

Mohawk Valley Community College A unit of the State University of New York

INTERNATIONAL APPLICATION FOR ADMISSION

Please send this completed and signed application with all supporting documents to:

Coordinator of Services for International Students
Mohawk Valley Community College
Payne Hall, Room 101C
1101 Sherman Drive
Utica NY 13501-5394
USA

Phone: (011) 315-792-5350 / Fax: (011) 315-792-5527

HOW TO APPLY FOR ADMISSION: Instructions and Checklist

Please follow these instructions carefully. Print all requested information clearly and correctly. All documents must show your name exactly as it is written on your passport and academic (school) records. Send all completed forms to MVCC at the address shown above.

Photocopies, faxed or scanned copies of original documents that have not been certified are not acceptable.

The Personal Privacy Protection Law requires that this notice be posted when collecting personal information from individuals. The information on this application will be used in the processing of your application for admission to the college. <u>Failure to provide the requested information may delay the processing of your application</u>. The authority to request this information is found in Section 355(2)(i) of the Education Law. Mohawk Valley Community College is an Equal Opportunity Educational Institution.

A COMPLETE INTERNATIONAL APPLICATION WILL INCLUDE THE FOLLOWING:

- ✓ 1. Completed Application Form: Answer all questions on this application form completely and to the best of your ability. If the question does not pertain to your situation, write "N/A" (not applicable) in the space provided.
- **2 A. Original high school/secondary school diploma (graduation certificate) showing your date of graduation.** If an original document is not available, we require a CERTIFIED (authenticated) COPY of the original document.
 - **2B.** Original high school/secondary school grade report (academic transcript) showing all the classes you took and the grades you received. If an original document is not available, we require a CERTIFIED (authenticated) COPY of the original document.

2C& 2D. CERTIFIED ENGLISH TRANSLATIONS OF <u>BOTH</u> ORIGINAL DOCUMENTS. If your original high school graduation certificate and high school grade are written in a language other than English, we also require

- Note: All documents should be sent directly from the issuing school or government agency to the Admission Office at MVCC in sealed envelopes.
- In addition, students from countries where online educational credential verification is available using Scratch Cards (ex: WAEC Online Results Checker) are required to provide all information necessary for online verification of your educational credentials.
- 3. If you attended a post-secondary institution (ex: college, university, technical institute) and wish to have credits reviewed for transfer to MVCC, here is what you need to do:
 - A. IN THE UNITED STATES: Ask the U.S.-based institution to send an original, official transcript in a sealed envelope to MVCC at the above address.
 - B. OUTSIDE OF THE UNITED STATES: Request a professional education credential evaluation report from an evaluation service [ex: Evaluation Service, Inc. (www.evaluationservice.net) or World Education Services (www.wes.org)]. Please also request that they send a copy of the report to Mohawk Valley Community College at the address listed above.

- 4. Proof of Financial Resources: You must submit a completed Financial Verification Form for International Students (page 8 of the application for adimission) showing an original signature from the financial sponsor(s) and from the student. Additionally, you must provide financial support documentation for each sponsor. This documentation may come in the form of a pay stub or tax return. We also require an official bank statement that has adequate funding for the first academic year. These documents must be dated within two months of your application. If this document is not in English, you must also send a certified English translation of the bank statement. Please see Financial Verification form for further information.
- 5. A complete English Proficiency Report: The English Proficiency Report (page 6 of the application) is required from all applicants who do not speak English as their native language. Part I of the report is to be filled out by the student. Part II is to be filled out by an official of your school. Please submit the English Proficiency Report to the director, instructor, or advisor of English courses at your school for completion. Incomplete forms received without a signature are not acceptable.
- ☑ 6. A completed and verified Health Form: Include proof of immunity against Measles, Mumps and Rubella(MMR) on this form with all dates of vaccination and test results. The Health form may be downloaded and printed out from http://www.mvcc.edu/students/healthcenter/index.cfm.
- 7. A photocopy of your passport information page: A passport is required for obtaining an F-1 Non-Immigrant student visa. It is important that the information on your I-20 match exactly the information on your passport. For this reason, we request that you send a copy of your passport information page with this application (Ex: name, date of birth, etc.) If you do not yet have a passport, please indicate that in Section 4 of this application.

