International Applicant Checklist

Before you submit your application for admission to Cape Cod Community College, be sure you have included all necessary credentials and materials. Use the list below as a guide.

- Application
- Permanent Address Form
- Proof of High School Graduation
- Notarized English Translation of High School Documents
- Certification of Finances Form
- Official Bank Letter(s) for Grand Total of US $22,006.00
- Letters of Financial Support from Sponsor(s)
- Personal Reference
- School Reference
- Official University Transcript(s)
- Notarized English Translation of University Transcripts
- Evaluation of International High School & University Coursework (list enclosed for assistance)
- Official TOEFL Scores unless native language is English

Students who are accepted to the College, are required to submit a non-refundable deposit of $35.00. After receipt of the non-refundable deposit, an I-20 can be processed. You will be asked to submit this payment only after Admissions has evaluated your credentials and issued an acceptance to the College.
Cape Cod Community College is open to students from countries other than the United States of America, provided the student shows promise of profiting from the educational opportunities and experience in the U.S. and at this College.

QUESTION: Who is considered an international applicant?

ANSWER: If you are not:

a. a U.S. Citizen OR

b. a U.S. Permanent Resident/Immigrant (hold a green card) OR

c. a Refugee in the U.S. under political asylum OR

d. in the process of legally pursuing a green card and can provide proper documentation of your pending status OR

e. in the U.S. on a visa (other than an F-1 visa) which allows you to study on a full-time basis

then, you are considered an international applicant and must follow the College’s admission application procedures for international applicants.

International applicants are only eligible to enroll in a degree or certificate program at Cape Cod Community College on certain visas (applicants in the US only on work authorization cards are not admissable). Students who do not obtain the appropriate visa will not be enrolled in a degree or certificate program. Please note: students who register for classes, but do not complete the admission application process and matriculate, will not be allowed to receive a degree or certificate from Cape Cod Community College.

If an international applicant completes all of the application procedures, is accepted to Cape Cod Community College, and pays the required, non-refundable deposit of US$35.00, then the College’s Registrar will issue an I-20 form to the student. The I-20 form will assist the student in obtaining an F-1 (student) visa.

Cape Cod Community College students on an F-1 visa must be enrolled full-time (12 or more credits per semester). Students are also advised to check with the Bureau of Immigration and Customs Enforcement (BICE) regarding their ability to work while attending the College, as there are restrictions.

International students are not eligible for financial aid at Cape Cod Community College.
INTERNATIONAL APPLICANT ADMISSIONS REQUIREMENTS:

In order to be eligible for admission to a degree program (certificate programs are not available for International Students), at Cape Cod Community College, an international applicant must meet the following criteria. For the Dental Hygiene and Nursing programs additional application procedures apply.

1. **Education Requirements:** Applicants must have satisfactorily completed a secondary school education and, if applicable, have taken and passed their national final examinations.

2. **Proficiency in English** must be documented. If an applicant’s native language is not in English, then a minimum score of 79 on the Internet-based (iBT) version; or 550 on the paper version; or 213 on the computerized version of the Test of English as a Foreign Language (TOEFL) is required. For information regarding the TOEFL examination, write to: TOEFL, Box 899-R, Princeton, NJ 08541-6151, U.S.A. Or, visit their web site at [http://www.toefl.org](http://www.toefl.org). An official TOEFL score report must be sent directly to the College. Our code number 3289.

3. **The ability to pay** is a requirement of international applicants seeking an F-1 visa. The College is required by U.S. Bureau of Immigration and Customs Enforcement authorities to carefully check the financial resources of each international student prior to issuing the Certificate of Eligibility (I-20 form).

Currently, international applicants must verify that they have US $22,006.00 to fund their estimated annual educational costs at Cape Cod Community College. The breakdown of estimated annual educational costs at CCCC is as follows:

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
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<tbody>
<tr>
<td>Annual tuition and fees</td>
<td>$10,125.00 (based on 15 credits per semester)</td>
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<tr>
<td>Books and supplies</td>
<td>$1,000.00</td>
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<tr>
<td>Housing and food</td>
<td>$6,000.00</td>
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<tr>
<td>Transportation</td>
<td>$2,500.00</td>
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<tr>
<td>Health Insurance</td>
<td>$881.00 (required for all full-time students)</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>$2,500.00 (recreation, clothing, laundry, etc.)</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$22,006.00</strong></td>
</tr>
</tbody>
</table>

Within this International Student Application Packet is a Certification of Finances form. All international applicants must carefully read the Certification of Finances Form, accurately and completely fill out the form, then submit the form to the Admissions Office at Cape Cod Community College along with their application and documentation of financial resources.
APPLICATION PROCEDURES FOR INTERNATIONAL APPLICANTS:
If you are an eligible international applicant and you complete the following application procedures by the appropriate deadline, you will be admitted to a degree program at Cape Cod Community College. For the Dental Hygiene and Nursing programs, additional application procedures and pre-requisites apply.

