International Student I-20 Application

Please return the completed application to:

Mercer County Community College
Admissions and Outreach Department
International Student Services
1200 Old Trenton Road
West Windsor, NJ 08550

Phone: 609-570-3623
Fax: 609-570-3797
E-mail: international@mccc.edu
Thank you for your interest in Mercer County Community 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.

All applicants seeking F-1 visa status and wish to obtain I-20 MUST complete this application for admission to the College. Make note of all the required documents needed to complete your application. A $50.00 nonrefundable fee is required with your completed application. This must be either a check or money order payable to Mercer County Community College.
ACADEMIC CALENDAR
The academic calendar consists of two 15-week semesters and two summer sessions. The Fall semester starts end of August and ends mid December. The Spring semester starts mid January and ends early May. Summer sessions are held from May through August. All Change of Status to F-1 applicants are accepted on a case by case basis.

APPLICATION DEADLINES
Students applying from abroad:
- Fall semester - June 1st
- Spring semester - October 1st
- Summer session - March 1st

Transfer Students within the U.S. and Change of Status applicants:
- Contact the International Student Services Office for application deadline

International applicants applying for I-20 will not be considered until all of the required admissions documents are properly submitted by the stated deadlines. Use the International Student Document Check List to make sure you are submitting all the required documents. Submit the Checklist along with your application.

Applicants will be notified by the International Student Services Office either by email or phone, after their application packet has been reviewed. APPLICATIONS TAKE APPROXIMATELY FOUR WEEKS TO BE REVIEWED. If you are accepted for admission, a form I-20 will be issued to you and further instructions will be communicated.

F-1 students are permitted to transfer to a different school by following the transfer procedure. To transfer to MCCC, you should first notify the school you are attending of the intent to transfer. Submit all required documents to MCCC by the deadline specified for the semester you wish to begin. If approved, you will be issued a new Form I-20. APPLICATIONS TAKE APPROXIMATELY FOUR WEEKS TO BE REVIEWED.

HIGH SCHOOL COMPLETION REQUIREMENT
All applicants must include original (or certified copy) of proof of graduation from a secondary school. All original documents not in English must be accompanied by certified English translations.

Official transcripts from any previous U.S. institution of higher education must be submitted in order to request transfer credit.
ENGLISH PROFICIENCY REQUIREMENT
(For overseas applicants who do not have English as their first Language, a satisfactory performance on the Test of English as Foreign Language (TOEFL) is required for admission into an academic program.) A minimum TOEFL Score of 23 on Internet Based Test is required. 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 on taking the test, visit the website at http://www.toefl.org . The School Code for Mercer County Community College is #2444.

Applicants may also submit IELTS score report showing a minimum score of 4.

Applicants currently in the United States may take MCCC’s free ESL placement test administered on campus.

NOTE: All admitted students who have achieved the required TOEFL or IELTS 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.

TUITION AND EXPENSES

F-1 APPLICANTS

Estimated cost per year based on 12 credits per semester

The college reserves the right to change tuition or fees at any time by action of the Board of Trustees.

Tuition and fees: $7,000
Room and Board: $8,000
Books and supplies: $1,500
Transportation and personal: $2,500
TOTAL $19,000
(Expenses for dependents: $6,000 per dependent for each year of study at MCCC)

F-1 AMERICAN HONORS@MCCC APPLICANTS

Estimated cost 2015-2016 academic year

The college reserves the right to change tuition or fees at any time by action of the Board of Trustees.

Tuition and fees $13,250
Room & Board $8,000
Books & Supplies $1,500
Transportation & Personal $2,500
ESTIMATED TOTAL $25,250
(Expenses for dependents: $6,000 per dependent for each year of study at MCCC)
International students and their families or financial sponsors must assume all responsibility for student expenses. If dependents will accompany the student to the United States in F-2 status, the student must show an additional $6,000 per year for each dependent. Please complete the Affidavit of Cash Support and return it with the application. The affidavit must be accompanied by the following:

1. **For Family or Friend Sponsorship** - You must provide all of the following:
   a. Past four months of original bank statements. These should be in English or accompanied by an official / certified translation.
   b. Letter from sponsor’s employer on company’s letter head verifying employment and salary. These should be in English or accompanied by an official / certified translation.
   c. If the student is going to live with the sponsor and the sponsor will provide free accommodations and meals, the sponsor must also submit a proof of residence such as copy of the deed or lease of residence, mortgage statement, or rent bill.

