International Student Admission Overview

Admission Checklist
☐ Application for admission
☐ Copy of Passport (pages with biographical and visa information)
☐ Copy of I-94 Arrival and Departure Record (if you are in the United States at the time of application)
☐ Official Transcripts (High School, college, university, etc)

All foreign documentation must be translated and evaluated to U.S. standards before being submitted to GCC. Please refer to www.naces.org for a list of other credential evaluation agencies.

☐ International Student Information Form (from this packet)
☐ English Language Proficiency
You may prove English-Language proficiency in one of the following ways:
- Submit official TOEFL or IELTS results. A minimum score of 71 on the TOEFL ibt or a 6 on the IELTS is required
- Submit an official transcript from an English-language based college or university indicating successful completion of college-level English composition
- By taking and receiving an acceptable score on an English proficiency test administered by GCC (available only if you are presently in the United States; please call 413-775-1226 to schedule an appointment)

☐ Financial Support
☐ Students must show that adequate money is available to support the student while studying in the United States by completing any of the following:
- Submit a certified bank letter showing sufficient funds in an account to cover tuition, fees, housing, health insurance, books, supplies, and other miscellaneous expenses for a minimum of one academic year.
- Bank statement in the applicant’s or sponsor’s name
- A scholarship award letter from a foundation, agency or government

Financial support documents described above must be dated within 90 days of application

☐ Sponsorship Agreement (if support or funds are being provided by anyone other than the student)

☐ Transfer Verification Form (if you are currently attending school in the U.S. on an F-1 Visa)
- Submit current copy of Visa and I-20

Upon Acceptance
☐ $200 SEVIS fee: I-901 form which is paid to USCIS via www.fmjfee.com/
The purpose of this fee is to cover the costs for the continued operation of the Student and Exchange Visitor Program (SEVP) including the administration and maintenance of SEVIS, compliance activities, and the establishment of SEVIS Liaison Officers.

☐ Immunization & TB Risk Assessment Form

Please note: International students will be subject to out of state tuition rates while attending Greenfield Community College and must be attending a full-time (minimum 12 credits) program of study. Federal financial assistance is not offered to international students. No campus housing is available.

ADDITIONAL CRITERIA
- If you are in the United States at the time of submitting your application for admission, please submit a valid Passport, Visa, and I-94 card. If not, upon your arrival in the U.S., please submit a valid passport, VISA, and I-94 card to the Office of Admissions. Upon receipt of the I-20, you will have to obtain the student visa through the U.S. Consulate in your country.
- If you are a transfer student, please submit a copy of your Form(s) I-20 from school(s) you previously attended. If you have a SEVIS I-20 your previous school must indicate that you are transferring.
- Mandatory Health and accident insurance: If you do not have insurance that will cover you while you are in the U.S., you must purchase insurance through the college. Estimated expense is $1,725 USD per year.
**International Student Tuition & Fees**

Students must show that adequate financial support is available to the student while studying in the United States by completing any of the following:

1. Submit a certified bank letter showing sufficient funds in an account to cover tuition, fees, housing, health insurance, books, supplies, and other miscellaneous expenses for a minimum of one academic year.
2. Sponsorship Agreement – this must be submitted if funds are not in the student’s name.
3. Bank statement in the applicant’s or sponsor’s name
4. A scholarship award letter from a foundation, agency or government

*Financial support documents described above must be dated within 90 days of application*

### ESTIMATED EXPENSES FOR INTERNATIONAL STUDENTS

**ACADEMIC YEAR 2018-2019**
*(Based on 15 credits)*

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition and fees</td>
<td>$14,432</td>
</tr>
<tr>
<td>Living expenses per year (Housing and food)</td>
<td>$10,386</td>
</tr>
<tr>
<td>Books and supplies</td>
<td>$1,418</td>
</tr>
<tr>
<td>Mandatory Health Insurance per year*</td>
<td>$1,725</td>
</tr>
<tr>
<td>Personal expenses</td>
<td>$2,192</td>
</tr>
<tr>
<td>Transportation (after arrival in US)</td>
<td>$1,770</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$31,923</strong></td>
</tr>
</tbody>
</table>

