

## International Student Application Instructions and Checklist

Please send application and supporting documents to:  
Admissions Office, International Admissions  
Mohawk Valley Community College  
1101 Sherman Drive  
Utica, N.Y. 13501  
Phone: 315-792-5350 / Fax: 315-792-5527

### HOW TO APPLY FOR ADMISSION:

Follow these instructions carefully. Please print all information clearly and correctly. All of your documents must bear your name exactly as it is written on your passport and academic records. Submit all completed forms to MVCC at the address above.

### A COMPLETE INTERNATIONAL APPLICATION WILL INCLUDE THE FOLLOWING:

- 1. Answer all questions on this application form completely and to the best of your ability. If the question does not pertain to your situation, indicate with a "N/A" (not applicable).
- 2. An official English translation of your high school/secondary school grade reports (grades, transcripts) and proof of graduation or completion. This translation must be an original document or a certified copy of the original (no photocopies).
- 3. If you have attended a post-secondary institution and wish to have credits reviewed for transfer:
  - A. IN THE UNITED STATES: You must have the institution send an original, official transcript to the above address.
  - B. OUTSIDE OF THE UNITED STATES: We will need an educational evaluation report from World Education Services ([www.wes.org](http://www.wes.org)). Please request that they send a copy to Mohawk Valley Community College.
- 4. A complete international applicant financial statement. You must submit a completed Financial Verification Form (page 5 of the application) with an original signature from your sponsor(s). Additionally, you must submit an official and original bank statement in English verifying funds available. This document must be dated within three months of your application. Please see Financial Verification form for further information.
- 5. A complete English Proficiency Report. The English Proficiency Report (page 6 of the application) is required from all applicants who do not speak English as their native language. Part I of the report is to be filled out by the student. Part II is to be filled out by an official of your school. Please submit the form (or a copy) to the director, instructor, or advisor of English courses to complete your evaluation of English proficiency. The form must be signed in order to be considered complete.
- 6. A completed and verified Health Form. Include proof of immunity against measles, mumps and rubella on this form. The Health form may be downloaded and printed out from <http://www.mvcc.edu/students/healthcenter/index.cfm>.
- 7. A photocopy of your passport. It is important that the information on your I-20 match exactly the information on your passport. For this reason, we request that you send a copy of your passport with this application form. If you do not yet have a passport, please indicate that in Section 4 of this application.

The Personal Privacy Protection Law requires that this notice be posted when collecting personal information from individuals. The information on this application will be used in the processing of your application for admission to the college. Failure to provide the requested information may delay the processing of your application. The authority to request this information is found in Section 355(2)(i) of the Education Law.

Mohawk Valley Community College is an Equal Opportunity Educational Institution.

## VISA INFORMATION

No applicant should attempt to enter the U.S. for study at MVCC without an official letter of admission, FORM I-20 A-B, and appropriate visa documents. The issuance of the I-20 is not a guarantee of receiving an F-1 student visa. Requirements of the F-1 visa vary from country to country so you should be prepared to present to the embassy your I-20 form, passport, and any additional documentation (e.g. financial records) that may be requested. The F-1 student visa, if granted, allows you to study only at the college for which it is issued. It is the responsibility of the student to maintain Legal International Student Status (F-1 immigration status) as required by the U.S. Citizenship and Immigration Services. The student must read carefully and understand appropriate documents related to their status and follow procedures described. If you are currently in the United States, you must include: A photocopy of your passport, I-94, visa and I-20 form from your school that you are currently attending.

## EXPENSES AND FINANCIAL INFORMATION

All International Students are required to submit certified documentation showing financial support for one academic year equal to or greater than \$15,900 U.S. Dollars. Please note that if you are planning to pursue an Associate's degree, you will need double this amount, or approximately \$31,800 U.S. Dollars. This figure represents estimated minimum educational, living and personal expenses and is subject to change without notice. All documentation must be dated within six months of the date of the initial attendance.

### ESTIMATED COSTS PER ACADEMIC YEAR *ACCURATE AS OF SEPTEMBER 2007*

#### EDUCATIONAL EXPENSES

#### LIVING EXPENSES (DORMITORY EXPENSE)

---

<i>TUITION (2 SEMESTERS)</i>	<i>\$6,300</i>	<i>ROOM AND BOARD</i>	<i>\$7,200</i>
STUDENTS FEES	\$400	SECURITY DEPOSIT	\$100
TEXTBOOKS & SUPPLIES	\$300-\$500		
		INTERNATIONAL INSURANCE (1 YEAR)*	\$500
		ESTIMATED PERSONAL LIVING EXPENSES	\$1,000

---

All on-campus international students will be required to pay approximately \$7400 U.S. Dollars at the time of registration. This total covers half of their estimated yearly expenses. This may vary if you choose to live off-campus.