1. Submit the completed application form and fee.
   a. The completed application form must be received by the Admissions Office at Cape Cod Community College at least four (4) months prior to the anticipated college starting date. Therefore, if you are an International Applicant for the fall semester (September-December), the Admissions Office must receive your application and all supporting materials by May 1st. If you are an International Applicant for the spring semester (January-May), the Admissions Office must receive your application and all supporting materials by September 1st.
   b. Submit the completed address verification form necessary to process an F1 visa. BICE requires that the College be able to report an International Students full permanent address including province, country and postal code.

2. Submit official academic records.
   a. An official (original) secondary school transcript or diploma and national examination results, if applicable, must accompany your application. Photocopies and faxed copies are not acceptable. Certified English translations (validated by an official certified public translator) must accompany credentials in languages other than English.
   b. Applicants whose native language is not English must document English proficiency. These applicants must have official TOEFL score results submitted to the Admissions Office. The College code number is 3289. A minimum score of 79 on the Internet-based version; or 550 is required on the paper version of the exam, or a minimum score of 213 is required on the computerized version of the exam.
   c. Transfer applicants must also submit official transcripts from all universities or colleges attended. Certified English translations of all international university transcripts are required.

International university or college course work must be evaluated to determine comparative course levels, course equivalents and grades to the American system. This evaluation must be conducted by an approved center and forwarded to the Admissions Office. If accepted to the College, a transfer credit evaluation will be conducted by the College’s Registrar to determine transferability/equivalency of international course work. PLEASE NOTE: All transcripts must also be evaluated for equivalency to studies in the United States. Please refer to the enclosed list for suggestions of agencies that can be contacted.
3. **Submit the Certification of Finances form.**

The Certification of Finances form, within this International Student Application packet, must be filled out accurately and completely. Return this form with the application to the Admissions Office.

4. **Submit proof of financial support.**

   a. In addition to the Certification of Finances form, international applicants seeking an I-20 form for an F-1 visa must submit verification of finances. An official letter from the bank verifying that you have the required US $22,006.00 to finance your annual estimated expenses at Cape Cod Community College must be forwarded to the Admissions Office. *This letter must be on official bank stationary and signed by a bank official. The letter must be dated and include a US dollar amount. This letter will expire after one year from the date it is issued. Photocopies or faxed copies are not acceptable.*

   b. If anyone is helping you pay for your education, such as a parent, relative, friend, etc., then that sponsor must complete, sign and submit a letter indicating their financial support for your education at Cape Cod Community College. Additionally, a letter from the sponsor's bank, verifying funds, is required.

5. **Submit two references:**

Two references for the applicant must be sent to the Admissions Office. One reference should be completed by a teacher or by a school official. Someone who knows the applicant well enough to comment on his or her educational potential, readiness for study abroad, personality and accomplishments should complete the second reference. Relatives of the applicant may NOT submit references. Reference forms are enclosed.

When an eligible international applicant completes all of the application procedures by the appropriate deadline, the Admissions Committee will review the application for admission. If accepted, the applicant will be notified and will be required to submit a US $35.00 non-refundable deposit to reserve his/her space in the class. Once the Admissions Office receives the $35.00 deposit, then the College will issue the student the Certificate of Eligibility form (I-20 form). Admission is granted for a specific semester of entrance and the I-20 form is only valid for that particular semester. The student must present the I-20 to his/her country's embassy/consulate to obtain an F-1 visa.

For additional information or answers to your questions please contact the Director of Admissions at:

**Cape Cod Community College**
2240 Iyannough Road
West Barnstable, MA 02668-1599
U.S.A.

**Web Site:** www.capecod.edu

**Direct Telephone:**
(508) 362-2131 x4311

**Toll Free Telephone:**
1 (877) 846-3672

**E-mail:** admis@capecod.edu

*edited 8/10/2007*
Cape Cod Community College
Certification of Finances Form

Complete sections one, two and three. Submit certified letter(s) from a bank official, a government official or an appropriate organization or association with this form.

