

International Student Admissions Booklet

For Athletes on Scholarship

2006

Please return the completed application to:

**International Student Services Office (SC 261)
Mercer County Community College
P.O. Box B
Trenton, New Jersey 08690**

Phone: 609-586-4800 ext. 3531

Fax: 609-586-6944

E-mail: international@mccc.edu

Dear Prospective Student:

Thank you for your interest in Mercer County Community College. We are pleased to send you information about the college. Mercer is a two-year co-educational college located in central New Jersey. The school is approved by the United States Department of Education. The college is fully accredited by the Middle States Association of Colleges and Schools and authorized by the New Jersey Board of Higher Education to award the associate degree. The college is authorized by the United States Citizenship and Immigration Service to sponsor F-1 international students.

Academic programs include both transfer and career programs. Transfer programs offer the Associates in Arts or Associate in Science degrees and prepare graduates for entry into programs of study at four-year colleges. Career programs offer the Associate in Applied Science and prepare graduates for employment in professional fields.

The academic calendar consists of two 15-week semesters and two 6-week summer sessions. The college has nearly 1200 course offerings each semester in more than 90 programs of study.

Mercer operates an urban and suburban campus. The James Kerney Campus is located in the center of Trenton, the capital city of New Jersey. The 292 acre West Windsor Campus, adjacent to a beautiful public park, is located six and one-half miles north of Trenton.

Mercer's student population of about 11,000 represents a wide range of ages, nationalities and ethnic groups. A growing international enrollment has brought hundreds of students from 75 different countries to the college in recent years. Over 200 F-1 international students study at Mercer each semester. These students enrich the cultural diversity of the college and add an international dimension to campus life.

Our international students excel in their studies, participate in campus activities and clubs and contribute to the success of our championship athletic team!

Once again, thank you for your interest in Mercer County Community College. Enclosed are the necessary application forms for international students seeking admission in F-1 (student) visa status.

Please feel free contact me if you have any questions or need assistance regarding your admission to the college. You may visit the college web site (www.mccc.edu) for more information. Detailed information for international students, including all admissions documents, is available at http://www.mccc.edu/admissions_international.shtml

Good luck with your application!

Savita Bambhrolia

Director, Admissions and Outreach

ADMISSION REQUIREMENTS

Please prepare the forms included in this international admission application packet:

- ✚ MCCC Admissions Application
- ✚ The International Student Application Form
- ✚ Certification of Financial Resources:
 - Financial Statement
 - Affidavit of Cash Support
 - Affidavit of Free Room and Board
 - Affidavit of Support (I-134) – **Only for sponsors who reside in the U.S.**
 - Transfer Form for F-1 Students (**only for students currently in the United States with an F-1 visa / status**)
 - Immunization Record

Please note that a fee of **\$50 (USD)** must accompany the application. This must be either a check or money order payable to Mercer County Community College. This fee is non-refundable. Applications without the application fee will not be considered.

ADDITIONAL REQUIRED DOCUMENTS

- ✚ Original (or certified copies) of academic transcripts from secondary school
- ✚ Original university/college transcripts (for transfer students)
- ✚ Additional financial documents as stated on the affidavits
- ✚ All original documents not in English must be accompanied by certified English translations.
- ✚ If currently in the United States, please submit:
 - Copy of all I-20s (current and previous)
 - Copy of visa
 - Copy of I-94 card
 - Copy of the personal information page from passport
- ✚ English Proficiency Requirement:

If English is not your native language, you must prove English language competency through **one** of the following:

 - 1) A satisfactory score on the TOEFL (Test of English as a Foreign Language), with a minimum composite score of 130 (*computer-based*) or 400 (*paper-based*). Prospective students applying from abroad must submit an official TOEFL score report to the college. The test must have been taken within two years immediately preceding the requested semester of admission. To obtain information visit the **TOEFL website** at <http://www.toefl.org/>. The School Code for Mercer County Community College is #2444.

2) Completion of an intensive English language program with grades equivalent to **C** or better at an accredited U.S. institution.

OR

Three credits of college level English composition with a grade of **C** or better at an accredited U.S. college or university.

