2 to 3 weeks prior to the 1st day of class.

*** You must be in Full-time status (12 credits or more).**

*** It is your responsibility to comply with all immigration regulations which apply to F-1 students.**

*** STUDENTS (NOT SPONSORS) ARE RESPONSIBLE FOR OUT OF STATE TUITION PAYMENT.**

*You may purchase a medical insurance coverage through an independent agency or the Student Injury and Sickness Insurance Plan for Connecticut Community Technical Colleges at an additional expense to you. **This is your responsibility, and not the college.**

I understand that I must pay tuition in full at time of registration or apply for the 3-way payment plan at least 3 weeks prior to the 1st day of school.

I promise to make full payment in accordance with the payment amounts in the agreement. I understand that if I fail to meet the full payment indicated, I will be withdrawn from the College but continue to be responsible for the entire amount. I also understand that once I have been withdrawn from the college, I will be responsible for any additional fees associated with re-instating me back into my classes and for possible losing my F-1 status. I acknowledge that I have received the Student's Copy as my official copy of this agreement, have reviewed and understood the policies and procedures covering the requirements, have accepted its term, and no future reminders need to be issued.

Full Name

Date

Student Signature

Date

P/DSO

Date



This form is to be completed by the Designated School Official (DSO).

Name: _____
Last Name Middle First

Initial/New: _____

Transfer from: _____

SEVIS Number: _____ N _____

BANNER ID: @ _____

CHECKLIST” OF INTERNATIONAL STUDENT REQUIREMENTS

1. ____ T.O.E.F.L. Test Results (unless student is from an English Speaking Country)
2. ____ International Student Information form for SEVIS registration.
3. ____ Admissions Application
4. ____ \$20.00 Application Fee (Money Or Check)
5. ____ MMRV: Proof of Measles, Rubella Immunization and Varicella
6. ____ High School/Secondary School Proof: Diploma or official school record in English
7. ____ Letter of Residence (Connecticut Address and Home Country Address MUST BE NOTARIZED)
8. ____ Affidavit of financial responsibility: (MUST BE NOTARIZED) Letter from a friend, relative or associate stating that they are going to provide for you financially.
9. ____ FINANCIAL /PROOF (notarized bank statement & converted in U.S. currency)
10. ____ COPY OF CURRENT PASSPORT/I-94 CARD (only for student who have a passport.
11. ____ Complete the I-901 form for SEVIS application and send \$200.00 fee to USCIS (**New/Initial Students ONLY**)

TRANSFERRING IN FROM ANOTHER U.S. COLLEGE

- ____ Submit all international student requirements stated above
- ____ Copy of student’s SEVIS I-20 from previous school.
- ____ Submit official transcript(s) from previous college(s) with final grades and course catalogues.
- ____ Transfer SEVIS Release form to transfer from previous school to HCC: (see page 9).
Prior college must state you do not owe any money and you are a full time student in good standing and maintaining your visa status. This form must be signed by foreign advisor from previous college (see page 9).
- ____ Foreign College Credits must be evaluated by a licensed agency such as WES and ECE.
- ____ Out of Status students must be reinstated from the previous college attended before applying for admissions.

Required Forms for Change of Status

- ____ Submit all international student requirements stated above (see page 1)
- ____ Complete the Change of Status packet including the I -539 form.