Section 1.
Check all statements and fill in all figures that apply to you.

____ I am planning to support myself while attending Cape Cod Community College through personal savings. I have attached a certified letter from my bank which verifies that I have US$____$__ in my personal savings account.

____ My parent(s) will support me while attending Cape Cod Community College. I have attached a certified letter from the bank of my parent(s) verifying that US$________ are available to me. I have also included a letter(s) of support verifying sponsorship.

____ My sponsor(s) will support me while attending Cape Cod Community College. I have attached a certified letter from the bank of my sponsor(s) verifying that US$________ are available to me. I have also included a letter(s) of support verifying sponsorship.

____ My government is sponsoring my studies at Cape Cod Community College. I have attached a certified letter from my government that verifies that US$________ are available to me.

____ I will be supported by an award which I will be receiving from (name): __________________________. The amount of the award is US$_______. I have attached a certified letter that verifies their commitment to support me for my studies at Cape Cod Community College.

Section 2.

____ In case of emergency I will have other sources available to me in the US from (name) __________________________. The amount of sources is US$_______.

Section 3.

I certify that the total amount of money available to me for my first academic year in the United States is US$__________ and that the total amount for each subsequent academic year of study is US$__________. Further, I certify that all information provided by me on this form is complete and correct.

Applicant Signature __________________________ Date __________________________

Applicant Name (Please Print) __________________________

For Cape Cod Community College Office Use Only:

This is to certify that I have reviewed this certificate and all accompanying documents and approve the Declaration and Certification of Finance.

Signature __________________________ Date __________________________

Name (Please Print) __________________________ Title __________________________
Cape Cod Community College  
International Student Application  
Personal Reference Form

_________ wishes to study at Cape Cod Community College in the Fall 20__, Spring 20__ semester. In an attempt to acquire a complete picture of this candidate, the Admissions Committee would appreciate your comments pertaining to the student’s readiness for college, his/her overall character, and ability to adjust to a foreign country.

How long have you known the applicant? ____________________

Describe your association with the applicant? ____________________________________________________________
______________________________________________________________________________________________
______________________________________________________________________________________________
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Please comment on the student’s ability to adjust to living away from home in a foreign country:
______________________________________________________________________________________________
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Additional comments: ____________________________________________________________
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Please evaluate the applicant on the following:

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<th>Poor</th>
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<th>Good</th>
<th>Excellent</th>
<th>Superior</th>
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<td>14. Maturity</td>
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OVERALL RECOMMENDATION

_____ I recommend the candidate without reservation as an excellent prospect for this study abroad program.

_____ I have some reservations but would recommend the candidate as a good prospect for this study abroad program.

_____ I have substantial doubt about the candidate but think that he/she might be given the chance to prove him/herself.

_____ I feel the candidate is unsuited for study abroad.

Name (Please Print) ____________________________________________

Signature ____________________________________________________

Address ______________________________________________________

Please return this form to: Admissions Office
Cape Cod Community College
2240 Iyannough Rd
West Barnstable, MA 02668-1599
Cape Cod Community College  
International Student Application  
School Reference Form

________, wishes to study at Cape Cod Community College in the Fall 20___, Spring 20___ semester. In an attempt to acquire a complete picture of this candidate, the Admissions Committee would appreciate your comments pertaining to the student’s readiness for college, his/her overall character, and ability to adjust to a foreign country.

How long have you known the applicant? 

Describe your association with the applicant?

Please comment on the student’s ability to adjust to living away from home in a foreign country:

Additional comments:

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______ I feel the candidate is unsuited for study abroad.

Name (Please Print)

Signature

Title

School/Institution Name:

Address

Please return this form to: Admissions Office
Cape Cod Community College
2240 Iyannough Rd
West Barnstable, MA 02668-1599
Home Country Full Address Information

The U.S. Bureau of Immigration and Customs Enforcement now requires that a College must be able to document an International Student’s legal home country address when processing an I-20 Visa request in the new SEVIS system.

Fully complete this form and return with your admissions application.

Required for Processing a Student Visa

Name: ____________________________

Please print or type Last First Middle (Jr. Sr. II, III. Etc)

Full Home Country Address:

Street: ____________________________

City/Town: ________________________

Province: _________________________

Territory: _________________________

Country: __________________________

Postal Code: ______________________

Signature: _________________________

Return to:
Admissions Office
Cape Cod Community College
2240 Iyannough Road
West Barnstable, MA 02668-1599 USA