*All costs are subject to change and may vary for each student.*

*Health insurance is mandatory for international students. The premium varies each year and is generally for coverage from September through August. If you are covered by another comparable policy, please contact the Bursar’s Office when you arrive, and we can remove this charge from your bill. Otherwise, you are required to pay this fee. International students should not purchase health insurance prior to arriving in the U.S. at the risk that such insurance may not be comparable to that required by the Commonwealth of Massachusetts.*
International Student FAQs

What is the SEVIS I-20 Form? The Form I-20 is your “certificate of eligibility” issued by the Greenfield Community College indicating you are attending (or planning to attend) Greenfield Community College. It is like a pass to stay in the United States while studying. You need your I-20 to obtain your F-1 visa.

What is the F-1 Visa? The F-1 Visa is a student visa issued to persons who will be full-time students seeking a degree or certificate at an approved institution in the U.S. Your F-1 Visa is issued by a U.S. embassy or consulate in or near your country and is on one of the pages of your passport with your picture, personal information, and name of the school on it. It is like a ticket to enter the United States.

What is the I-94? Form I-94 is the DHS Arrival/Departure Record issued to foreign travelers who are admitted to the U.S. You must access your CBP arrival/departure record information online and print out a copy for the Office of Admission at Greenfield Community College.

Can I get credit for college courses I took at a college in my country? How? Yes, you may be eligible to receive credit for courses that are equivalent to GCC courses. You will need to have your transcripts translated to English (if needed), and/or have a course-by-course evaluation completed by an approved credential evaluation service.

How/where do I have my transcripts translated and evaluated? There are many outside agencies that translate and evaluate transcripts. You may obtain help from the embassy/consulate or you may find a list of agencies on the internet at www.naces.org

Do you have on-campus housing? Greenfield Community College does not offer student housing. You will need to make your own arrangements for housing.

When will I get my Form I-20? Once we have received all required documentation, your file will be evaluated by the International Admission officer. If you meet the admission requirements, you will be issued your I-20. Please note: the I-20 cannot be issued more than 120 days prior to the start of your academic program.

What if I am applying to a particular program (Nursing, Paramedic, Medical Assisting, or Outdoor Leadership)? You must meet the criteria for those programs as well as the minimum admission requirements for the college. You may request more information about a particular program by emailing hardyt@gcc.mass.edu. Please be aware that Admission to the college does not guarantee admission to these programs. Additional coursework may be required before you may apply to some programs.

When do I make an appointment with the Embassy? Because the speed of mail delivery differs by country, we recommend you schedule your appointment only upon receipt of your I-20.

Can I submit a change of status form (I-539) if I am in the U.S on a visitor’s visa? Applicants entering the United States on a visitor’s visa (B-2) without the “Prospective Student” classification (which is issued only in exceptional circumstances) may find it difficult to change to student classification. You will need to apply to the College and provide all the required documentation. Your current visa and I-94 must be valid and not expired. Your passport must also remain valid for the intended duration of study. For more information visit www.uscis.gov/i-539.

Can I change my major once I am in the US? Yes, you may change your major, but we must issue you a new Form I-20 with your new major and completion date.
Can I transfer from another college in the US to GCC? What do I need to do? You will need to submit all documentation required for new applicants. A completed “Transfer Verification Form” signed by your current college/university and current official transcript indicating completed courses and those in progress.

Can I transfer to another college? How do I go about it? As long as you are currently in good standing both financially and academically with GCC, we will sign a transfer approval form issued by the school you wish to attend.

Who can I get to sponsor me? Does it have to be someone in the US? You will need to obtain your own sponsors. The sponsors do not need to be in the US. Our only requirement is that the sponsor(s) have sufficient funds to meet your financial requirements and complete the sponsorship agreement.

