



International Student (F-1) Admissions Application

ATHLETE (NEW & TRANSFER)

2018-2019

Dear Prospective International Student Athlete:

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 pursue a college degree and play National Junior College Athletic Association (NJCAA) Division I sports in the United States.

In order to be considered for admission, you must meet academic and financial requirements for the Form I-20, the document required to apply for the F-1 student visa at the U.S. embassy in your country. **Harford Community College issues the Form I-20 only for students pursuing an Associates Degree.** We do not issue I-20s for students who wish to obtain a Certificate.

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, 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 2018 (August 27, 2018 to December 14, 2018)	SPRING 2019 (January 28, 2019 to May 18, 2019)
June 1, 2018 Students outside of the U.S.	November 1, 2018 Students outside of the U. S.
August 10, 2018 Transfer students	December 15, 2018 Transfer students

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,

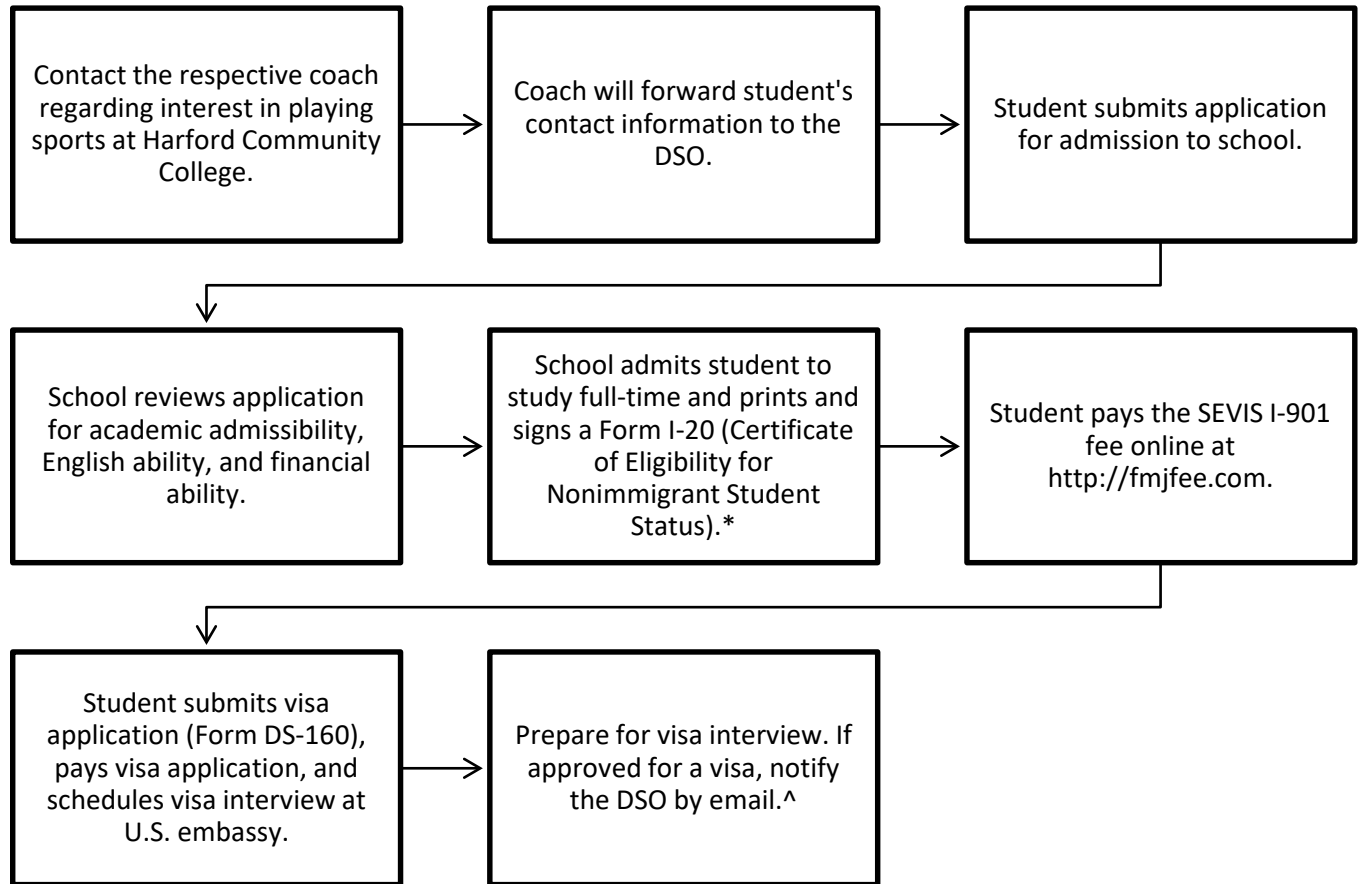
Jeanne Goss

Academic Advisor, Admissions

Email: jgoss@harford.edu

APPLICATION PROCESS: OVERSEAS/NEW APPLICANT

Below is a general guide to the application process for **student athletes who currently reside outside of the United States** and wish to play Division I sports in the NJCAA. For more information about studying in the U.S., please visit the following website: <https://studyinthestates.dhs.gov/students>.

