

# SEWARD COUNTY COMMUNITY COLLEGE

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## ***INTERNATIONAL STUDENT INFORMATION***

(Revised 4-4-03)

International Students interested in attending Seward County Community College (SCCC) should submit the following documents in order to be accepted for admission and for a Certificate of Eligibility (INS Form I-20) to be issued. New Immigration and Naturalization Service (INS) regulations require colleges to utilize the Student and Exchange Visitor Information System (SEVIS) as of February 15, 2003. Student information will be entered into this online system, and all I-20 forms will be issued to students through SEVIS.

### **Checklist of Documents to be Submitted to SCCC:**

- \_\_\_\_\_ 1. Official Transcript (certified copy translated in English)
- \_\_\_\_\_ 2. Proof of English Proficiency (TOEFL Score of 500+ or English Courses on Transcript).
- \_\_\_\_\_ 3. Proof of financial support from Family/Financial Institution/Sponsor (complete and return enclosed form along with verification from Financial Institution; a **\$1,750 Deposit for tuition/books/fees and a \$2,000 Deposit for college housing** should be prepaid to the SCCC Business Office. All deposits must be in U.S. Dollars.
- \_\_\_\_\_ 4. An *Application for Admission* to SCCC along with a **\$100 International Student Application Fee** (non-refundable).
- \_\_\_\_\_ 5. Personal Health Records that include immunization records and Proof of Health Insurance Coverage with a U.S. company.
- \_\_\_\_\_ 6. Three letters of recommendation addressing the International Student's character, scholastic ability, and ability to benefit from an education at SCCC.
- \_\_\_\_\_ 7. A completed *REQUEST for CERTIFICATE OF ELIGIBILITY (INS FORM I-20)*.

*International Students interested in applying for SCCC Scholarships should include a completed Scholarship Application. All scholarship recipients are required to reside in SCCC Student Housing.*

### **Checklist of Additional Documents to be Submitted to SCCC:**

- \_\_\_\_\_ 8. SCCC Scholarship Application
- \_\_\_\_\_ 9. A signed *SCCC Student Living Center Contract* and a **\$100 room deposit**.

### **Time Lines:**

The time needed to complete the immigration process varies from country to country due to different embassy policies and the time needed to obtain and mail documents, money orders, etc. The time needed for SCCC to complete the admissions process depends upon the applicant providing all of the required documentation in a timely manner. Therefore, the following time line is recommended as a guide for applicants to have all required documents on file at SCCC. For attendance at SCCC for the specified semester, required documentation should be on file by:

**July 1 for the Fall Semester (August)**  
**November 1 for the Spring Semester (January)**  
**April 1 for the Summer Semester (June)**

Applications and documentation received after the specified date will be processed as time allows.

**Estimate of Student Expenses:**

<u>Fall/Spring Semesters</u>	<u>Summer Session</u>
Tuition and Fees . . . . . \$3,500	Tuition and Fees. . . . . \$1,000
Room and Board . . . . . 4,000	Room and Board. . . . . 1,000
Books and Supplies . . . . . 750	Books and Supplies. . . . . 200
Health Insurance. . . . . 500	
Misc. expenses (personal items, transportation, etc.) . . . . . <u>1,500</u>	Misc. expenses (personal items, transportation, etc.) . . . . . <u>800</u>
<b>TOTAL. . . . . \$10,250</b>	<b>TOTAL . . . . . \$3,000</b>

**Transcript:**

SCCC requires proof of graduation from an accredited high school or secondary level institution, or a certificate of equivalency from a recognized agency. This documentation should be an official, certified copy in English.

**English Proficiency:**

Student should provide proof of English Proficiency; a certificate that “The Test of English as a Foreign Language” (TOEFL) has been completed with a minimum score of 500 and/or a record of successful completion of English Courses on the transcript will suffice. Students may be required by SCCC to enroll in appropriate English as a Second Language (ESL) classes.