How much will it cost to attend your college and obtain a degree? The estimate provided on page two of this packet is based on one academic year. Your degree may be completed in two years; however, additional time is required for students who need to improve their English and/or mathematics skills. When planning your financial needs, it is advised that applicants estimate financial need to be between 2 and 3 years.

Can I seek employment with a student visa? No. This is why USCIS requires financial documentation that demonstrates sufficient funds available to support your education. The F-1 visa does allow for on-campus employment, however such opportunities at GCC are limited and students should not expect to work.

What happens if I do not complete my degree before my I-20 expires? GCC can file for an extension to your Form I-20 so you may complete your degree.

Can I travel outside the U. S. during school breaks? What do I need to do? Yes, you may travel during school breaks. You will need your Form I-20 signed by a GCC official (PDSO/DSO) once every 12 months.

Can I drive while in the U.S.? Will I need a U.S. driver’s license? If you have a valid driver’s license from your country, you may not need to apply for a license in the US. Each state within the US, however, establishes their own requirements and will accept only certain countries drivers’ licenses. For information on Massachusetts driver’s license requirements, you can visit RMV web site: https://www.massrmv.com/.

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### IMPORTANT INFORMATION

- **Admission into US** - Students are admitted for “duration of status” which means that you are authorized to stay in the United States for the length of time during which you are enrolled in a full-time program of study.

- **Extension of Stay** - Students may apply for an extension of stay if they are unable to complete their program of study by the completion date listed on the I-20. Students should notify the Office of Admission at least 30 days prior to the completion date.

- **Travel** - Any students returning to the United States must obtain a SEVIS issued I-20 and have a valid visa in order to be admitted to the U.S. When you travel outside of the U.S. you will need an I-20 signed by a college official (PDSO/DSO).

- **Transfer** - Immigration transfer is initiated by the school you are currently attending before your last date of classes. You must notify the Office of Admission of your intention to transfer to another school and give us the name of the new school before your last day of classes. **Failure to do so may result in cancellation of your SEVIS record along with your withdrawal leading to out of status.**

- **Release of Information** - Greenfield Community College is required to comply with USCIS regulations governing your student status and must submit information as required.

- **To Open a Bank Account** - In order to open a new account, the international student would have to visit a bank and present his or her F1 Visa and Passport. The student would then be asked to complete some forms. An F1-visa holder does not need to have a Social Security number in order to open an account.
Obtaining an F-1 Visa

1. If you do not have a passport, you must obtain one from the appropriate office of your government. Your passport must be valid at least six (6) months into the future at all times. It is your responsibility to be aware of the expiration date of your passport and to renew it at the appropriate time.

2. We recommend that you schedule an appointment at the nearest U.S. Embassy or Consulate as soon as possible upon receipt of I-20. Processing times for visa issuance vary and may require additional time due to security checks on applications. For the latest information on visa processing, required materials, and current listings of U.S. Embassies and Consulates abroad, we recommend the following web link from the U.S. Department of State: http://usembassy.state.gov

3. Read carefully all information on the Form I-20, especially page two (2). This will explain your legal responsibilities as an F-1 student in the United States. Sign the Student Certification (#11) on page 1 of Form I-20, and provide the information requested if under the age of 18.

4. With your passport, proof of financial support, Form I-20, and acceptance letter from Greenfield Community College, go to (or mail the materials to) the nearest U.S. Embassy or Consulate. Again, consult http://usembassy.state.gov for the processing procedures in your region. The U.S. Consular Officer will review your papers, and if all is in order, issue an F-1 student visa permitting you to enter the U.S. for the purpose of studying at Greenfield Community College. Greenfield Community College will be listed on the visa in your Passport. Please note: if you have received a Form I-20 from more than one school, be sure to use the I-20 of the school you plan to attend when applying for your visa; the Consular Officer will only issue the visa for one Form I-20 and will cancel all other I-20s in SEVIS (Student and Exchange Visitor Information System).