## PLACEMENT IN ENGLISH AS A SECOND LANGUAGE COURSES

All International Students are required to take an English proficiency test plus the college's own placement test upon arrival at the college. The English proficiency test will determine the student's English abilities and possible placement in ESL courses. Placement will be at the discretion of the college in accordance with each student's individual needs assessment test. If the TOEFL exam has been taken it can be sent to the address on the application.



Please print or type all information clearly

**Section 1. I.D. # and Name Information**

U.S. Social Security Number (if available) \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Current Legal Name:

\_\_\_\_\_/ \_\_\_\_\_ Middle name

Last (Family) name First (Given) name

Preferred first name if different than that listed above: \_\_\_\_\_

**Section 2. Permanent Home Address Information**

**A. Your Home Address** \_\_\_\_ address where I-20 should be mailed (please check)

Street \_\_\_\_\_  
 City \_\_\_\_\_  
 Province \_\_\_\_\_  
 Postal Code \_\_\_\_\_  
 Country \_\_\_\_\_  
 Home Phone # (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Other Phone # (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
 E-mail address: \_\_\_\_\_

**B. Mailing Address** \_\_\_\_ address where I-20 should be mailed (please check)

Street \_\_\_\_\_  
 City \_\_\_\_\_  
 Province \_\_\_\_\_  
 Postal Code \_\_\_\_\_  
 Country \_\_\_\_\_  
 Home Phone # (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Other Phone # (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
 E-mail address: \_\_\_\_\_

**C. Parent Information**

\_\_\_\_\_  
 (Mr./Mrs./Ms.) (Parent or guardian full name with suffix if used)

Check here (\_\_\_\_) if your Parent or Guardian address is the same as your address. If not, please list.

Street \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Postal Code \_\_\_\_\_

**Section 3. Personal Information**

Gender: \_\_\_\_ male or \_\_\_\_ female Date of Birth: (mo)\_\_\_\_/(day)\_\_\_\_/(yr)\_\_\_\_\_

**Section 4. Citizenship and Language Information**

Is English your native language? \_\_\_\_\_ Yes or \_\_\_\_\_ No

If No, please list your native language: \_\_\_\_\_

Country of Birth: \_\_\_\_\_ Country of Citizenship: \_\_\_\_\_

Current U.S. Visa: \_\_\_\_\_ Issue date: \_\_\_\_\_ Expiration date: \_\_\_\_\_

Passport #: \_\_\_\_\_ Expiration date: \_\_\_\_\_

**Section 5. High School (Secondary School) Education**

**Submit Official Certified English Translations of your Secondary School reports (grades, transcripts) and proof of graduation or completion.**

Prior to my enrollment at MVCC (check one):

1. \_\_\_\_\_ I have graduated or will graduate from an accredited high school in the U.S. (mo/yr) \_\_\_\_\_ / \_\_\_\_\_

**OR**

2. \_\_\_\_\_ I have graduated or will graduate from a high school in a foreign country (mo/yr) \_\_\_\_\_ / \_\_\_\_\_

**Fill in appropriate school information for your choice above:**

School Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip or postal code \_\_\_\_\_

Country (if H.S. not in USA) \_\_\_\_\_

School Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**Section 6. College Education (transfers and/or high school students with earned college credit)**

Have you ever been dismissed from a college for other than academic reasons? \_\_\_\_\_ Yes or \_\_\_\_\_ No. If yes, indicate the school name here: \_\_\_\_\_.

List the college you most recently attended first, then others. Include any MVCC attendance:

College Name(s)	State	Dates Attended	Credits earned	Degree (if any)
-----------------	-------	----------------	----------------	-----------------

_____	_____	_____ to _____	_____	_____
-------	-------	----------------	-------	-------

_____	_____	_____ to _____	_____	_____
-------	-------	----------------	-------	-------

_____	_____	_____ to _____	_____	_____
-------	-------	----------------	-------	-------

In order to evaluate transfer credit, MVCC must have an official transcript from the college where the credit was earned. If you have attended an institution outside the U.S., please have a transcript evaluation sent to MVCC from World Education Services ([www.wes.org](http://www.wes.org)).

**Section 7. MVCC Application Information**

I want to start in the (check one) : \_\_\_\_\_ Fall Semester (August) OR \_\_\_\_\_ Spring Semester (January)

In which year? Indicate Year here \_\_\_\_\_

Major requested: \_\_\_\_\_

(choose only one major)

Note\* International students will be placed into their major of choice along with ESL until language ability can be verified.

