



International Student (F-1) Admissions Application

TRANSFER STUDENT

2019-2020

Dear Prospective International Transfer Student:

Thank you for your interest in Harford Community College (HCC) in Bel Air, Maryland! We are excited that you have chosen us as a school in which to transfer and continue your education.

In order to be considered for admission, you must meet academic and financial requirements for the Form I-20. *Please read this packet carefully and completely.* It contains an overview of the application process and a list of admission requirements, as well as required application materials such as the International Student Application, Transfer-In Form, and Affidavits of Cash Support and Room and Board. We strongly encourage you to submit all forms and supporting documents together by the application deadline.

APPLICATION DEADLINES	
FALL 2019 (August 26, 2019 to December 14, 2019)	August 10, 2019
SPRING 2020 (Approximately: January 28, 2019 to May 18, 2019)	December 15, 2019

Mail application materials to:

Jeanne Goss
Office of Admissions
Harford Community College
401 Thomas Run Road
Bel Air, MD 21015-1698
U.S.A.

If you have any questions about the admissions requirements and process, please contact me by email. I look forward to hearing from you!

Best,

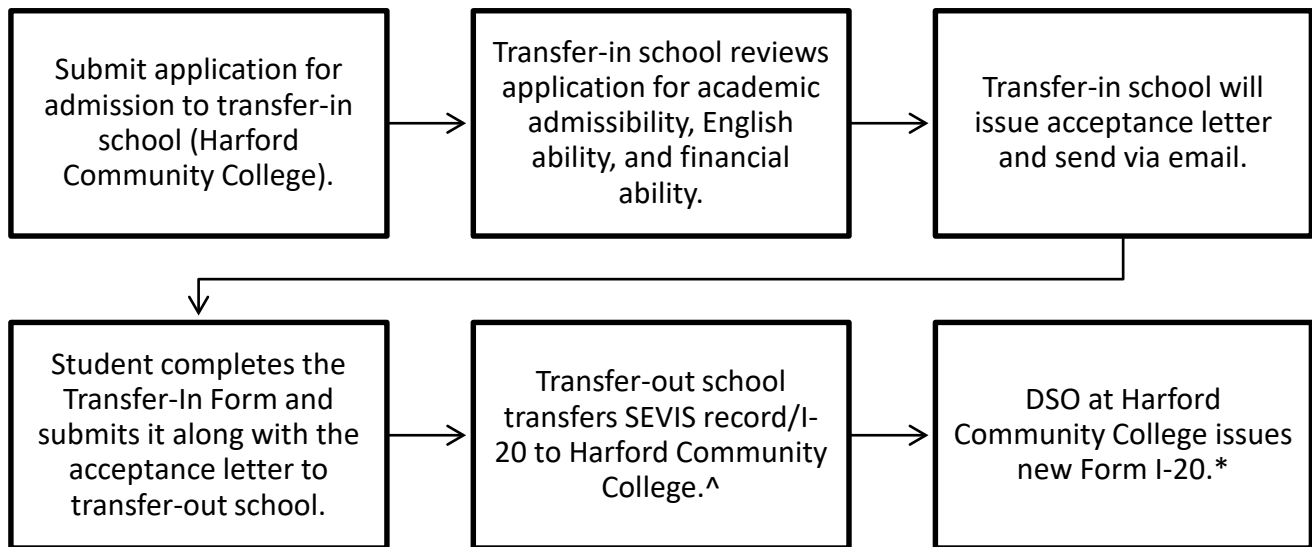
Jeanne Goss

Academic Advisor, Admissions and PDSO (Primary Designated School Official)

Email: jgoss@harford.edu

APPLICATION PROCESS: TRANSFER

Below is a general guide to the application process for students transferring from another college/university in the U.S.:



^If you plan on traveling internationally while your transfer is pending, coordinate with the DSOs at your current school (the transfer-out school) and at Harford Community College to determine the best date to transfer your I-20. Depending on your travel plans, you may have to use your current I-20 to return to the U.S. and a new I-20 will be issued upon your arrival.

***Harford Community College sends I-20s via the U. S. Postal Service. Please allow 3-5 days for delivery in the U.S. and 4-6 weeks for international delivery.** We do not send Form I-20s via FedEx, UPS, DHL, or other courier service. If you need express delivery, you should request someone in the U.S. to pick it up and send it to you.

