

Thank you for your interest in Glen Oaks Community College. GOCC is a small rural *community college in Southwest Michigan, with an enrollment of about 1,500 students.* International students usually live in apartments or private homes in one of the nearby communities, although student housing on campus is available. Reliable transportation is necessity.

The enclosed packet of information includes:

1. International Application Guidelines
2. International Student Regulations
3. International Student Questionnaire
4. Student Statement of Financial Understanding/English Proficiency
5. Financial Statement for International Applicants
6. Students transferring from another U.S. institution
7. Transfer Report Authorization
8. Statement of Local Sponsor providing Free Room and Board
9. Financial Statement for International Student's Local Sponsor
10. Miscellaneous Information
11. FERPA Authorization to Release Information
12. International Student Checklist
13. Glen Oaks Community College Application for Admission

Please follow the directions carefully. **Only persons with complete applications/forms will be considered for admission.**

IMPORTANT:

- **Every** international student must submit packet items 2, 3, 4, 5, 8, 9 and 13.
- Item 7 must be submitted if there has been previous college-level study.

You will be considered for admission to Glen Oaks Community College when your application packet is complete. A Form I-20 will be issued to students who meet the international entrance qualifications. The Form I-20 can be used to secure a visa stamp, which allows travel to the USA for the purpose of college study.

If you have any questions or concerns, please do not hesitate to contact me at rtemplin@glenoaks.edu.

Sincerely,

Rachel Templin
International Student Advisor

Enclosures

International Application Guidelines

1. Begin the application process early. We recommend that you complete the application process by the following deadlines: Fall semester, March 1; Winter semester, August 1 and Spring semester, January 1.
2. Please check that you have forwarded all required documents. Applications will not be processed until all materials are received.
3. International students must attend Glen Oaks on a full-time basis for fall and winter (minimum 12 credits each semester). Enrollment in the spring/summer semester is usually optional.
4. International students are expected to provide all money for any possible expenses they may incur. Expenses include: tuition, fees, books, room, board, transportation, entertainment, travel, insurance and miscellaneous incidentals. Financial aid is not available to international students.
5. Student housing is available at GOCC. All students need to make provisions for room and board and other living arrangements prior to arriving at Glen Oaks Community College.
6. Public transportation may be available through the local county transportation authority for a fee. Costs and dates/times of service may vary.
7. The climate in Southwestern Michigan varies from 37.8 C in the summer to -17.8 C in the winter.
8. **Students must meet with the International Student Advisor as soon as possible after arrival (within two weeks) in order to keep their F-1 status.** At this meeting, you will present:
 - **Proof of medical insurance with medical evaluation and repatriation clause.**
 - **Proof of F-1 status** (copies of I-94 card, visa and passport page with photograph, dates of issue and passport expiration date, and a signed copy of I-20)
 - **Local address/phone**Once submitted, all documents become the property of Glen Oaks.
9. Students must **take the Placement Exam in the Tutoring and Testing Center** before registering for classes. When completed, take scores to the International Student Advisor to plan a schedule, and register for classes. **Payment is due, in full, at the time of registration.** Payment can be accomplished by cash, check, credit card or a payment plan through the Business Office.

Attend the new student orientation on campus at designated time

GLEN OAKS COMMUNITY COLLEGE INTERNATIONAL STUDENT REGULATIONS

NOTICE OF REGULATIONS/PRIVACY RELEASE
(From Certificate of Eligibility, Form I-20 AB, page 2)

Please read everything on this page carefully. Your signature below indicates your understanding of the terms and conditions concerning your admission and stay in the United States.

FULL-TIME F-1 STUDENT. As required by the USCIS, all F-1 students must enroll in at least 12 credit hours of college work each Winter and Fall semester and make progress toward completion of their program. The Summer semester is considered a vacation period and you are not required to enroll in classes.

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 (from your report date to completion date as shown on your I-20, item number 5). You are required to attach documentary evidence of means of support.

DROPPING BELOW A FULL COURSE OF STUDY (12 cr. hr.). A student who drops below a full course of study without the prior approval of the DSO will be considered out of status.