VISA INFORMATION

No applicant should attempt to enter the U.S. for study at MVCC without an official letter of admission, FORM I-20 A-B, and appropriate visa documents. The issuance of the I-20 is not a guarantee of receiving an F-1 student visa. Requirements of the F-1 visa vary from country to country so you should be prepared to present to the embassy your I-20 form, passport, and any additional documentation (e.g. financial records) that may be requested. The F-1 student visa, if granted, allows you to study only at the college for which it is issued. It is the responsibility of the student to maintain Legal International Student Status (F-1 immigration status) as required by the U.S. Citizenship and Immigration Services. The student must read carefully and understand appropriate documents related to their status and follow procedures described. If you are currently in the United States, you must include: A photocopy of your passport, I-94, visa and I-20 form from your school that you are currently attending.

EXPENSES AND FINANCIAL INFORMATION

All international students are required to submit certified documentation showing financial support for one academic year equal to or greater than \$21,944.00 U.S Dollars for those students in campus residences or \$19,509.00 U.S. Dollars for those students living off campus.

2011-2012 Estimated International Student Expenses In U.S. Dollars (USD\$) For One Academic Year (10 Months)

Expenses listed below are estimated for the 2011-2012 ACADEMIC YEAR (10 months) year and represent two semesters, Fall and Spring. Additional fees for Summer attendance will apply if in attendance.

EXPENSES	On-Campus	Off-Campus
Tuition	\$ 6,960.00	\$ 6,960.00
Residence Hall Room	\$ 5,220.00	
Campus Meal Plan	\$ 3,440.00	
Residence Hall Fees	\$ 275.00	
Off-Campus Lodging		\$ 4,000.00
Off-Campus Meals		\$ 2,500.00
Student Activity Fee	\$ 230.00	\$ 230.00
Technology Fee	\$ 250.00	\$ 250.00
Mandatory International Health Insurance	\$ 706.00	\$ 706.00
Books & Supplies	\$ 2,000.00	\$ 2,000.00
Personal Expenses	\$ 703.00	\$ 703.00
Transportation	\$ 2,160.00	\$ 2,160.00
Total	\$ 21,944.00	\$ 19,509.00

Notes:

- Tuition and fees are subject to change without prior notice by decision of the Mohawk Valley Community College (MVCC) Board of Trustees.
- Expenses for living off-campus may vary based on lifestyle choices and spending habits of the individual student.
- Summer on-campus housing is not included in this estimate but may be available on a limited basis for a fee. There is no campus meal plan offered in Summer.
- During holiday breaks when the college is closed (i.e.-Thanksgiving, Winter, Spring), on-campus housing may be available on a limited basis for a fee

PLACEMENT IN ENGLISH AS A SECOND LANGUAGE (ESL) COURSES

All international students are required to take an English Language Placement Test and academic Placement Tests upon arrival at the college. The English Proficiency Test determines the student's English ability and determines placement in appropriate ESL courses. Placement will be at the discretion of the college in accordance with each student's individual needs assessment test. If the TOEFL exam has been taken it can be sent to the address on the application.



Official use only	

Please Clearly Print or Type All Requested Information. (No application fee is required.)

Section 1. Name Information				
Current Legal Name:				
Last (Family) Name	First (Given) N	Name		Middle Name
Preferred first name if different from name listed ab	oove:			
Are you a U.S. Citizen?NoYes (If <u>YES</u> , wh				
Section 2. Permanent Home Address Infor	mation			
A. Home Address (Please check here if the Street			·	_
City				
Province				
Postal Code Country				
Home Phone # ()	Other Phone	#()		
E-mail address:		"\		
B. Mailing Address (Please check here Street City Province Postal Code Country Home Phone # () E-mail address:	Other Phone	#()		_
C. Parent or Guardian Information				
(Mr./Mrs./Ms.) (Full Name of Paren	t or Guardian with s	uffix, if used)		
Check here () if your Parent or Guardian add				
Street Province Postal Cod	 e	Country		
Section 3. Personal Information		n)/(Day)		