ADMISSION REQUIREMENTS: TRANSFER

1) Proof of English Language Proficiency

In general, F-1 transfer students are not required to take the TOEFL or IELTS, but may be required to take our English placement exam to determine proficiency. If you have already taken and passed English 101: English Composition, or the equivalent of the class at an American college/university, you may be exempt from the English placement test. **If you have NOT taken English 101 or the equivalent of English 101, you will be required to take the English placement test or to submit TOEFL or IELTS scores.** The English placement test may be taken on campus, or conducted online through a third-party virtual proctor depending on your current location. An SAT score of 500 or higher in the Evidence-Based Reading and Writing section is also accepted as proof of proficiency and placement into English 101. The SAT score must be less than two years old to be accepted.

If you are transferring from an ESL program or an English language institute, you will be required to take our English placement test to verify your proficiency in English. The English placement test consists of two sections: Sentence Skills and Reading Comprehension. The test is not timed, and you may take it twice. Contact the DSO to coordinate a date and time to take the test. More information about the placement test can be found on the Test Center's website at <http://www.harford.edu/student-services/testing/test-preparation.aspx>.

Students from any of the following English-speaking countries are **exempt** from providing proof of English language proficiency: Antigua, Australia, Bahamas, Barbados, Belize, Bermuda, Botswana, Canada, Cayman Islands, Dominica, Gambia, Ghana, Grand Turks and Caicos Islands, Grenada, Guyana, Ireland, Jamaica, Kenya, Lesotho, Liberia, Montserrat, Namibia, New Zealand, Nigeria, Sierra Leone, Singapore, South Africa, St. Lucia, St. Vincent, Swaziland, Tanzania, Trinidad and Tobago, Uganda, United Kingdom, Zambia, Zimbabwe, British Virgin Islands, U.S. Virgin Islands.

2) Written Applications

International students may not apply online. Two paper applications are required: Application for Admission and the International Student Application (included in this packet). The Application for Admission is available for download on our website.

3) Copy of your current I-20 and all other I-20s from previous colleges

4) Color copy of passport identity page

5) Color copy of visa

If you previously applied for a Change of Status (COS), provide a copy of the Form I-797 notice of your approval for a change of status to F-1.

6) Printout of I-94 Admission Number from the Customs and Border Protection (CBP) website

7) Official College Transcripts

A review of your college transcripts from an American college/university will be conducted after you have been accepted to the College as an international transfer student. It will take 4-6 weeks for your transcript to be reviewed.

If you have taken college courses in your home country, you can earn transfer credit for the classes at Harford Community College. However, we do not evaluate transcripts issued directly from a college or university outside of the U.S. Students seeking credit from foreign colleges or universities must have their transcript evaluated by any NACES approved agency. A complete list of approved agencies can be found on their website at <http://www.naces.org/members.htm>. If you plan to transfer to a four-year school after obtaining an Associate Degree at Harford Community College, make sure to first verify with the four-year school that they will accept the evaluation from the agency of your choosing.

8) Official High School/Secondary School Transcripts

9) Notarized Affidavit of Cash Support, Bank Statements, and Proof of Income

You and/or your sponsor(s) must prove that you have the financial capability to cover the cost of your program of study and stay in the U.S. You must submit a signed and notarized *Affidavit of Cash Support* along with bank statements (personal checking and savings only) for each sponsor supporting your education, and their proof of income. **The balance of the bank statement(s) must equal to at least \$22,490.** The expected cost of attendance for the 2018-2019 academic year is as follows:

	AMOUNT	DESCRIPTION
Tuition & Fees	\$8,222	Full-time enrollment of 12 credits per semester for one academic year.
Books & Supplies	\$1,300	Costs vary depending on credits per semester and major(s).
Room & Board	\$9,000	HCC does not provide housing. Students must arrange room & board off-campus.
Transportation	\$1,129	Cost is based on national average commute.
Personal Expenses	\$3,000	Costs vary depending on personal needs and interests. Includes clothing, cultural events, and recreation.
TOTAL COST*	\$22,651	<i>The cost of attendance is subject to change at any time.</i>

**If you will be accompanied by a spouse or child, you must provide proof of additional financial support of \$3000 per dependent.*

REQUIREMENTS FOR BANK STATEMENTS:

- Original, in English, and on bank letterhead.
- Sponsor's name must match the name on the bank statement.
- Contains the current balance in US Dollars and average deposits and balances.
- Spans a period of at least 3 months.