EMPLOYMENT. As an F-1 student, you are not permitted to work off-campus or engage in on-campus work without specific employment authorization. After your first year in F-1 student status, you may apply for employment authorization based on financial needs arising after receiving student status, or the need to obtain practical training.

NOTICE OF CHANGE OF ADDRESS. A student must inform USCIS and the DSO of any legal changes to his or her name or of any change of address, within 10 days of the change, in a manner prescribed by the school.

EXTENSION OF STAY. An F-1 student may be granted an extension by the DSO if the DSO certifies that the student has continually maintained status and that the delays are caused by compelling academic or medical reasons. An application for extension of stay should be requested and mailed to the USCIS district office prior to the program end date listed on the original Form I-20.

TRANSFER. To transfer from a SEVIS school to a SEVIS school, the student must first notify his or her current school of the intent to transfer and must indicate the school to which he/she intends to transfer. The student must also indicate a transfer out date.

PENALTY. To maintain your nonimmigrant student status, you must be enrolled as a full-time student at the school you are authorized to attend. **You may engage in employment only when you have received permission to work. Failure to comply with these regulations will result in the loss of your student status and subject you to deportation.**

AUTHORIZATION TO RELEASE INFORMATION BY SCHOOL. To comply with requests from the US Citizenship and Immigration Services (USCIS) for information concerning your immigration status, you are required to give authorization to the named school to release such information from your records. The school will provide the Service your name, country of birth, current address, and any other information on a regular basis or upon request.

I have read, understand and agree to the above. My signature authorizes Glen Oaks to release any information about me to the U.S. Citizenship Immigration Services (USCIS).

Application Signature

Date

GLEN OAKS COMMUNITY COLLEGE
INTERNATIONAL STUDENT QUESTIONNAIRE

Please print clearly.

Name _____ Mr. _____ Mrs. _____ Ms.

_____ Family name/surname/last name _____ First/given name

_____ US Social Security Number (if available)

Home Country Address

_____ Number _____ Street

_____ City _____ State/Province

_____ Zip/Postal Code _____ Country

U.S. Address

_____ Number _____ Street

_____ City _____ State _____ Zip Code

Gender: _____ Male _____ Female

Marital Status: _____ Married _____ Single

Country of birth: _____

U.S. VISA held: _____ or expected: _____

Native language: _____

Home Country Phone # _____

Home Country Fax # _____

Local Phone # (in the U.S.) _____

Local Fax # (in the U.S.) _____

Email Address: _____

Date of Birth (mm/dd/yyyy): _____

Planned Degree: _____

Anticipated date of enrollment (check one)

Fall (Sept. – Dec.) 20_____

Winter (Jan. – April) 20_____

Spring/Summer (May – Aug.) 20_____

TOEFL Scores (official report must come from TOEFL Agency)

Date Taken _____ Location _____

Score: _____ Paper, computerized or Internet based (circle one)

Student certification: I certify that all information on this application is complete and accurate to the best of my knowledge. I have also read carefully the costs of enrollment and am prepared to meet these expenses. Failure to report all information will invalidate my application and may result in dismissal if I'm admitted.

Signature

Date (mm/dd/yyyy)

Student Statement of Financial Understanding

I have read and understand the financial information provided by Glen Oaks Community College in the International Student Information and Applicant Packet. I understand that because Glen Oaks Community College is a tax-supported institution, financial assistance will not be provided. I also understand that only Immigration Officials may grant permission for International Students to work off campus while in the United States.

Signature of Applicant

Date

English Proficiency

Applicants who apply for admission from countries where English is not the Native language, are required to take the TOEFL examination including the Test of Written English (TWE). An admissions decision will not be made until Glen Oaks Community College receives official TOEFL scores of **500 or higher** on the paper-based test, **173** on the computer-based test or **63** on the internet based test. **Please arrange for test score to be sent directly to the International Student Coordinator.**

If you are currently in the United States, the Michigan English Language Battery (MELAB) is required in place of the TOEFL examination. A score of **75 or higher** on the MELAB is required for admission to the college. Students may also prove competency by submitting U.S. secondary U.S. English scores of C (2.0) or better or IELTS score of 6.0 or better.