2. **For Self-Sponsorship** - A student may act as his / her own sponsor if the student can document the immediate availability of sufficient personal funds for two years. You must provide all of the following
   a. Past four months of original bank statements. These should be in English or accompanied by an official / certified translation.

3. **Government Sponsorship** -
   a. An award letter on official letterhead that indicates the exact amount and duration of support.

You may have more than one sponsor for cash support. Make copies of the blank affidavit form as needed.

An applicant may have a local U.S. sponsor for Free Room and Board. Such a sponsor must reside in Mercer County. In this case, the student must submit Affidavit of Free Room and Board along with proof of employment and residence of the sponsor. Affidavit of Free Room and Board accounts for $8,000 of estimated student expenses. If submitting this affidavit, you may deduct $8,000 from your total required cash support.

**REMEMBER:** According to F-1 immigration regulations, a student can not expect to work in the U.S. to support his / her studies or receive financial aid after arrival in the United States.
INTERNATIONAL STUDENT DOCUMENT CHECKLIST

This checklist MUST be submitted with ALL the following documents.

Check off items below when you have them:  

- Mercer County Community College Online Admissions Application
- I-20 Application Form
- $50.00 non-refundable application fee  
  (Check/money order payable to Mercer County Community College - do not send cash)
- Original or certified copy of High School Diploma in English or with certified English translation
- Proof of immunization against measles, mumps, rubella (MMR), and Hepatitis B
- Photocopy of passport
- Affidavit of Cash Support along with:
  1. Past four months of sponsor’s bank statements
  2. Proof of sponsor’s employment
  3. Proof of sponsor’s yearly salary  
  (Affidavit must be certified or signed and stamped by notary)
- Affidavit of Room and Board from local Mercer County Sponsor  
  if applicable along with:
  1. Proof of sponsor’s residence
  2. Proof of sponsor’s employment  
  (Affidavit must be signed and stamped by notary)
- TOEFL or IELTS or MCCC ESL placement test score report
- Responsibilities of an International Student (signed and dated)
- Copy of current visa and I-94 (if currently in the U.S.)
- Copies of current and previous I-20’s (if transfer student) or DS 2019 (if J1 visa holder)
- Transfer Information Form  
  (F-1 students transferring in to MCCC from another U.S. college)
I-20 APPLICATION FORM

Name: ____________________________________________

Family (Surname) First (Given)

Current Address: ______________________________________

Number and Street

__________________________________________________________________________

City State Zip Code Country

Address in Home Country: ______________________________________

Number and Street

__________________________________________________________________________

City State Zip Code Country

Telephone: __________________________ Email: __________________________

Date of Birth: _____ / _____ / _____  ☐ Male  ☐ Female

Country of Birth: __________________________ Country of Citizenship: __________

IF YOU ARE ALREADY IN THE UNITED STATES, complete the following:

Admission or I-94 Number ______________________________________

Present Immigration Status:

☐ F-1 Transferring/changing U.S. schools

☐ F-1 Changing educational level/program at MCCC

☐ Another status. Applying for Change of Status. Please specify current status __________

If planning to apply for a change of status to F-1 visa status, you must call the International Student Services
Office at 609-570-3623 to make an appointment to discuss your case.

Is English your native language?

☐ Yes

☐ No. Please state what is your native language __________________________________

Arrange for your official TOEFL or IELTS Scores to be sent to our office if English is not your first
language.

DEPENDANT INFORMATION:

Please complete the following information if you have any dependants who will be accompanying you to the U.S.
on F-2 visa status:

________________________________________

Name (first, last) Date of Birth Country of Birth Relationship

________________________________________

Name (first, last) Date of Birth Country of Birth Relationship

________________________________________

Name (first, last) Date of Birth Country of Birth Relationship

Signature of Student __________________________ Date __________________________
AFFIDAVIT OF CASH SUPPORT

Please attach the following to this affidavit:
1. Past four months of sponsor’s bank statements
2. Proof of sponsor’s employment
3. Proof of sponsor’s yearly salary

Name of Sponsor ____________________________________________________________

Complete Address of Sponsor __________________________________________________

________________________________________ Seal/Stamp
Signature of Notary

Relationship to Student _______________________________________________________

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

U.S. $ __________________ for ____________________________ for each year of study at Mercer
(Name of Student) County Community College NJ.