PROOF OF INCOME:

- Copy of most recent paycheck stub, or official letter from employer on company letterhead confirming annual salary.
- Most recent U.S. Federal Income Tax Return (for U.S. sponsors only).

A note on tuition rate and financial aid/scholarships:

International students are billed the out-of-state tuition rate of **\$316.24 per credit and a student fee of \$26.32 per credit** (tuition and fee rate is subject to change at any time). The tuition rate is based on the nonimmigrant visa, not based on the location of one's residence while studying in the U.S. or the residence and citizenship of the financial sponsor.

International students are not eligible for federal financial aid. F-1 transfer students may be eligible to apply for the International Student Scholarship if they have accumulated a minimum of 12 college credits and have a minimum cumulative GPA of 3.0.

10) Notarized Affidavit of Room and Board and Proof of Ownership

Harford Community College does not have any residence halls or dormitories on campus; therefore, you must demonstrate the availability of housing with a local sponsor, family member, or friend, or provide your own housing. Students without local addresses at the time of application will not be considered for admission.

Submit a signed and notarized *Affidavit of Room and Board* along with a copy of your housing sponsor's deed, lease agreement, or mortgage statement. By signing the Affidavit, your sponsor promises to provide you with room and board for the duration of your studies and verifies that they own or rent the property. *F-1 students may not work for sponsors as a condition of the sponsor's support.* This includes childcare, cleaning, or work in off-campus businesses of any kind.

If you are providing your own housing, submit a copy of your lease agreement that lists you as a tenant; you do not need to submit an Affidavit of Room and Board.

Note: Public transportation in Harford County is limited and it is difficult to travel to and from campus without a car. For more information about public transportation in Harford County, check the Harford County Transit website: <http://www.harfordcountymd.gov/213/Harford-Transit-LINK>.

11) Transfer-In Form

Once you have been conditionally accepted, submitting this form is your last step. This form must be completed and signed by the international student advisor or DSO at your current college. It indicates the date your SEVIS record will be transferred to Harford Community College.

12) Health Insurance (not required, but highly recommended)

Although not required for admission, we highly recommend that you obtain health insurance in the U.S. or from your home country. Healthcare can be expensive in the U.S. if you do not have insurance.

DETACH DOCUMENTS AFTER THIS PAGE. KEEP THIS PAGE AND ALL PAGES PRECEDING FOR YOUR REFERENCE.

APPLICATION CHECKLIST

- TOEFL or IELTS Score
 - Official score report needs to be sent directly to the college from ETS or IELTS
- Application for Admission
- International Student Application
- Color copy of passport identity page and F-1 visa
- Copy of current I-20
- Printout of I-94 admission number from CBP website
- Official High School/Secondary School Transcripts
- Official College Transcript
- Notarized Affidavit of Cash Support
 - Personal checking or savings account statements must be attached
 - Proof of income must be attached
- Notarized Affidavit of Room and Board
 - Lease agreement, deed or mortgage statement must be attached
- Transfer-In Form

MAIL APPLICATION MATERIALS TO:

Jeanne Goss
Office of Admissions
Harford Community College
401 Thomas Run Road
Bel Air, MD 21015-1698
U.S.A.

APPLICATION DEADLINES:

Fall 2019 – **August 10, 2019**

Spring 2020– **December 15, 2019**



PART 1: APPLICATION TYPE

Application for: Fall Spring Year _____

Applying as: New/Overseas Applicant Transfer Change of Status (COS) Visiting F-1

If you are applying as a transfer, visiting, or Change of Status (COS) student, complete the following. If you are an applicant currently residing outside of the U.S., continue to Part 2.

What is your current visa type?: F Visa B Visa J Visa Other Visa: _____

If F Visa type, where are you currently attending (name of institution)?: _____

Transfer F-1 applicants must also complete and submit the Transfer- In Form.

What is your I-94 Admission Number?: _____

This number can be found online on the Customs and Border Protection (CBP) website at <http://cbp.gov/I94>.