**Proof of Financial Responsibility:**

INS Regulations require students to provide sufficient “proof of financial responsibility” to pay for the educational costs listed by the college. This documentation must be received by SCCC before an INS Form I-20 can be issued. Specific information should be supplied on the *REQUEST FOR CERTIFICATE OF ELIGIBILITY* which is attached. Supporting documents from financial institutions is recommended.

SCCC requires a **\$3,750 deposit in U.S. Dollars** (\$1,750 for tuition/books/fees & \$2,000 for college housing) for one semester of educational expenses to be prepaid and received by the SCCC Business Office once the student is accepted for admission; an Institutional Scholarship Award can be applied towards the deposit for tuition/books/fees. If the student does not attend SCCC, the deposit will be refunded upon written request.

**Application for Admission:**

International Students must meet all admission requirements as stated in the SCCC College Catalog and on the web-site. A completed *Application for Admission* and a **\$100 International Student Application Fee** must be submitted to be considered for admission to SCCC; the fee is used to offset some of the costs of International Student processing and completing forms required for admission. The payment should be made by a money order in U.S. Dollars payable to Seward County Community College;

### **Student Health Records:**

Applicants must provide complete immunization records; the Kansas Department of Health and Environment recommends that all college students be immunized against tetanus, diphtheria, hepatitis B, varicella (chicken pox), influenza, and measles, mumps, rubella, and meningococcal. It is also recommended that students in the health professions have additional protection against polio.

Proof of health insurance coverage with a United States Company is required; Seward County Community College does not endorse any particular company or plan. Students can search on the internet for sources of student insurance; [www.student-resources.net](http://www.student-resources.net) is a site that has student insurance plans from several sources.\_\_\_\_\_

### **Student Housing:**

International Students who receive institutional or development foundation scholarships are required to live in college housing. Cost for the academic year is \$3,900 for a double occupancy room and 19 meals per week or \$4,400 for a single occupancy room (based upon availability) and 19 meals per week. The Student Living Center is conveniently located on campus and close to the Cafeteria, the Student Union, classrooms and the library. Campus Security patrols the Student Living Center along with the entire campus. All student housing facilities are relatively new construction furnished with beds, desks, chests, bookcases, etc. Students must provide their own sheets, blankets, towels, etc. A signed Student Housing Contract and a \$100 room deposit is required; payment for one semester is expected before a student moves in. The following amenities are provided within the contract price:

- ◆ spacious rooms with individual climate control
- ◆ elevator
- ◆ lighted parking lot
- ◆ local phone service
- ◆ internet and cable TV access in room
- ◆ security cameras
- ◆ computer lab
- ◆ student lounges
- ◆ student study room
- ◆ game room with TV
- ◆ outdoor basketball court
- ◆ ice machine & vending machines

A waiver of the requirement to reside in Student Housing may be requested if special circumstances are present. An Administrative Council will review any request for a waiver and approve or disapprove the request.

### **Scholarships:**

International students may be eligible for various scholarships through SCCC; a limited number are available for those who qualify. A scholarship application should be returned by the priority date listed on the scholarship application.

### **Payment of Student Account:**

Students are expected to pay for tuition, fees, books, and student housing costs that are incurred at

the beginning of each semester. Students with a delinquent account are subject to cancellation of their enrollment and termination as a student at Seward County Community College.

**In-Status Classification:**

The Immigration and Naturalization Service (INS) regulations require International Students with an F-1 Visa attending college in the United States to maintain full-time student status each semester; INS defines “In-Status” classification as **completion of 12 credit hours each semester** (Fall and Spring). An F-1 student must be “In-Status” to be eligible for any benefits such as work permit for practical training, program extension, school transfer, and adjustment of status.

**F-1 Reinstatement:**

An International Student who fails to maintain a full course of study each semester will be reported to the INS District Office in Wichita, Kansas as “out of status”; this classification requires the International Student to apply to INS for reinstatement. The reinstatement process involves sending the INS District Office a completed INS Form I-539 and requires numerous documents to be enclosed, including evidence of financial support, an official transcript verifying continued full-time enrollment, the original current I-94 card, photocopies of I-20, passport and visa, new I-20, a letter from the student explaining the circumstances, a personal check or money order for **\$140** made payable to INS, and any additional supporting evidence.