<table>
<thead>
<tr>
<th>IMPORTANT NOTE</th>
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<tbody>
<tr>
<td>When you apply for an F-1 non-immigrant visa, the U.S. Consular Officer who interviews you assumes that you plan to stay permanently in the U.S. until you prove otherwise. You will not get a visa if you do not prove to the Consular Officer that you plan to return to your home country when you complete your studies in the U.S. In order to demonstrate to the Consular Officer that you will return to your country, you must show that:</td>
</tr>
<tr>
<td>a) You have sufficient funds to cover all your expenses for the duration of your stay in the U.S. If sponsored by an agency, be prepared to show a letter of award. If your support is from personal and/or family funds, be prepared to show bank statements, certified letters of credit, and proof of your annual salary and/or your total available or anticipated assets or that of your immediate family. If you are receiving a scholarship, be prepared to show a letter of award. At a minimum, you must prove to the satisfaction of the United States Consul that you have sufficient funds for at least one year of study.</td>
</tr>
<tr>
<td>b) You have a good reason to return home when you finish your program (e.g.: all your family is in your country and not in the U.S.; you have a job awaiting you in your country; all your assets are at home and not in the U.S. etc.). You must show that you have strong ties (professional, family, financial, etc.) to your country and that you will return home upon completion of your studies. If you cannot prove these points to the Consular Officer, you may be denied a visa.</td>
</tr>
<tr>
<td>If you are denied a visa, contact the DSO/PDSO IMMEDIATELY. You should be given a reason for your denial and that information would be helpful for the DSO to know as they assist you.</td>
</tr>
</tbody>
</table>
Entering the United States

1. When you arrive in the U.S., you will be required to present your passport with valid F-1 visa, financial documents and your Form I-20 to a U.S. Immigration Inspector. Since you must show your documents before you are allowed to claim your luggage, do not pack these documents in suitcases that are checked into the baggage compartment. If you arrive by air, you will show your documents in the airport at your port of entry.

   Important note: You may be interviewed twice; once at the U.S. Consulate or Embassy when you request a visa, and then again at your port of entry to the U.S. Be prepared each time, otherwise you may be denied entry to the U.S.

2. The Immigration Inspector will review your papers and then stamp your I-20 with an annotation from the Officer indicating "F-1 - D/S". This mark is found on the upper, right-hand corner box of the I-20 that says "Immigration Official Use". Once you arrive at your destination, you will need to print out your Form I-94. You should keep both your I-94 and I-20 in your passport at all times while at Greenfield Community College.

   Important note: If your I-94 does not indicate "F-1 - D/S", contact the Office of Admission immediately upon your arrival at GCC

After arrival at GCC

You are legally required to register your immigration documents (passport, I-20, and I-94) with the DSO (Designated School Official). This is completed at the time of check in for International Students, and will need to be done within the first two weeks of classes. In addition to registering your documents, you should attend an orientation session. More information will be provided to you upon your arrival at Greenfield. We know that you will be extremely busy when you arrive, but you must attend a new student orientation session so that you may learn more about your responsibilities while on your F-1 Student Visa. We will discuss important topics including employment, travel, taxes, and how to maintain your visa status while you are a student at GCC. The DSO will help you with all immigration-related matters during your studies at Greenfield Community College, but it is your responsibility to maintain your F-1 visa status.

Please feel free to contact the Office of Admission at (413) 775-1208 or via e-mail at hardyt@gcc.mass.edu with any questions. We look forward to meeting you soon and hope that your time at Greenfield Community College will be academically and personally rewarding.
International Student Admission Forms

The forms that follow are required in addition to Greenfield Community College’s general application for admission. We encourage you to apply online at www.gcc.mass.edu/admission (you may request a paper application from the Admission Office by calling 413-775-1801)
International Student Information Form

Please type or print clearly in ink and be sure that this information is the same as in your passport. If you are currently studying in the US, you must also complete the Transfer Verification Form.