Admit Until Date (as listed on I-94 printout from CBP website): _____

PART 2: PERSONAL INFORMATION

Name in Passport: _____
Family Name (Surname) Given Names (First and Middle Names)

Phone Number: _____ Email Address: _____

Date of Birth: ___/___/___ Gender: Male Female Marital Status: Unmarried Married
(Month/Day/Year)

Passport Number: _____

Country of Birth: _____ Country of Citizenship: _____

Permanent Home Country Address: _____

PART 3: DEPENDENTS

Complete the following ONLY IF your spouse and/or child will be coming with you to the U.S.

Name (family name, given names) Date of birth Country of birth Relationship to you

Name (family name, given names) Date of birth Country of birth Relationship to you

Name (family name, given names) Date of birth Country of birth Relationship to you

PART 4: EDUCATION

English Study

Have you taken the TOEFL or IELTS? Yes No

Date of TOEFL or IELTS: _____ Score: _____

Have you taken the SAT (Scholastic Aptitude Test)? Yes No

Date of SAT: _____ Evidence-Based Reading & Writing Score: _____

Secondary Education

Name of High School/Secondary School: _____

Location of School: _____

Dates of Attendance (month and year): _____

Date of Graduation: _____

Higher Education

Name of University/College attended (if applicable): _____

Location of School: _____

Dates of Attendance (month and year): _____

Degree/Diploma Received: _____

Date of Graduation: _____

PART 5: PROGRAM OF STUDY

Circle intended program(s) of study:

Associate of Arts (AA)

- Art + Design—Digital Arts
- Art + Design—Fine Arts
- Art + Design—Graphic Design
- Art + Design—Photography
- Arts Management
- Communication Studies
- Criminal Justice
- English
- General Studies
- History
- History—Public History
- Music
- Philosophy
- Political Science
- Political Science—International Relations
- Psychology
- Sociology—Anthropology
- Sociology—General
- Sociology—Social Work
- Teacher Education
- Theatre: Performance

Associate of Fine Arts (AFA)

- Art + Design—Digital Arts
- Art + Design—Fine Arts
- Art + Design—Graphic Design
- Art + Design—Photography

Associate of Arts in Teaching (AAT)

- Teacher Education—Chemistry
- Teacher Education—Early Childhood Education/Early Childhood Special Education
- Teacher Education—Elementary Education/Elementary Special Education
- Teacher Education—English
- Teacher Education—Mathematics
- Teacher Education—Physics
- Teacher Education—Spanish

Associate of Sciences (AS)

- Biology
- Business Administration
- Chemistry—Calculus Based Physics
- Chemistry—Non-Calculus Based Physics
- Computer Science
- Engineering
- Environmental Science
- Information Systems Management
- Mathematics
- Nursing
- Physics

Associate of Applied Sciences (AAS)

- Accounting
- Agricultural Studies
- Business Management—Administrative Professions
- Business Management—Agribusiness
- Business Management—Entrepreneurship
- Business Management—Human Resources
- Business Management--Marketing
- Computer Aided Design and Drafting (CADD)
- Computer Information Systems
- Criminal Justice: Concentration in Legal Studies
- Early Childhood Education
- Engineering Technology
- Environmental Technology
- Information Assurance and Cybersecurity
- Mass Communications—Journalism/New Media & Advertising
- Mass Communications—Production & Announcing in the Electronic Media
- Medical Assisting
- Paraeducation
- Paralegal Studies
- Technical/Professional Studies
- Theatre: Design/Production

PART 6: SHORT ANSWER

Please use the space below to explain why you want to study in the U.S., and why specifically at Harford Community College. (You may attach a separate sheet with your response.)

PART 7: RECEIVING YOUR I-20

How would you like to receive your I-20?:

HOLD FOR PICK-UP BY:

Name

Phone

Email

MAIL

Your Form I-20 will be sent through the U.S. Postal Service to the name and address you write below. **Please allow 3-5 days for delivery in the U.S. and 4-6 weeks for international delivery.** We do not send Form I-20s via FedEx, UPS, DHL, or other courier service. If you need express delivery, you should request someone in the U.S. to pick it up and send it to you.

PRINT YOUR NAME AND ADDRESS EXACTLY AS IT SHOULD APPEAR ON THE ENVELOPE.