Section 4. C	itizenship and I	anguage Info	rmation				
Country of Birth:			Co	untry of Citizenship:			
Current U.S. Visa:		Issue Date: _		untry of Citizenship: Expiration Dat	e:		
Passport #:			Expi	ration date:			
Is English your na o If NO , what is your r)			
Section 5. H	igh School (Sed	condary Scho	ol) Educ	ation			
				anslations of ALL sec graduation or compl		ompletion (gr	aduation)
Prior to my enrol	Iment at MVCC	(Check One):					
I graduated	l or will graduate	from an accred	dited higl	n school in the U.S.A.	Graduation Date	e: / Month	
I graduated	l or will graduate	from a high sc	hool <u>in a</u>	foreign country Gradu	ation Date:	/ Month	 Year
Provide the appre	opriate seconda	ry/high schoo	ol inform	nation for your choice	above:		
School Name							
Street Address_ City							
Postal/Zip Code Country (if Secon		_					
School Phone							
Section 6. C	ollege Education	n (transfer st	udents a	nd/or secondary sch	ool students with	earned colleg	ge credit)
Have you ever bee	en dismissed fro	m a college for	other tha	an academic reasons?	No Yes		
If YES, what is the	e school name?:						
List any colleges/u	universities you a	ttended, with t	ne <u>most</u>	recent first, then others	. Include any MV0	CC attendance:	
College/University	Name(s)	Co	ountry	Dates Attended	Credits Earned	Degree Earn	ed(if any)
				to		_	
				to		_	
				to			

To evaluate transfer credit from a college/university in the U.S., MVCC must receive an official transcript in a sealed envelope directly from the college where the credit was earned. If you have attended an institution outside the U.S. please request a course-by-course transcript evaluation from a credential evaluation service [ex: Evaluation Service, Inc. (www.evaluationservice.net) or World Education Services (www.wes.org)].

Section 1.	MVCC Application In	formation			
I want to start i	n the (check one):	Fall Semester (August)	OR .		_Spring Semester (January)
In which year?	Indicate Year here				
Major requeste	d:				
*Note: Internati	onal students who are n	ne Program of Study ONLY ot native English-speakers w through English Language P	vill be place		neral Studies/ESL Program until n they arrive at MVCC.
Check All Tha	t Apply to Your Applica	ation Status:			
Student Type:	I will be a:	First-time degree/certi	ficate stud	dent or _	Transfer student
Joint Admissi	ons: Not applyi MVCC and	ng for joint admissions d the SUNY College at Platts	burgh, N.\	Υ.	
Comple Comple Comple Comple Comple Comple Comple Comple I would	te an MVCC degree or come course work to prepartie course work to upgrade course work for personal 24 credit hours of course ason: Please specify eferences (choose one like to be considered for	re for transfer with no MVCC ertificate, then seek employn re for entrance into the militar de current job skills nal development rse work to obtain an Equival	nent Ty Iency Diplo Housing (oma (GED)	
Baseball Basketba Bowling Cross Co Golf Ice Hocke Indoor Tr Lacrosse Soccer	Men's Men'	Women's			

The information that I have provided on this application is true to the best of my knowledge. I realize that any deliberate falsification or misrepresentation of information may result in either denial of admission or dismissal from the college.

The electronic submission of this application is considered the same as signing and mailing the application by regular mail.

Applicant Information (please print clearly this is used as a data check to confirm info reported on the front of the application):

Last Name	Suffix (Jr/Sr., etc.)First Name
Your Signature	Date:
• • • • • • • • • • • • • • • • • • • •	r an acceptance decision until original copies of all supporting documents are
	al Students. Upon receipt, all submitted documents and transcripts become the
property of the College. Please see the checklist on the	first page of the application for a listing of all required documents.

FINANCIAL VERIFICATION FORM FOR INTERNATIONAL STUDENTS

International applicants must document their ability to meet all educational and living expenses for the entire period of their intended study before Mohawk Valley Community College can issue the form for Visa Eligibility (Form I-20 A-B). Read the following instructions carefully before completing and submitting the form. Mohawk Valley Community College reserves the right to require additional documentation and/or pre payment for applicants whose countries impose currency exchanges restriction or other obstacles that transfer currency. Be sure to include supplementary documents as indicated (below) and attach originals, not photocopies. Please refer to the MVCC Business Office webpage for the most current tuition and fee rates. Support shown must cover a minimum of all expected expenses for one year of study, including tuition, fees, room and board, health insurance and other miscellaneous and personal expenses, as well as proof of income. All documentation must be dated within six months of the initial attendance of MVCC. This amount is a minimal estimate and is subject to change without notice and will usually increase each year.