MELAB / TOEFL is not required for applicants from the following countries: Australia, Bahamas, Barbados, Canada (except Quebec) Caribbean Countries, Great Britain, Ireland, Jamaica, Malta, Malawi, New Zealand, South Africa, Trinidad and Tobago, USA (TOEFL waiver), West Indies, and any U.S. Territory.

NOTE: Some programs or courses may have different English language proficient requirements.

Please answer the following questions and return this form with your completed application.

Country of Birth _____

Country of Citizenship _____

Is English your native language? Yes _____ No _____

If no, when will /did you take the TOEFL / MELAB examination?

Day_____ Month_____ Year_____ Score_____

*Applicants may contact the United States Consulate for information regarding the TOEFL examination or the website at www.TOEFL.org.

Glen Oaks Community College

Financial Statement for International Applicants

Submit this form with your application for admissions.

Instructions

All international applicants seeking an F-1 student visa, or trying to maintain their F-1 student status, are required to certify that they have sufficient funds to cover all expenses while attending Glen Oaks Community College. This form is not required if you are a U.S. citizen, permanent resident, or if you are in the U.S. on another type of visa. However, you must submit a copy of your visa or documents showing your immigration status.

You are required to certify the availability of financial resources in U. S. dollars. Please note that tuition, fees and estimated expenses are subject to change. Students and sponsors are responsible for any increases in tuition or expenses.

Please note the following requirements:

- **Documents must be translated into English. Also provide original document from which translation was done.**
- **Financial documents must be calculated in U. S. dollars.**
- **Supporting documentation must be dated within six months of initial enrollment.**
- **Official, original documents must be provided. Faxed or photocopied documents are not acceptable.**

Attach a copy of your I-20 from the last U.S. institution attended, if applicable.

Estimated student expenses for:

Tuition, fees, and books for two semesters	U.S. \$ 10,000.00
Living expenses	\$10,000.00
TOTAL	U.S. \$ 20,000.00

TO THE SPONSOR: We must have evidence of your ability to provide full financial support for the student throughout the expected course of study at Glen Oaks Community College.

Student's Name _____

Sponsor's Name _____

Sponsor's address _____

Sponsor's phone number (with area code) _____

Amount and sources of U. S. dollars available to the student each year:

1) Annual amount available from sponsor's income _____
(Attach an original bank statement.)

2) Annual amount available from sponsor's savings _____
(Attach an original bank statement.)

3) Total available each year from all sources _____

Sponsor's Certification of Sources of Funding

I certify that the information given on this form is true and accurate and that funds are available and will be provided as specified.

(Sponsor's signature must be notarized.)

Sponsor's Signature

Date

Sponsor's name (print)

Relationship to applicant

Notary/Attorney's Signature (with stamp or seal)

Date

Students transferring from another U. S. institution must also:

1. Complete the first section of the Transfer form and then submit the form to the institution you have been attending for their certification of your status.
2. Provide a copy of both sides of your I-20 form from all previous institutions.
3. Contact all previous institutions and request that an Official Transcript be mailed directly to GOCC.
4. Submit an original or certified true copy of post secondary transcripts if you wish to receive credit for classes already taken in your home country. All transcripts must bear the official seal of the school. English translations are required if you earned your credit(s) in a country where English is not the official language.

Glen Oaks Community College Transfer Report Authorization

If currently enrolled in, or graduated from, a college or university in the United States, PART I of this form must be completed. PART II must be completed by the student's current/previous Designated School Official (DSO). Return both Part 1 and 2 forms to:

International Student Advisor
Glen Oaks Community College
62249 Shimmel Rd.
Centreville, MI 49032-9719

PART I

Print name: _____
(last/first/middle)

Address: _____

Country of Birth: _____ Country of Citizenship: _____

Date of Birth: _____ Field of Study: _____

Degree Program sought at Glen Oaks Community College _____

When were you admitted to Glen Oaks Community College? (Circle one)

Fall **Winter** **Spring/Summer** **Year** _____

I request and authorize my current/previous Designated School Official (DSO) to provide the information in PART II of this form to Glen Oaks Community College.