PART 8: STUDENT AGREEMENT AND SIGNATURE

I certify that the information I have provided on this application is correct and complete. I understand that deliberate failure to provide accurate information, particularly regarding residency and immigration status, may be sufficient grounds for denial of admission or dismissal from the College and/or retroactive adjustment of tuition. I agree to comply with Harford Community College's policies and regulations, including its policies and regulations concerning drug and alcohol abuse, and recognize that failure to do so will subject me to the penalties contained therein. I also understand that it is my responsibility to notify the Office of Admissions of any changes in the information I have provided on this application. Upon request by a Designated School Official (DSO), I agree to provide evidence of the information on this application.

Signature of Applicant

Date



AFFIDAVIT OF CASH SUPPORT

By completing and signing this form, you are swearing to the U.S. government and to Harford Community College that you will provide this student with a specific amount of money from your own financial resources **for every year** they study at Harford Community College and live in the U.S.

Bank statements (checking and savings only) with a minimum balance of \$22,651 USD and proof of income MUST be attached.

CONTACT INFORMATION

Name: _____ Relationship to the Student: _____

Phone Number: _____ Email Address: _____

Address: _____

FINANCIAL INFORMATION

Name of Employer: _____

Annual Salary: _____ (USD) Other Income: _____ (USD)

I, _____, promise that I can and will give **no less** than \$ _____ (USD)
Sponsor's Name

in cash to _____ **for every year** of his/her program of study.
Full Name of Student

I understand that I am swearing to the U.S. government and to Harford Community College that I will provide this student with a specific amount of money from my own financial resources for every year they are going to study at Harford Community College and live in the U.S. I understand that the student may not work for me as a condition of my support, including childcare, housekeeping, or work in off-campus businesses of any kind. I also understand that if a student were to work and regularly provide services to me as a condition of my sponsorship it could seriously jeopardize the student's immigration status. I swear that the information I have provided above is true and correct.

Signature of Sponsor Date

Sworn and subscribed before me this day: _____
Month/Day/Year

Signature of Notary Commission Expires on: _____



AFFIDAVIT OF ROOM & BOARD

CONTACT INFORMATION

Name: _____ Relationship to the Student: _____

Phone Number: _____ Email Address: _____

HOUSING INFORMATION

I own or rent this property: Own Rent

A copy of the deed, mortgage statement, or lease agreement MUST be attached.

If presently in the U.S., does the student currently live with you?: Yes No

I, _____, promise that for each of his/her program of study at Harford
Sponsor's Name

Community College, _____ will live with me in my home at:
Full Name of Student

Number and Street

City State Zip Code

I understand that I am swearing to the U.S. government and to Harford Community College that the student may not work for me as a condition of my support, including childcare, housekeeping, or work in off-campus businesses of any kind. I also understand that if a student were to work and regularly provide services to me as a condition of my sponsorship it could seriously jeopardize the student's immigration status.

I swear that the information I have provided above is true and correct.

Signature of Sponsor Date

Sworn and subscribed before me this day: _____	
	Month/Day/Year
_____ Signature of Notary	Commission Expires on: _____



TRANSFER-IN FORM

TO BE COMPLETED BY THE STUDENT

Student's Name: _____ SEVIS ID # _____

Current Address: _____

Phone Number: _____ E-mail: _____

I give permission for my present school to release the information requested on this form:

Name of School

Student Signature Date

TO BE COMPLETED BY DSO/INTERNATIONAL STUDENT ADVISOR

Is this student currently attending the school that s/he was last authorized to attend?

- Student reported to this school, but did not complete registration or attend classes.
- Student is currently enrolled in a full-time program, and has been enrolled since _____.
- Student began studying in this program on _____ and completed the course of study on _____.
- Student did not complete the course of study. His/her last day of attendance was _____.
- Other _____.

Has this student had any financial problems with your institution? Yes No

To the best of your knowledge, is this student "in-status"? Yes No

If the student is not in-status, please note the violation:

Has the student been approved for a Reduced Course Load (RCL)? Yes No

Please provide the lengths and type of RCL:

Has the student been approved for OPT? Yes No

Type of OPT: _____ Start and End Dates of OPT: _____

SEVIS transfer release date: _____

Signature of DSO Date

Name and Title

Address of School

<p>PLEASE RETURN FORM BY EMAIL TO: Jeanne Goss jgoss@harford.edu Harford Community College SEVIS School Code: BAL214F00273000</p>