Submit an official transcript to each of the addresses below:

International Student Services Office
Mercer County Community College
P.O. Box B
Trenton, NJ 08690
USA

AND

Registrar's Office
Mercer County Community College
P.O. Box B
Trenton, NJ 08690
USA

NOTE: All admitted students who have achieved the required TOEFL score are still required to complete placement tests in English and Mathematics after arriving on the campus and before they enroll in their first semester at MCCC.

TRANSFERRING CREDITS FROM ANOTHER COUNTRY:

If you are requesting for the courses or credits that you took in your home country to be applied towards your degree program at MCCC, they must first be evaluated by the World Education Service. Please contact the World Education Service directly requesting "course by course" evaluation.

World Education Service, Inc.
Box 745, Old Chelsea Station
New York, New York 10113-0745
Telephone: 212: 966-6311
Website: www.wes.org

We recommend that application materials be submitted six months in advance to insure a timely review.

ESTIMATE OF ANNUAL EXPENSES

International Students must document the availability of sufficient financial resources for the duration of their study in the United States. Approximately \$14,200 is necessary for the expenses of a full-time student (12 credit hours per semester) for one academic year.

In calculating personal expenses, remember that students holding F-1 student visa / status are permitted to work in the U.S. only under certain circumstances. Therefore, applicants should not count on employment during their studies as a means of financial support. Spouses of F-1 student visa / status holders are not permitted to work under any circumstances.

The following list summarizes the approximate expenses an international student will incur in one academic year (nine months) at MCCC. All costs are subject to change. Please note that the non-refundable \$50 application fee is not included in the following summary of academic year expenses. The College also encourages students to be prepared for unforeseen and discretionary spending not included in MCCC's estimate of annual expenses.

Note that each semester all tuition and college fees **must** be paid at the time of registration.

Tuition and College Fees	\$4,500
Books and Supplies	\$600
Room (Housing)	\$4,200
Board (Food)	\$2,800
Transportation (Local)	\$600
Medical Care	\$500
Clothing	\$500
Personal Necessities	\$500

Annual Total	\$14, 200
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- ◆ Estimate for tuition and books are for two semesters (fall and spring only) and do not include summer school. Summer session enrollment is optional for F-1 students.
- ◆ A student who presents an Affidavit for Free Room and Board will need only \$7,200 in cash support. Free room and board has a cash value of \$7,000.
- ◆ **Students planning to bring a spouse, child or children in F-2 status must show an additional \$4,500 per year to support the spouse and \$2,500 per year for each child.**
- ◆ In order to qualify for and maintain your legal status, you must register for and complete a minimum of 12 credit hours of course work each semester.

ACCEPTABLE TYPES OF FINANCIAL SUPPORT:

1) Scholarships – Submit the original scholarship award letter

2) Student's Personal Funds

A student may act as his / her own full or partial sponsor if the student can document sufficient personal funds. The student should submit a notarized letter describing the amount of funds available, the length of availability, and the source of those funds (personal savings, etc) along with bank statements to verify the availability of the funds. Past four months of bank statements must be submitted.

3) Sponsorship by Family, Relatives, or Other Individuals

Sponsors must promise to support the student (and dependents, if applicable) for the duration of study and be able to document sufficient financial resources. Sponsors must prepare the attached Financial Affidavits and must submit letters from employers or tax returns to verify income as indicated on the affidavits. In addition past four months of bank statements must be submitted.

4) Sponsorship by a Company, Government, or Other Source

If a student is being sponsored by a company, the company should provide a letter committing to the amount of financial support required by MCCC and submit documentation of sufficient corporate assets to provide that support. The documentation must include past four months of bank statements and a yearly income tax return or similar documents. If the student is receiving financial support from a governmental or private funding source, an official letter detailing the amount and duration of that support is required.

Please note that all documents you give us must be:

- ◆ Less than six months old.
- ◆ In English.
- ◆ Originals.
- ◆ Affidavits must be notarized. MAKE SURE the forms are filled out completely before getting them notarized. If the forms are not completely filled out, they will be rejected by Mercer County Community College.

Please make a copy of all the documents for yourself before submitting them to the International Student Services Office.