Student Signature: _____ **Date:** _____

PART II

(To be completed by a Designated School Official from student's current/previous college/university.)

- 1. Student's date of entry into U.S. _____
- 2. Initial date of enrollment to your institution _____
- 3. Program level to which the student was admitted _____
- 4. Present non-immigrant visa classification _____
- 5. Date of expiration of student's I-94 _____
- 6. Would the student be permitted to continue or return to your institution? YES ___ NO ___

If NO, please explain _____

7. Is the student currently on Practical Training? YES ___ NO ___

8. To your knowledge, does the student have any problems that might impact F-1 status (financial, health, other)? YES ___ NO ___

If YES, please explain _____

DSO's Name: (print) _____ Title: _____

DSO's Signature: _____ Date: _____

Name of College/University: _____

College/University SEAL:

Statement of Local Sponsor Providing Free Room and Board (if applicable)

I own, rent or lease the property described below and I will make it available to the named student, without charge and without services in-lieu-of-payment, for the duration of his/her studies at Glen Oaks Community College.

Name of student _____

Address, including room or apartment number, of the residence offered to the student:

Relationship of sponsor to student _____
How many rooms are in the house or apartment? _____
How much space will be reserved for the exclusive use of the student? _____
Does the sponsor live at the address listed above? _____
Does the sponsor _____ own or _____ lease the property being offered?

All questions above must be answered. The affidavit must be sent with a photocopy of a lease or deed in the sponsor's name.

AFFIRMATION AND OATH

I hereby affirm or swear that the contents of the above statement are true and correct. I will not require any services from the student in return for the promised support and I understand that it would be a serious violation of the law to require domestic work, childcare, or any other kinds of service.

Signature of sponsor _____

Print Name of sponsor _____

Date _____ (MM/DD/YYYY)

Financial Statement for International Student's Local Sponsor

To be completed by Financial Sponsor:

I fully acknowledge that expenses for (Name of Applicant) _____, while he/she is attending Glen Oaks Community College, will be approximately \$20,000.00 (U.S. dollars) per year. I am prepared to meet his/her expenses so that he/she will not require employment or financial help of any kind other than from me.

I understand that the above-named student is seeking an Associate Degree that will require two to three years of study.

I further certify that my net income is \$ _____ (U.S. dollars) per year, and I have _____ dependent(s).

Attached is a recent, **original** bank statement (within the last 60 days) attesting to my ability to render this financial obligation. If an I-134, Affidavit of Support, is submitted, I consent to that document being submitted to INS.

Print Name _____

Address _____

Phone # _____

Citizenship _____ Relationship to Student: _____

If residing in the United States, indicate status:

United States Citizen: _____ Permanent Resident: _____

If other, please explain: _____

Place of Employment: _____ Position: _____

Signature: _____ Date: _____

**GLEN OAKS COMMUNITY COLLEGE
INTERNATIONAL STUDENT INFORMATION**

MISCELLANEOUS INFORMATION

Housing

Glen Oaks Community College does have on-campus housing. A separate housing application can be found on the Glen Oaks website. Students are responsible for their own housing arrangements.

Enrollment

As required by USCIS, all F-1 students must maintain their status by enrolling in at least 12 credit hours of college courses for Winter and Fall semesters and by making progress toward completion of their program. You must maintain your status to be eligible for F-1 benefits such as employment authorization, vacation periods, approval to re-enter the country after visits abroad, and approval to transfer to another school.

Orientation

The College requires all newly admitted students to attend an orientation program which is held prior to the beginning of the semester.

Authorizing a Personal Representative

In the United States, the Family Educational Rights and Privacy Act (FERPA) protects the privacy of student records. Because of this law, Glen Oaks Community College cannot release information, either verbally or in writing, about applicants or students unless they have given written permission to the school. If you want GOCC to discuss your application and academic information, or to release your records, (I-20 form, transcripts, financial information, etc.) to a parent, family member, friend, spouse or other individual or organization, you must complete the FERPA Release form included in this packet.