STUDENT NAME		
(FAMILY OR SURNAME)	(FIRST OR GIVEN NAME)	(MIDDLE NAME)
DATE OF BIRTH	(MONTH/DAY/YEAR)	
SOURCE OF FUNDS		
PERSONAL FUNDS: Submit a bank letter verifying cash	amount that is available.	\$
FAMILY / SPONSOR / FUNDS:		\$
Family Sponsored Funds are Required to Submit:		
 Proof of income in the form of a pay stub or tax retu An official and original bank letter verifying cash ar An official and original letter form from the sponsor 	mount that is available.	our education for the duration of your duties.
PLEASE PRINT		
NAME OF SPONSOR		
RELATIONSHIP OF SPONSOR TO APPLICANT		
COMPLETE ADDRESS OF THE SPONSOR		
SPONSOR'S SIGNATURE		DATE
By signing this form the sponsor is certifying that the state	ement of available funds is correct and t	hat he or she has intent to finance the applicant'
studies at MVCC.		
GOVERNMENT SCHOLARSHIP		\$
Name of Scholarship and Originating Country Submit and official and original letter indicating case	sh amount and availability of funds.	
OTHER SCHOLARSHIPS (specify)		\$
Name of scholarship and Scholarship provider Submit and official and original letter indicating case	sh amount and availability of funds.	
TOTAL AMOUNTS AVAILABLE		\$
Have you applied for foreign exchange permission (as maYES	ay be required by your government for a	ıll students studying abroad?)
Does your country have currency restrictions that might linNO	mit the amount of money that can be rel	leased to you each year in US dollars?
APPLICANTS SIGNATURE		DATE

ENGLISH PROFICIENCY REPORT

Please mail the English Proficiency Report to: INTERNATIONAL ADMISSIONS, MOHAWK VALLEY COMMUNITY COLLEGE, 1101 SHERMAN DRIVE, UTICA NY 13501, U.S.A.

PART I. (to be complet	ed by applicant) PLEASE	TYPE OR PRINT IN ENG	SLISH			
NAME						
FAMILY NAMI	E	FIRSTNAME			MIDDLE N	AME
DATE YOU EXPECT TO	ENROLL					
HISTORY OF APPLICA	NT'S FORMAL STUDY O	F ENGLISH				
	NUMBER OF YEAR	S NUMBER OF PER YE			R OF HOURS R WEEK	NATIVE LANGUAGE OF INSTRUCTOR
SECONDARY SCHOOL						
UNIVERSITY						
OTHER						
PART II. (To be comple	eted by a director of cour	ses, or a professor or in	structor of E	nglish at a s	school or Univers	sity.)
1. IS THE APPLI	CANT'S NATIVE LANGUA	AGE ENGLISH?	Yes	□ No		
	to indicate your opinion of suit of studies at a college			h from the st	and-point of the la	anguage proficiency usually
Speaks English	Fluently and Conversational	With ease but stilted	Halti	ngly	No ability	
Understands Spoken English	With Good Comprehension	With some Hesitation	Simp Voca	ole abulary only	No ability	
Understands Written English	Advanced level materials	Intermediate level materials		nentary materials	No ability	
Expressed Thoughts	With fluency and facility	With ease but ungrammatically		n elementar l only	y No ability	
Needs no acade Needs no specia Could carry ¾ a Could carry ½ a Could carry ¼ a Needs at least o Is unqualified fo	appropriate beginning commic language training; could recode mic load, with 1/4 language mic load, with 1/4 language cademic load, with 1/4 language cademic load, with 1/4 language semester of intensive the racademic work.	uld carry a full academic prequire occasional assistan uage training. uage training. uage training. raining, prior to undertakin	ogram. ce. g full-time stu	dy.		ion on other side or on a
	,	•				

Signature of Person Completing Report

Name of Person Completing Report (please print)

Official Position	Date	
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