This is found on your Form I-94 Departure Record (the white card) stapled in your passport opposite your visa.

Present Immigration Status:

- F-1 Transferring/changing U.S. schools
- F-1 Changing educational level/program at MCCC
- F-1 Reinstatement to F-1 Status
- Another status. Please specify _____

Is English your native language?

- Yes
- No. Please state what is your native language _____

Please indicate how you will show evidence of your English language

- TOEFL* Test Date _____ Test Site _____
*Minimum composite score of 130 (computer based) or 400 (paper based) is required.

- English as a Second Language (ESL) test at MCCC. Please attach score report.
- Intensive English as a Second Language (ESL) program at an accredited U.S. Institution. Send an official transcript or certificate of completion.
- 3 credits of a college-level English Composition course (with a grade of C or better). Send an official transcript from U.S. College.

Signature of the student

Date

FINANCIAL STATEMENT F-1 INTERNATIONAL STUDENTS
(Athletes on scholarship)

Please fill in your means of support and indicate how much will be provided or available to you every year:

Source of my support:

Annual Amount:

Scholarship (RENEWABLE EVERY YEAR)

Personal Funds. The amount available to me from my resources every year is (divide the total amount you have by number of years in program)

Cash funds from First sponsor to be given to me every year.

Sponsor's name _____

Cash funds from Second sponsor to be given to me every year.

Sponsor's name _____

Free Room & Board from a local sponsor

Sponsor's name _____

Total amount available to me every year of study
This amount must be equal to or more than **\$14, 200 (USD)**

AFFIDAVIT OF CASH SUPPORT

Name of Sponsor _____

Complete Address of Sponsor _____

Relationship to Student _____

I hereby certify and promise that I am willing and able to provide funds in the amount of

US \$ _____ for _____ for each year of study at Mercer
(Name of Student)
 County Community College NJ. I am employed with _____ at
(Name of Employer)
 _____ as a(n) _____ and derive
(Address of Employer) *(Title of Position)*

an annual income of US\$ _____.

Attached are past four months of my bank statements and a statement from my employer/ copy of W-2 and tax returns, attesting to my financial status.

The following persons are dependent upon me for their housing, food or financial support. (Do not list spouse or adult children who are supporting themselves. *Do not include the student named in this affidavit.*)

Name	Relationship	Age

This affidavit will not be accepted unless it has been COMPLETELY FILLED and signed by the sponsor in the presence of a notary public and signed and sealed by the notary. Please write N/A or NONE if the item does not APPLY to you. DO NOT leave anything blank. INCOMPLETE AFFADAVITS WILL BE RETURNED EVEN IF THEY HAVE BEEN NOTORIZED.

AFFIRMATION OF OATH

I hereby affirm (swear) that the contents of this affidavit signed by me and the statements in this affidavit are true and correct.

Signature of Sponsor

Sworn and subscribed to before me this _____ day of _____, 20____,
 at _____ . My commission expires on _____.

Seal/Stamp

Signature of Notary

AFFIDAVIT FOR FREE ROOM AND BOARD

Name of Sponsor

Complete Address of Sponsor

Relationship to Student

I hereby certify and promise that I am willing and able to provide Free Room and Board (=\$7,000)

for _____ for each year of study at Mercer County Community
(Name of Student)

College, NJ. I am employed with _____ at _____ as

a(n) _____ and derive an annual income of US\$_____.
(Name of Employer) (Address of Employer)
(Title of Position)

Attached is a statement from my employer/ copy of W-2 and tax returns, attesting to my financial status.

I reside at _____

(Number and Street)

(City)

(State)

(Zip code)

Please answer the following questions-

Do you (sponsor) live at the address listed above? ___Yes ___No

Number of rooms in the house or apartment _____

Number of persons sharing the rooms _____

Do you own or rent the property? ___Own ___Rent

This affidavit must be sent with a photocopy of a deed or lease or rent receipt in the sponsor's name.

This affidavit will not be accepted unless it has been COMPLETELY FILLED and signed by the sponsor in the presence of a notary public and signed and sealed by the notary. Please write N/A or NONE if the item does not APPLY to you. DO NOT leave anything blank. INCOMPLETE AFFADAVITS WILL BE RETURNED EVEN IF THEY HAVE BEEN NOTORIZED.