I am employed with __________________________________________________________
(Name of Employer)

located at _________________________________________________________________
(Address of Employer)

My annual salary in U.S.D. is $ ____________________.

The following persons are dependent upon me for their housing, food or financial support.

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship</th>
<th>Age</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please notarize/certify this affidavit as requested below:

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 ROOM AND BOARD
(Only for sponsors residing in Mercer County)

Please attach the following to this affidavit:
1. Proof of sponsor’s residence
2. Proof of sponsor’s employment

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 (=8,000)
for ________________ for each year of study at Mercer County Community College NJ.
(Name of Student)

I am employed with ______________________________
(Name of Employer)

located at ______________________________
(Address of Employer)

My annual salary in U.S.D. is $ ________________.

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.

Please notarize/certify this affidavit as requested below:

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
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 ___________________________ MCC ID# ___________________________

City ___________________________ State/Country ___________________________ Zip Code ___________________________

Sex ____M ____F

First Enrolled (Month/Year) ___________________________ Birth Date (Month/Day/Year) ___________________________

<table>
<thead>
<tr>
<th>Date of Live Doses of Vaccines</th>
<th>1st</th>
<th>2nd</th>
<th>3rd</th>
</tr>
</thead>
<tbody>
<tr>
<td>MMR</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Measles</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mumps</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rubella</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hepatitis B</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

OR Blood Test

<table>
<thead>
<tr>
<th>Measles Titer</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mumps Titer</td>
<td></td>
</tr>
<tr>
<td>Mumps Diagnosis</td>
<td></td>
</tr>
<tr>
<td>Rubella Titer</td>
<td></td>
</tr>
<tr>
<td>Hepatitis B</td>
<td></td>
</tr>
</tbody>
</table>

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.
F-1 Transfer Information Form

This form is required for transfer students applying to Mercer who: 1) are currently in F-1 status, and 2) have a SEVIS record. PLEASE TYPE OR PRINT IN BLOCK LETTERS

PART I – To Be Completed by Student

Instructions: Please complete PART I and then give this form to the International Student Advisor at your current institution.

Last Name: _______________________________ First Name: _______________________________

E-mail: __________________________________________________

Date of Birth: _____ / ____ / ____ Phone: (_____) _____ - _______  
M D Y

I intend to transfer to Mercer: (Check one and include year)  □ Spring 20 _____  □ Fall 20 _____

Current Mailing Address: ___________________________________________________________

I authorize the release of the following information from my current institution to MCCC.

Signature: ___________________________________________ Date: ________________

PART II – To Be Completed by International Student Advisor/ Designated School Official

Fax the completed form to 609-570-3797 Attn: International Advisor or email to international@mccc.edu

SEVIS School Code: Mercer County Community College- NEW214F10158000

The above student intends to transfer to Mercer County Community College for the semester above. Please answer the questions in PART II to verify the student’s F-1 immigration status. This form is only for information purposes. **Do not release SEVIS records until student has provided a copy of an acceptance letter from the MCCC INTERNATIONAL STUDENT SERVICES OFFICE.**

1. Student SEVIS ID: _________________________________

2. Dates of Attendance _____ / _____ / _____ to ________ / ________ / ________  
M D Y M D Y

3. F-1 Completion Date on I-20: ________ / ________ / ________  
M D Y

4. Is the student in status with respect to F-1 immigration regulations?  □ Yes  □ No

If No, please explain circumstances: ________________________________________

5. Has this student ever been granted Optional Practical Training?  □ Yes  □ No

If Yes, please indicate dates: ________ / ________ / ________ to ________ / ________ / ________  
M D Y M D Y

6. If admitted to MCCC, what will be the SEVIS release date? ________ / ________ / ________  
M D Y

Signature of Person Completing Part II: _________________________________

Name and Title of Designated School Official Completing this Form _________________________________

Name of Institution: ________________________________________________________________

Address of Institution: ______________________________________________________________

Phone: (_____) _____ - _______  E-mail: ____________________________________________
TERMS AND CONDITIONS CONCERNING F-1 STUDENT VISA/STATUS

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 Office 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 from any class without PRIOR approval from the International Student Services Office. 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 Office 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. 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 (SC251); 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