

## Steps to Enrollment: F1 Visa Students

## 2020-2021 Academic Year

Included is information for students who would like to take classes at WCC on an F1 Student Visa. All admitted F1 visa students must enroll full time at WCC and successfully complete a minimum of 12 credit hours each semester during the Fall and Winter semesters. F1 students are not permitted to work off campus without proper authorization.

### Complete these steps to enrollment to join WCC!

#### Step 1: Complete a WCC online application— It's FREE!! [www.wccnet.edu/apply](http://www.wccnet.edu/apply)

After receiving your student I.D. number by email and create your netID: <https://www.wccnet.edu/services/account/>

#### Step 2: Submit these initial admissions requirements:

- F1 Applicant Signature Form (PDF)** - to verify information provided on your application and your permanent home country address.
- Certified Original Transcripts** (in sealed envelopes) from *all* previous secondary and post-secondary schools attended. Electronic/emailed documents must be received directly from the academic institution.
  - \* English translations by an **official translation agency** will be required. The original from which the translation was done must also be submitted.
  - \* Secondary school transcripts require three to four years of the courses taken and the marks/grades received for each term.
  - \* Students under the age 18 must show proof of High School graduation or GED completion.
- From your Financial Sponsor, please submit:**
  - **Notarized Financial Support Form/NFSF (PDF)** - details specific amount of U.S. sponsorship dollars required to cover all of the student's anticipated expenses for the stated academic year.
  - **Bank Letter or Statement** showing the account balance, converted to U.S. dollars, is at least the required minimum. See the NFSF for details.
    - \* Original document with live signatures can be submitted by mail or in person. Electronic/emailed documents must be received directly from the financial institution who issued them.
    - \* Business accounts will require additional information.

#### English Language Proficiency:

- \* Original scores must be received directly from the testing authority.
- \* Please allow at least 4 weeks for official test scores to be received.

Exams Accepted and Minimum Scores Required:		
Program:	TOEFL (iBT) Test of English as a Foreign Language (WCC school code is 1935)	IELTS (Academic) International English Language Testing Systems
Two-year Associate Degree	Total: 61	Overall Band Score: 5.5
English as a Second Language (ESL)	Reading: 10 Writing: 10 Listening/Speaking Average: 10	Reading: 4.5 Writing: 4.5 Listening: 4.5

#### Additional Forms as necessary:

- [F2 Dependent Information Form \(PDF\)](#) - needed only if student has a spouse or dependent children they will bring to the U.S. with them.
- [Personal Representative Form \(PDF\)](#) - needed only for permission to speak with someone on the student's behalf

#### Step 3: Upon arrival at WCC and prior to being permitted to register for classes, complete the following items:

- Online orientation, attend a WCC F1 Connect Session and [Placement Testing](#).
- Verification of visa status and copies of electronic I94. Transferring students should also provide a copy of their current Form I20.
- Provide proof of medical insurance including the required medical evacuation and repatriation clause. Admitted students must maintain this coverage or the **duration** of their studies. Proof must be submitted for **each semester** the student wishes to register for.

#### Deadlines Dates:

**Fall Admission: July 15th** (Classes begin end of August)

**Winter Admission: November 15th** (Classes begin in early January)

- All documents must be completed satisfactorily and received by the deadline date above.
- All submitted documents become permanent property of Washtenaw Community College.
- WCC reserves the right to request original documents if unable to verify authenticity.
- Electronic/emailed document submissions must be sent to [admissions@wccnet.edu](mailto:admissions@wccnet.edu).
- More information can be found at the **Study in the States** website: <https://studyinthestates.dhs.gov/students>

#### **Please mail documents to:**

Washtenaw Community College  
Attn: Office of Admissions/International  
4800 East Huron River Drive  
Ann Arbor, MI 48105 USA

This form needs to be completed by the student indicating the required information below.  
Please submit along with a passport copy.

**Applicant Information:**

Full Name: \_\_\_\_\_  
(Please print clearly)

WCC ID # : \_\_\_\_\_ Date of Birth: \_\_\_\_\_

- City of Birth: \_\_\_\_\_
- Country of Birth: \_\_\_\_\_
- Country of Citizenship: \_\_\_\_\_

**Permanent Home Country Address:**

Street Address: \_\_\_\_\_  
(P.O. Box not acceptable)

City/Town: \_\_\_\_\_

Province/Territory: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

**I certify that the information I submitted on my application is correct and complete to the best of my knowledge.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**\*Please mail to the address below or scan and send directly from WCC student email account to [admissions@wccnet.edu](mailto:admissions@wccnet.edu)**

## Notarized Financial Support Form

Applicants seeking an F1 student visa or trying to extend/maintain their F1 student status are required to certify that they have sufficient funds to cover all expenses while attending Washtenaw Community College.