GLEN OAKS COMMUNITY COLLEGE

AUTHORIZATION TO RELEASE INFORMATION

The Family Education Rights and Privacy Act (FERPA) of 1974 is designated to protect the privacy of educational records, to establish the rights of students to inspect and review the educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Glen Oaks Community College's procedures for complying with the provisions of this Act can be found in the college catalog or on the web at www.glenoaks.edu. In accordance with FERPA, the College may not discuss your academic and/or financial information with your parents, spouse or guardian.

By completing and signing this form, you authorize Glen Oaks Community College to release your information to your designee (parent, spouse, partner, relative, guardian, etc.). **The designee must show identification and confirm the Student # with College Staff before information can be released.**

You should give great consideration to this before choosing to exercise this option and submitting this form. You should know that by signing this form, College personnel may disclose any information pertaining to your records that you have authorized.

STUDENT NAME (please print): _____ GOCC ID #: _____

GOCC EMAIL ADDRESS: _____

PHONE NUMBER: _____

STUDENT AUTHORIZATION: (Check all that apply)

I have read this document and fully understand the contents. I agree to release all information checked and initialized below:

_____ All **Financial Aid Records** (records including but not limited to: status of file, award and disbursement of funds information, Satisfactory Academic Progress status, income information, or any other information contained in the application or financial aid file).

_____ All **Academic/Transcript Records** (records including but not limited to: transcripts, registration & schedule information, residency information, Satisfactory Academic Progress status, assessment test scores, and any other documentation contained in the academic records).

_____ All **Student Account Records** (records including but not limited to: nature of, amounts due, payments received and sources of payment for all student account charges; sources of, balances due and payments made to students relative to refunds, grants, scholarships, loans, and sponsors; all account payment plans; all financial holds on student accounts and repayments, library fines, parking tickets, NSF and returned checks, and bankruptcy; and any other student accounts receivable information contained in student records).

_____ **Instructor/Classroom Records** (records including but not limited to: attendance records, progress reports, tests and homework scores if available. Please note: instructors are not required to take attendance or provide progress reports, and retain only those records which make up the final grade. FERPA pertains to the release of records. Instructors are not required to have conversations about academic progress with anyone other than the student).

RELEASE INFORMATION TO:

	FULL NAME (First, Mi, Last)	RELATIONSHIP TO STUDENT
1.	_____	_____
2.	_____	_____
3.	_____	_____

CERTIFICATION:

By signing below, I consent to the release of the personally identifiable student information specified above to the individual(s) listed above.

This consent shall remain in effect through (choose one):

Entire duration of enrollment with Glen Oaks Community College
Academic Year (specify): _____

Student Signature	Date
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← RECEIVED BY: _____

OFFICE USE ONLY

OFFICE: _____ DATE: _____

Entered in Datatel

**Glen Oaks Community College
International Student Application Packet**

**INTERNATIONAL STUDENT CHECKLIST
(F-1 Immigration Classification)**

FORMS AND DOCUMENTS TO BE SUBMITTED FOR ADMISSION REVIEW:

- _____ 1. Signed Notice of Regulations/Privacy Release
- _____ 2. Application
- _____ 3. Questionnaire
- _____ 4. Statement of Financial Understanding/English Proficiency
(Students may also prove English competency by submitting U.S. Postsecondary English scores of C (2.0) or better or by submitting a U.S. secondary diploma in the student's name.)
- _____ 5. Financial Statement for International Applicants
- _____ 6. Official secondary school transcripts (translated to English) documenting that educational background is equivalent to a high school diploma or higher
- _____ 7. Official post-secondary transcript with an English translation
- _____ 8. Current Passport with photo, Visa, I-94 Arrival/Departure Record
- _____ 9. Proof of medical insurance with medical evaluation and repatriation clause.
- _____ 10. F-1 Transfer Report Authorization, if applicable
- _____ 11. Copy of I-20 from previous institution, if applicable
- _____ 12. Statement of local sponsor providing free room and board (if applicable)

Please submit all of the above listed items **together** when applying for admission to GOCC. Your request for admission will not be reviewed until all information has been received.

This sheet is for your reference only. You do not need to submit it.