Check all that apply to your application:

Student Type: I will be a \_\_\_\_\_ First-time degree/certificate student or \_\_\_\_\_ Transfer student.

Joint Admissions: \_\_\_\_\_ Not applying for joint admissions  
\_\_\_\_\_ MVCC and the SUNY College at Plattsburgh, N.Y.

Educational Goal (choose one):

- \_\_\_\_\_ Complete an MVCC degree or certificate, then transfer
- \_\_\_\_\_ Complete course work to prepare for transfer, no MVCC degree or certificate plans
- \_\_\_\_\_ Complete an MVCC degree or certificate, then seek employment
- \_\_\_\_\_ Complete course work to prepare for entrance into the military
- \_\_\_\_\_ Complete course work to upgrade current job skills
- \_\_\_\_\_ Complete course work for personal development
- \_\_\_\_\_ Complete 24 credit hours of course work to obtain an Equivalency Diploma (GED)

Residential Preferences (choose one):

- \_\_\_\_\_ I would like to be considered for On-Campus Residence Hall Housing (available on the Utica Campus only).
- \_\_\_\_\_ I would like to receive information on off-campus apartments.

Intercollegiate Athletic Interest (check all that apply):

- \_\_\_\_\_ Baseball (Men only)
- \_\_\_\_\_ Basketball: \_\_\_\_\_ Men's or \_\_\_\_\_ Women's
- \_\_\_\_\_ Bowling (Men or Women)
- \_\_\_\_\_ Cross Country: \_\_\_\_\_ Men's or \_\_\_\_\_ Women's
- \_\_\_\_\_ Golf (Men or Women)
- \_\_\_\_\_ Ice Hockey (Men only)
- \_\_\_\_\_ Indoor Track: \_\_\_\_\_ Men's or \_\_\_\_\_ Women's
- \_\_\_\_\_ Lacrosse (Men only)
- \_\_\_\_\_ Soccer: \_\_\_\_\_ Men's or \_\_\_\_\_ Women's
- \_\_\_\_\_ Softball (Women only)
- \_\_\_\_\_ Tennis: \_\_\_\_\_ Men's or \_\_\_\_\_ Women's
- \_\_\_\_\_ Track & Field: \_\_\_\_\_ Men's or \_\_\_\_\_ Women's
- \_\_\_\_\_ Volleyball (Women only)

The information that I have provided on this application is true to the best of my knowledge. I realize that any deliberate falsification or misrepresentation of information may result in either denial of admission or dismissal from the college.

The electronic submission of this application is considered the same as signing and mailing the application by regular mail.

Applicant Information (please print clearly this is used as a data check to confirm info reported on the front of the application):

Last Name \_\_\_\_\_ Suffix (Jr./Sr., etc.) \_\_\_\_\_ First Name \_\_\_\_\_

Your Signature \_\_\_\_\_ Date: \_\_\_\_\_

Applications are not considered complete and ready for an acceptance decision until original copies of all supporting documents are received by Admissions. Upon receipt, all submitted documents and transcripts become the property of the College. Please see checklist on the first page of the application for a listing of all required documents.

**FINANCIAL VERIFICATION FORM FOR INTERNATIONAL STUDENTS**

International applicants must document their ability to meet all educational and living expenses for the entire period of their intended study before Mohawk Valley Community College can issue the form for Visa Eligibility (Form I-20 A-B). Read the following instructions carefully before completing and submitting the form. Mohawk Valley Community College reserves the right to require additional documentation and/or pre payment for applicants whose countries impose currency exchanges restriction or other obstacles that transfer currency. Be sure to include supplementary documents as indicated (below) and attach originals, not photocopies. Please refer to the MVCC Business Office webpage for the most current tuition and fee rates. Support shown must cover a minimum of all expected expenses for one year of study, including tuition, fees, room and board, health insurance and other miscellaneous and personal expenses. All documentation must be dated within six months of the initial attendance of MVCC. | This amount is a minimal estimate and is subject to change without notice and will usually increase each year.

STUDENT NAME \_\_\_\_\_  
(FAMILY OR SURNAME) (FIRST OR GIVEN NAME) (MIDDLE)  
DATE OF BIRTH \_\_\_\_\_ (MONTH/DAY/YEAR)

**SOURCE OF FUNDS**

**PERSONAL FUNDS:** Submit a bank letter verifying cash amount that is available. \$ \_\_\_\_\_

**FAMILY / SPONSOR / FUNDS:** \$ \_\_\_\_\_

Family Sponsored Funds are Required to Submit **BOTH**:

- An **official and original** bank letter verifying cash amount that is available.
- An **official and original** letter form from the sponsor, certifying that he or she will finance your education for the duration of your duties.