<table>
<thead>
<tr>
<th>Last Name (Family Name, Surname):</th>
<th></th>
</tr>
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<tbody>
<tr>
<td>First Name (Given Name):</td>
<td></td>
</tr>
<tr>
<td>Gender: Male □ Female □</td>
<td></td>
</tr>
<tr>
<td>Marital Status: Single □ Married □</td>
<td></td>
</tr>
<tr>
<td>Date of Birth (Month/Day/Year):</td>
<td></td>
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<tr>
<td>Country of Birth:</td>
<td></td>
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<tr>
<td>Country of Citizenship:</td>
<td></td>
</tr>
<tr>
<td>Email address:</td>
<td></td>
</tr>
</tbody>
</table>

**Address in your home country**
(Physical Address, Not Mailing)

<table>
<thead>
<tr>
<th>Address:</th>
<th>Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td>City:</td>
<td>City:</td>
</tr>
<tr>
<td>State/Province:</td>
<td>State/Province:</td>
</tr>
<tr>
<td>Postal Code:</td>
<td>Postal Code:</td>
</tr>
<tr>
<td>Country:</td>
<td>Country:</td>
</tr>
<tr>
<td>Phone Number:</td>
<td>Phone Number:</td>
</tr>
<tr>
<td>Fax Number:</td>
<td>Fax Number:</td>
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</tbody>
</table>

**Local address**
(if available)

<table>
<thead>
<tr>
<th>Address:</th>
<th>Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td>City:</td>
<td>City:</td>
</tr>
<tr>
<td>State/Province:</td>
<td>State/Province:</td>
</tr>
<tr>
<td>Postal Code:</td>
<td>Postal Code:</td>
</tr>
<tr>
<td>Country:</td>
<td>Country:</td>
</tr>
<tr>
<td>Phone Number:</td>
<td>Phone Number:</td>
</tr>
<tr>
<td>Fax Number:</td>
<td>Fax Number:</td>
</tr>
</tbody>
</table>

Did you study at another US educational institution before enrolling at Greenfield Community College?

Yes □ No □

*If yes:*

<table>
<thead>
<tr>
<th>Name of School</th>
<th>Location</th>
<th>Dates Attended</th>
</tr>
</thead>
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<td></td>
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</tbody>
</table>

SEVIS number: (I-20) __________________________

**Passport Information**

Issued by: __________________________ Passport #: __________________________ Date issued: __________________________

Original expiration date: __________________________
I-94 Information

I-94 #: ___________________________ Validity (choose one): D/S ______ Month/Day/Year________________
Date of initial entry into the US: ___________________________ Initial status: ___________________________

Visa Information (most recent visa in your passport)

Date of most recent entry into the US: ______________ Place of most recent entry: ______________
Visa type: ______________ Visa #: ______________ Date issued: ______________
Expiration date: ______________ Valid for: One entry ☐ Multiple entries ☐
Current immigration status: ________________________________________________

Signature of Student: ___________________________ Date: ___________________________

From time to time, emergency situations arise which require that we contact family members of students. If you are agreeable to us doing this, please complete the following EMERGENCY information and sign where indicated to give us permission to contact those whose names are listed.

EMERGENCY CONTACT IN YOUR HOME COUNTRY

NAME: ___________________________________ RELATIONSHIP TO YOU: ___________________________
TELEPHONE #: ___________________________ FAX #: ___________________________ EMAIL: ___________________________
COMPLETE ADDRESS: ________________________________________________________________

EMERGENCY CONTACT IN THE UNITED STATES (if available)

NAME: ___________________________________ RELATIONSHIP TO YOU: ___________________________
TELEPHONE #: ___________________________ FAX #: ___________________________ EMAIL: ___________________________
COMPLETE ADDRESS: ________________________________________________________________

By my signature below, I authorize Greenfield Community College to contact any of the individuals named about situations determined to be of an emergency nature.