The INS will make a decision and notify the International Student as well as the college. If the student is reinstated, the I-20 and I-94 will be marked “Reinstatement Approved” and dated and returned to the student. If the student is not reinstated, a date of voluntary departure will be issued by which time the student must leave the United States and return to their home; this action of deportation is usually within 30 days of notification and may not be appealed.

**Employment by International Students:**

International Students with F-1 Visa Status are allowed to work on campus if they have a Social Security Card; off-campus employment is prohibited. New students can apply for a Social Security Card at the District Social Security Office after arrival in the U.S. After one year of attendance at SCCC, International Students may apply to the INS for a work permit for employment related to the student’s program of study. The work permit is good for a maximum of one year. This application requires a **\$120 fee** to be paid by the student to INS.

**Transfer:**

International Students with a valid Form I-20 seeking to transfer to SCCC from another college in the United States must obtain a new Form I-20 from SCCC. Verification of the student’s “In-Status” classification must be received from the current college, as well as other required documentation, before a new I-20 will be issued by SCCC. International Students at SCCC seeking a transfer to another college must meet the admission requirements of that college which will include the INS “In-Status” classification at SCCC.

**INS Information:**

It is recommended that International Students go to the INS website and become familiar with information relating to F-1 students; the regulations, procedures, INS Forms, fees, etc. are subject to change. The online address is <http://www.immigration.gov/graphics/index.htm>

**Student Information:**

Family Name (surname) _____	First Name _____
Country of Birth _____	Date of Birth(month/day/year) _____
Country of Citizenship _____	
Home Mailing Address _____	
City	Country

How long do you plan to study at Seward County Community College? \_\_\_\_\_

Date study to begin \_\_\_\_\_ Semester \_\_\_\_\_ Year \_\_\_\_\_ Major area of interest \_\_\_\_\_

Do you plan to attend summer school at Seward County Community College? \_\_\_\_\_

Name of Health Insurance Provider: \_\_\_\_\_

**Financial Information:**

<b>Please Enter Amounts in U.S. Dollars (\$) – Please Print All Entries</b>		
<i>Sources of Funds</i>	<i>First Year</i>	<i>Second Year</i>
<b>PERSONAL OR FAMILY SAVINGS:</b> Please print name of bank.  _____ <small>(An accompanying certified letter from the bank is required to verify that the funds are available, and it must state actual amounts available in U.S. dollars.)</small>	\$	\$
<b>PARENTS AND/OR SPONSORS:</b> Please print name of each person.  _____ <small>(The signature of the parent and/or sponsor is required in the space below. In addition, an accompanying certified letter from a bank is required to verify that the funds are available, with amounts quoted in U.S. dollars, or that the parents and/or sponsors are financially capable of providing the funds quoted for each year.)</small>	\$	\$
<b>GOVERNMENT AGENCY:</b> Please print name of agency.  _____ <small>(Please enclose a copy of your letter of award.)</small>	\$	\$
<b>OTHER – Please specify:</b>  _____ <small>(Please enclose a signed affidavit of support.)</small>	\$	\$
<b>TOTAL:</b> The total for each year must equal or exceed the estimate shown on the first page of this form.	\$	\$

**Signatures:**

This is to certify that I have read the information furnished by the applicant on this form, that it is a true and accurate statement, and that the funds are available and will be provided as indicated.

Signature of Guarantor  
(Parent and/or Sponsor) \_\_\_\_\_

Address \_\_\_\_\_

Relationship to applicant \_\_\_\_\_

Date \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I certify that the information above is correct and complete.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**TO BE COMPLETED BY SEWARD COUNTY COMMUNITY COLLEGE**

I have reviewed this form and supporting documents, and approve the issuance of a Certificate of Eligibility.

College Official's Signature \_\_\_\_\_ Title \_\_\_\_\_

Date \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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