PLEASE PRINT

NAME OF SPONSOR \_\_\_\_\_

RELATIONSHIP OF SPONSOR TO APPLICANT \_\_\_\_\_

COMPLETE ADDRESS OF THE SPONSOR \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

SPONSOR'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

By signing this form the sponsor is certifying that the statement of available funds is correct and that he or she has intent to finance the applicant's studies at MVCC.

**GOVERNMENT SCHOLARSHIP** \$ \_\_\_\_\_

Name of Scholarship and Originating Country \_\_\_\_\_

- Submit and **official and original** letter indicating cash amount and availability of funds.

**OTHER SCHOLARSHIPS** (specify) \$ \_\_\_\_\_

Name of scholarship and Scholarship provider \_\_\_\_\_

- Submit and **official and original** letter indicating cash amount and availability of funds.

**TOTAL AMOUNTS AVAILABLE** \$ \_\_\_\_\_

HAVE YOU APPLIED FOR FOREIGN EXCHANGE PERMISSION (as may be required by your government for all students studying abroad?)  
\_\_\_\_\_ YES \_\_\_\_\_ NO

DOES YOUR COUNTRY HAVE CURRENCY RESTRICTIONS THAT LIMIT THE AMOUNT OF MONEY THAT MAY RELEASED TO YOU EACH YEAR IN us Dollars?  
\_\_\_\_\_ YES \_\_\_\_\_ NO

APPLICANTS SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

## ENGLISH PROFICIENCY REPORT

**PART I. (to be completed by applicant) PLEASE TYPE OR PRINT IN ENGLISH**

NAME \_\_\_\_\_

FAMILY NAME

FIRST

MIDDLE

DATE YOU EXPECT TO ENROLL \_\_\_\_\_

**HISTORY OF APPLICANT'S FORMAL STUDY OF ENGLISH**

	NUMBER OF YEARS	NUMBER OF MONTHS PER YEAR	NUMBER OF HOURS PER WEEK	NATIVE LANGUAGE OF INSTRUCTOR
SECONDARY SCHOOL				
UNIVERSITY				
OTHER				

**PART II. (To be completed by a director of courses, or a professor or instructor of English at a school or University.)**

1. IS THE APPLICANT'S NATIVE LANGUAGE ENGLISH?  Yes  No

**Check appropriate box** to indicate your opinion of the applicant's present ability of English from the stand-point of the language proficiency usually needed for effective pursuit of studies at a college or university in the United States.

- |                             |  |  |  |                                     |
|-----------------------------|--|--|--|-------------------------------------|
| Speaks English              | <input type="checkbox"/> Fluently and Conversational | <input type="checkbox"/> With ease but stilted         | <input type="checkbox"/> Haltingly                   | <input type="checkbox"/> No ability |
| Understands Spoken English  | <input type="checkbox"/> With Good Comprehension     | <input type="checkbox"/> With some Hesitation          | <input type="checkbox"/> Simple Vocabulary only      | <input type="checkbox"/> No ability |
| Understands Written English | <input type="checkbox"/> Advanced level materials    | <input type="checkbox"/> Intermediate level materials  | <input type="checkbox"/> Elementary level materials  | <input type="checkbox"/> No ability |
| Expressed Thoughts          | <input type="checkbox"/> With fluency and facility   | <input type="checkbox"/> With ease but ungrammatically | <input type="checkbox"/> On an elementary level only | <input type="checkbox"/> No ability |

**Please recommend an appropriate beginning course load at an American Institution of Higher Education:**

- \_\_\_\_\_ Needs no academic language training; could carry a full academic program.
- \_\_\_\_\_ Needs no special course work, but could require occasional assistance.
- \_\_\_\_\_ Could carry 3/4 academic load, with 1/4 language training.
- \_\_\_\_\_ Could carry 1/2 academic load, with 1/2 language training.
- \_\_\_\_\_ Could carry 1/4 academic load, with 3/4 language training.
- \_\_\_\_\_ Needs at least one semester of intensive training, prior to undertaking full-time study.
- \_\_\_\_\_ Is unqualified for academic work.

Optional: Submit any additional comments or recommendations regarding level of student's English ability and participation on other side or on a separate paper and attach to English Proficiency Report.

\_\_\_\_\_  
Name of Person Completing Report (please print)

\_\_\_\_\_  
Signature of Person Completing Report

\_\_\_\_\_  
Official Position

\_\_\_\_\_  
Date

Please mail the English Proficiency Report to:

INTERNATIONAL ADMISSIONS, MOHAWK VALLEY COMMUNITY COLLEGE, 1101 SHERMAN DRIVE, UTICA NY 13501, U.S.A.

**MV:INT-APP:08-09**