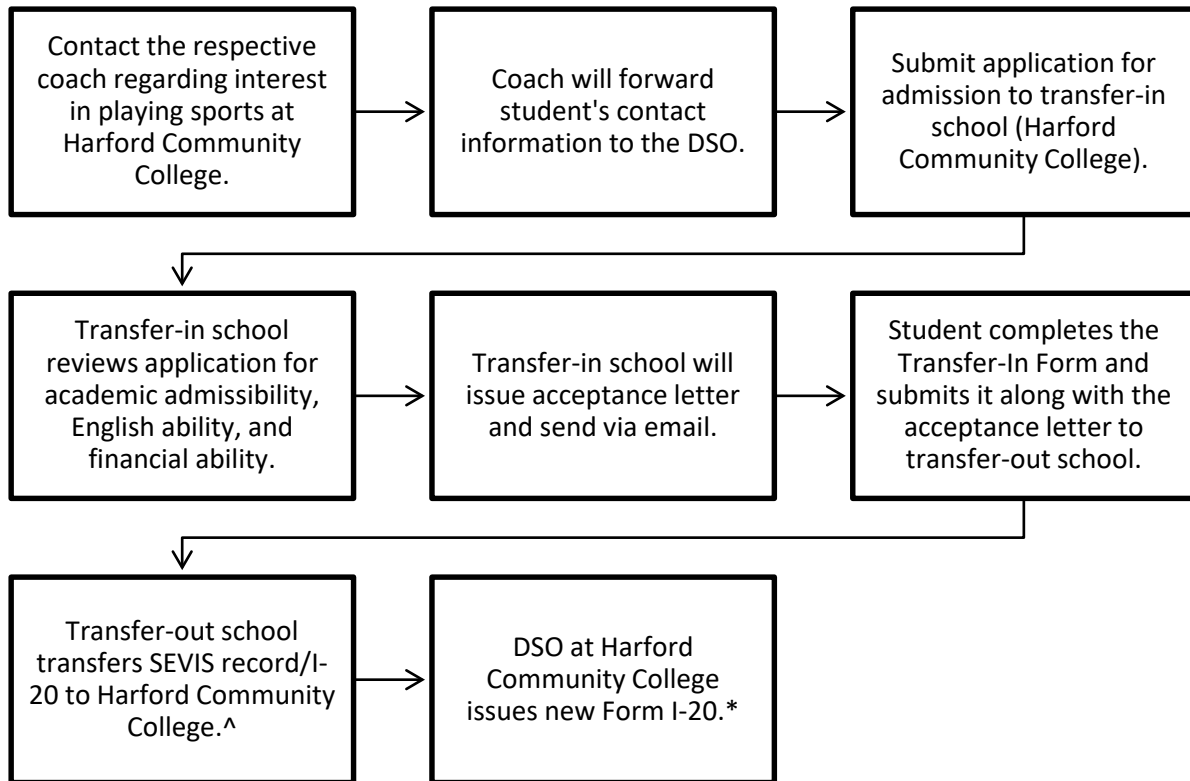


***Harford Community College sends I-20s via the U. S. Postal Service. Please allow 4-6 weeks for delivery.** We do not send Form I-20s via FedEx, UPS, DHL, or other courier service. If you need express delivery, you should request someone in the U.S. to pick it up and send it to you.

^F-1 student visas can be issued up to 120 days in advance of program start date, but you will not be allowed to enter the U.S. earlier than 30 days before your start date.

APPLICATION PROCESS: TRANSFER APPLICANT

Below is a general guide to the application process for **student athletes** transferring from another college or 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

1) Proof of English Language Proficiency

Harford Community College does not have an ESL program or English language institute in which you can study and improve your English language skills. Therefore, all applicants must provide proof of their proficiency in the English language. We accept official scores from the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS). It may take several months for test scores to be sent to HCC. Please plan to take the TOEFL or IELTS early in order to submit your application by the deadline. To be considered for admission, you must obtain the following minimum scores:

TOEFL	IELTS
61 - Internet-Based Test	Band Score of 6
173 - Computer-Based Test	
500 - Paper-Based Test	

Students from any of the following English-speaking countries are **exempt** from the TOEFL/IELTS: 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.