AFFIRMATION OF OATH

I hereby affirm (swear) that the contents of this affidavit signed by me and the statements in this affidavit are true and correct.

Signature of Sponsor

Sworn and subscribed to before me this _____ day of _____, 20_____

at _____. My commission expires on _____.

Seal/Stamp

Signature of Notary

F-1 INTERNATIONAL STUDENT TRANSFER REPORT

This form is only for applicants currently studying in the United States in F-1 status.

To be completed by the Student:

Name _____

I -94 # _____

I intend to transfer to Mercer County Community College for the _____ semester.

I grant permission for the information below to be made available to MCCC.

Signature of Student _____ Date

To be completed by the International Student Advisor:

- To the best of your knowledge, has the student met his/her obligations to USCIS? _____
- SEVIS I.D. of the student _____ Release date _____
- Student's date of attendance _____
- Is the student eligible to transfer from your school? ___Yes ___No

If no, please explain. _____

- Is the student eligible to continue at your institution? ___Yes ___No

If no, please explain. _____

- Please cite any periods of practical training _____

Printed Name of Advisor _____ Signature of Advisor _____ Date

College/University _____

Address _____

Phone _____ Fax _____ Email _____

Return this form to:

Amy Immordino
International Student Services Office (SC 259)
P.O. Box B, Trenton, NJ 08690
Fax: (609) 586-6944; Phone: (609) 586-4800 x3531

IMMUNIZATION RECORD

The state of New Jersey enacted a law in 1995 requiring each full-time student to provide the college with a valid record of immunization verifying two (2) live doses of the MMR (Mumps, Measles and Rubella) vaccine or verification of immunity.

- If you were born before 1957, you are exempt from this law.
- If you were born before 1968, you will probably need both live doses of MMR. Doses are administered one month apart.
- If you were born after 1968, you have already received one live dose of MMR and will need an additional live dose.

_____ Family Name _____ Given Name _____ Social Security/ Student ID#

_____ City _____ State/Country _____ Zip Code _____ Phone Number

_____ Sex ___ M ___ F
 First Enrolled (Month/Year) _____ Birth Date (Month/Day/Year)

Date of Live Doses of Vaccines

	1 st	2 nd
MMR		
Measles		
Mumps		
Rubella		

OR
Blood Test

	Date
Measles Titer	
Mumps Titer	
Mumps Diagnosis	
Rubella Titer	

_____ Physician's Signature _____ Physician's # _____ Date

- I am exempt for medical reasons. Documentation from my physician is attached.
- I am exempt for religious reasons. Documentation from my religious official is attached.
- I am exempt because I was born before 1957.

_____ Student's Signature _____ Date

Note: You can satisfy this requirement by submitting either this form with a signature from a physician in your home country or a physician in the U.S. **or** a health record (in English) that documents your immunization.

Terms and conditions concerning F-1 student visa / status

Please read everything on this page carefully and be sure that you understand the terms and conditions concerning your admission and stay in the United States as a nonimmigrant F-1 visa / status student.

You are **REQUIRED** to sign and date this document and submit it to the International Services Offices before your SEVIS I-20 is released to you. Please mail this document along with your application materials.