Signature of Student: ___________________________ Date: ___________________________

Please return this form to the address listed above and if available, please enclose copies of your current I-20, I-94, and passport (pages with biographical information only).
English Proficiency Form
for International Students

This form must be completed and returned with the Application for Admission

Student Name:

Family name (last)  Given name (first)  Middle

Address in Home Country:

Street  Apt. #

City  State/Province/Territory  Postal Code

Country of Citizenship:  City & Country of Birth:

Date of Birth:  Gender:  Male □  Female □

(month)  (day)  (year)

ENGLISH PROFICIENCY:  Applicants whose native language is not English are required to take the ESOL Placement Test, if proficiency in English has not been established. Graduates of American high schools may be exempt from this requirement based on an interview with the ESOL Department Chair. Applicants who present a TOEFL ibt score of 71 or IELTS score of 6 will be regarded as English proficient, and may take the College Placement Test. Applicants from countries where English is one of the primary languages need not supply TOEFL or IELTS results.

Please complete the following:

Language(s) spoken at home  Years of schooling in English

TOEFL score (if known)  Date taken

If you have attended any English language institutes or English as a Second Language classes, please provide an official transcript.

VISA STATUS:  Please check below the type of visa you expect to hold during your period of study at GCC.

□  Student “F-1”
□  Other (please state type)  ___________________________

__________________________  Expiration date of your I-94 card. Attach a photocopy of your I-94 card!
Sponsorship Agreement Form
for International Students

Student Name: ________________________________
Country of Birth: ____________________________ Date of Birth: ________________
Country of Citizenship: _______________________ Program of Study: ___________
Home address: _______________________________

I, __________________________________________

Print name in full

I understand that my sponsor and I will be totally responsible for housing, health insurance, meals, transportation, tuition and fees and any other financial obligations while I am a student at Greenfield Community College. I also understand that dormitory facilities do not exist on campus and transportation to and from the college is my responsibility.

The name and address of my sponsor is (please print)

__________________________________________
__________________________________________
__________________________________________

Signature of Student: ________________________ Date: _______________________

SPONSORSHIP AGREEMENT

I, __________________________________________, will act as the student’s sponsor while she/he is attending Greenfield Community College. This means that I accept responsibility for her/his tuition and fees, housing, transportation, health insurance, books, supplies, and other miscellaneous expenses.

Please attach bank statement or letter from your bank.

Name: ________________________________ Telephone: ________________
Address: __________________________________

Signature of Sponsor: ________________________ Date: _______________________

Greenfield Community College • Office of Admission
One College Drive, Greenfield, MA  01301 • hardyt@gcc.mass.edu

Phone: (413) 775-1208
Fax: (413) 775-1827

Revised 7/2018

Phone: (413) 775-1208
Transfer Verification Form
for International Students

To be completed by transferring student

Student Name: _____________________________________________________________
Current Address: __________________________________________________________
Email Address: ___________________________ Phone Number: ____________________

I hereby grant permission for the information provided on this form to be forwarded to Greenfield Community College.

Signature of Student: ___________________________ Date: _________________________

To be completed by the Designated School Official (DSO)

The student named above has notified us of his/her intent to transfer to Commonwealth of Massachusetts Regional Community Colleges/Greenfield Community College (BOS214F00593000). In accordance with Immigration Service Regulations, we request that you confirm his/her status so that we may process a transfer in SEVIS. Thank you.

SEVIS ID#: _______________________________ SEVIS Transfer Release Date: ________________
I-94#: __________________________ Date of Birth: ________________ Country of Citizenship: ________________

If possible print the transfer page from SEVIS and attach it to this form.

To the best of your knowledge, is the student in status according to Immigration Regulations and eligible to transfer?
Yes ☐ No ☐

If no, please explain and provide information about any reinstatement applications that have been or will be filed:
________________________________________________________________________

________________________________________________________________________

Please indicate the student’s dates of attendance (not I-20 dates) at your institution: ______________________________

Please list any periods of Optional Practical Training: _________________________________________________
Please list any periods of Curricular Practical Training: _________________________________________________

Signature __________________________ Name/Title of PDSO or DSO __________________________ Date ________________

Name and address of institution ____________________ Telephone number __________________________

Please return form to the address listed above and if available, please enclose copies of the I-20, DS-2019, and I-94.

Thank you again for your assistance.