Students who have taken the Scholastic Aptitude Test (SAT) and obtained a minimum score of 500 in the Evidence-Based Reading and Writing section of the SAT will also be exempt from the TOEFL or IELTS. SAT scores must be less than two years old to be accepted as proof of English language proficiency.

If approved for an F-1 visa....

You will be required to take our English and Mathematics placement test prior to your arrival in the U.S. The test will be conducted online through a third-party virtual proctor. More information about the test will be provided by the DSO after you have been approved for an F-1 visa.

The placement test determines a student's eligibility to enroll in English 101: English Composition and Mathematics 101: College Algebra. Students who obtained a minimum score of 500 in the Evidence-Based Reading and Writing section of the SAT will automatically be placed into English 101 and will be exempt from the English placement test. Students who obtained a minimum score of 500 in the Mathematics section of the SAT will automatically be placed into Mathematics 101 or higher and will be exempt from the Math placement test.

If you are transferring from another U.S. college or university...

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.

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) Color copy of passport identity page

4) Official High School/Secondary School Transcripts

To be eligible to play NJCAA Division I sports, you must provide an official copy of your high school or secondary school transcript and the translation to English, if needed. The transcript **must** include the date of your graduation. If your transcript does not include a graduation date, please provide a copy of your diploma and the translation to English, if needed.

5) 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	\$8,061	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*	\$22,490	<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:

- 1) Copy of most recent paycheck stub, or official letter from employer on company letterhead confirming annual salary.
- 2) 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 **\$310.04 per credit and a student fee of \$25.80 per credit** (tuition and fee rate is subject to change at any time). The tuition rate is based on the nonimmigrant visa, not 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. HCC does not provide merit scholarships to new, incoming students. New F-1 students become eligible to apply for the International Student Scholarship, a scholarship for high-achieving F-1 students after one semester at HCC. However, 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.

6) 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>.

7) Health Insurance

Health insurance for student athletes is required for admission. You may obtain health insurance from a U.S.-based company, or use insurance from your home country. We recommend obtaining insurance that can cover injury, surgery, emergency services, medical evacuation, repatriation, etc.

8) Health Physical & Medical History

A health physical and medical history is required for all student athletes prior to participation in any athletic activity. You may choose to get a physical in your home country or plan to participate in the physicals provided by the Athletic Department prior to the start of each semester. Download the required Physical Packet directly from the HCC Athletics website at <http://harfordathletics.com>.

ADDITIONAL REQUIREMENTS FOR TRANSFER STUDENT ATHLETES:

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

Color copy of visa

Printout of I-94 Admission Number from the [Customs and Border Protection website](#)

Official College Transcripts

Please provide an unofficial transcript as proof of your enrollment at another college/university. However, an official college transcript is also required to transfer credits and to determine athletic eligibility. A review of your college transcript 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.

Transfer-In Form (included at the end of this packet)

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 of transfer SEVIS record to Harford Community College.

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

APPLICATION CHECKLIST

OVERSEAS/NEW APPLICANT

- TOEFL or IELTS Score
Score needs to be sent directly to the college from ETS or IELTS.
- Application for Admission
- International Student Application
- Color copy of passport identity page
- Official High School/Secondary School Transcripts
- 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.
- Health Insurance
- Health Physical & Medical History

TRANSFER APPLICANT

- TOEFL or IELTS Score
Score needs to be sent directly to the college from ETS or IELTS.
- Application for Admission
- International Student Application
- Color copy of passport identity page
- Color copy of F-1 visa
- Copy of current I-20
- Printout of I-94 admission number
- Official High School/Secondary School Transcripts
- Official College Transcript and Unofficial Unofficial is needed to verify current enrollment.
Official is needed for transfer of credits and athletic eligibility.
- 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
- Health Insurance
- Health Physical & Medical History

MAIL APPLICATION MATERIALS TO:

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



INTERNATIONAL STUDENT APPLICATION

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
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Name (family name, given names)	Date of birth	Country of birth	Relationship to you
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Name (family name, given names)	Date of birth	Country of birth	Relationship to you
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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 \$22,490 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

PLEASE RETURN FORM BY EMAIL TO:

Jeanne Goss
jgoss@harford.edu

Harford Community College SEVIS School Code:
BAL214F00273000