1. **Admission.** As a nonimmigrant F-1 visa / status student you will be admitted to the United States for the “duration of status”. This means that you are authorized to stay in the United States for the entire length of time during which you are enrolled as a **full-time** (12 credits or more) student in an associate degree program at Mercer County Community College (MCCC) and any period of authorized practical training plus sixty days. MCCC will issue the SEVIS form I-20 to you to complete your associate degree within the time specified on the I-20. This SEVIS I-20 **does not** contain any provision to complete a bachelor’s degree with another college or university. You may continue from one educational level to another, such as progressing from associate program to a bachelor’s program or a bachelor’s program to a master’s program, by invoking the procedures for school transfer. While in the United States, you must maintain a valid foreign passport. .
2. **School.** For initial admission, you **must** attend the school specified on your visa. If you have a SEVIS Form I-20 from more than one school, it is important to have the name of the school you intend to attend specified on your visa by presenting a SEVIS Form I-20 from that school to the visa issuing consular office. Failure to attend the specified school will result in the loss of your student status and may subject you to deportation.
3. **Enrollment.** As an international F-1 student visa / status holder, you must make normal academic progress towards your degree. You must **not** withdraw yourself or have the instructor withdraw you from any class without **PRIOR** approval from the International Student Coordinator. Summer enrollment at MCCC is optional. An F-1 student is limited to one on-line or distance learning course (3 credits) as a part of his/her full course load at MCCC every semester.
4. **Reentry by travel.** A nonimmigrant F-1 visa / status student may be readmitted after a temporary absence of five months or less from the United States, if the student is otherwise admissible. You may be readmitted by presenting a valid foreign passport, a valid visa, and either a new SEVIS Form I-20 or page 3 of the SEVIS Form I-20 **properly endorsed** for reentry. You must get this endorsement from the International Student Services Coordinator prior to your travel.
5. **Transfer.** A nonimmigrant F-1 visa / status student is permitted to transfer to a different school provided the transfer procedure is followed. To transfer schools, you should first notify the school you are attending of the intent to transfer, and then obtain a SEVIS Form I-20 from the school you intend to attend. Transfer will be affected only if you return the SEVIS Form I-20 to the designated school official within 15 days of beginning attendance at the new school. The designated school official will then report the transfer to the United States Citizenship and Immigration Services.
6. **Extension of stay.** If you cannot complete the educational program within the time specified on your SEVIS Form I-20, you must apply for an extension of stay. An application for extension of stay must be filed with the International Student Services Office at least 60 days **before** the expiration of your SEVIS I-20.

7. **Employment.** As an F-1 student, you are not permitted to work off campus or to engage in business without specific employment authorization. After your first year in F-1 student status, you may apply for employment authorization based on your need. If applying for post completion full-time Optional Practical Training (OPT), you must submit application to the International Student Services Office **AT LEAST 45 days PRIOR to your graduation or program completion date** (which ever is earlier). Please note that if during this time, you decide to transfer to another college, your OPT will be terminated.
8. **Notice of address.** If you move, you must submit a notice within 10 days of the change of address to the U.S Department of Homeland Security, Bureau of Citizenship and Immigration, Change of Address. This is reported on immigration Form AR-11 which is available in the International Student Services Office.
9. **Arrival/Departure.** When you leave the United States, you must surrender your Form I-94 Departure Record. Please see the back side of Form I-94 for detailed instructions. You do not have to turn in your I-94 if you are visiting Canada, Mexico, or adjacent islands other than Cuba for less than 30 days.
10. **Financial Support.** You must demonstrate that you are financially able to support yourself for the entire period of stay in the United States while pursuing a full course of study. You are required to provide documentary evidence of means of support when applying for a SEVIS I-20 from Mercer County Community College.
11. **Authorization to Release Information by School.** To comply with requests from the United States Citizenship and Immigration Service for information on student status, you are required to give authorization to Mercer County Community College to release such information from your records. The school will provide the United States Citizenship and Immigration Service your name, country of birth, current address, and any other information on a regular basis or upon request.
12. **Penalty / Reinstatement.** To maintain your nonimmigrant F-1 student visa / status, you must comply with all the F-1 regulations. **Failure to comply with these regulations will result in the loss of your student status and may subject you to deportation.** If you violate your immigration status, you may apply for reinstatement with the immigration district director provided you fulfill all the conditions for reinstatement. The request for reinstatement **MUST** be filed within the 5 month period of being in violation / out of status. After this five month period, you will not be eligible to file for reinstatement. For detail information and help in immigration matters, please contact the International Student Services Office (SC 261) phone 609-586-4800 x3531 or email international@mccc.edu
13. Please note that the law provides severe penalties for knowingly and willfully falsifying or concealing a material fact, or using any false document to obtain SEVIS form I-20.

Student Certification:

I have read and agreed to comply with the terms and conditions of my admission and those of any extension of stay as specified above. I understand that it is my responsibility to make sure that I do not violate the terms and conditions of my F-1 student visa / status.

Student's name

Student's signature

Date