**ESTIMATED STUDENT EXPENSES FOR THE 2020-2021 ACADEMIC YEAR:**

Tuition, fees, and books for two semesters:	\$ 7,800.00
Living expenses and medical insurance for two semesters:	<u>\$12,700.00</u>
<b>*Total U.S. Dollars Required: \$20,500.00</b>	

Please complete and submit this form along with an **official original bank letter/statement** showing:

- The required funds are in U.S. currency and in a secure **checking/savings** account.
- Bank information **not accepted**: Investment accounts, online bank statements print outs, photocopies and faxes.
- The date is not older than six (6) months from the start of the semester the student wishes to attend.
- All information is **in English**. If not, certified English translations by an official translation agency must be received.

**Financial Sponsor Information:** Please fill out this section before meeting with an Attorney or Notary.

Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
(Must match name on bank statement)

Address: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_

\*Total U.S. Dollars Available to Student Per Year: \$ \_\_\_\_\_  
(Must be at least the amount required above)

**\*\*Please meet with a Notary or Attorney in order to complete the required sections below\*\***

**Financial Sponsor Signature:** Please sign and date when in the presence of the Attorney/Notary, sign your name and date below.

*I certify that this form is signed by me, the financial sponsor.  
The information is true and accurate, and that funds are available and will be provided as specified.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_  
(Must match date of Notary/Attorney signature/stamp)

- This form, as well as the required bank letter/statement, is required for self-sponsoring students.
- Tuition, fees, and estimated expenses are subject to change. Students and sponsors are responsible for any increases.
- Applicants with dependents must show an additional \$4,500.00 per dependent and submit the required *F2 Dependent Information Form*.
- Emailed submissions of this form will be accepted at [admissions@wccnet.edu](mailto:admissions@wccnet.edu) when sent directly from the Notary/Attorney.
- Business accounts will require additional information.

**Notary or Attorney Signature/Stamp:** Please verify the Financial Sponsor's identity, provide information below and place your stamp/seal where indicated.

\*Stamp/seal **must** be in English or a translation by an official translation agency will be required.

*I certify that I have verified the identity of the financial sponsor and I am legally authorized to do so.*

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_  
(Must match date of sponsor signature)

Place English stamp/seal here.  
If not in English, original official translation will be required.

## Personal Representative Form

Submit this form only if you would like to have WCC release information about your admission to someone other than yourself.

Student's Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Student WCC ID#: \_\_\_\_\_ Email: \_\_\_\_\_

I authorize WCC to release information regarding the status of my admission application to my personal representative named below:

Name: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Email: \_\_\_\_\_

I certify that the information I have provided on this document is correct and complete. I will notify the Office of Admissions/International at WCC in writing of any changes in the information provided.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**\*Please mail this form to the address below or submit it directly from your WCC student email account to [admissions@wccnet.edu](mailto:admissions@wccnet.edu)**

## F2 Dependent Information Form

F1 students who plan to bring their **spouse** and/or **children** to the U.S. as their dependents, will need to provide the information below along with proof of adequate funds to support the dependent(s) while in the U.S. An additional \$4,500.00 per dependent will be required and must be included on the *Notarized Financial Support Form*.

**Please provide a copy of the following for each dependent:**

- Proof of relationship to the student. Birth/marriage certificates in English or an official translation will be required.
- Passport photo page, include the issue and expiration dates.

NAME (F1 Applicant/Student): \_\_\_\_\_

PHONE #: \_\_\_\_\_ EMAIL: \_\_\_\_\_ STUDENT ID#: \_\_\_\_\_

**Please complete the following information for each dependent:**

Full Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

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

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

Relationship to Student: \_\_\_\_\_

ARE THEY IN THE U.S.? Y / N Their visa is: \_\_\_\_\_

If Yes: Submit a copy of their current Visa, and I94 and Form I20 also, if applicable

Full Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

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

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

Relationship to Student: \_\_\_\_\_

ARE THEY IN THE U.S.? Y / N Their visa is: \_\_\_\_\_

If Yes: Submit a copy of their current Visa, and I94 and Form I20 also, if applicable

Full Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

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

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

Relationship to Student: \_\_\_\_\_

ARE THEY IN THE U.S.? Y / N Their visa is: \_\_\_\_\_

If Yes: Submit a copy of their current Visa, and I94 and Form I20 also, if applicable

Full Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

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

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

Relationship to Student: \_\_\_\_\_

ARE THEY IN THE U.S.? Y / N Their visa is: \_\_\_\_\_

If Yes: Submit a copy of their current Visa, and I94 and Form I20 also, if applicable

**Please mail to the address below or submit directly from your WCC student email account to [admissions@wccnet.edu](mailto:admissions@wccnet.edu)**