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## International Student Admissions Packet

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### Document Included:

1. Checklist (1 page)
2. Deadlines (1 page)
3. RVCC Application (2 pages)
4. Application for the form I-20 (11 pages)
5. English Proficiency Requirement (1 page)
6. Biographical Information Page (1 page)
7. Sworn Promise/Affidavit of Support forms (2 pages)
8. Confirmation of Financial Resources (1 page)
9. Immunization Record form (2 pages)
10. Ineligible Degrees (1 page)

### Need More Information:






Elizabeth Sullivan

[elizabeth.sullivan@raritanval.edu](mailto:elizabeth.sullivan@raritanval.edu)

908-526-1200 x8452

## RVCC International Admission/ F1-International Applicant Checklist

This category of admission is for foreign students who wish to be admitted as an F1 status, degree-seeking student. All applications and supporting documentation must be received prior to or on the deadline. **Mail to:** Raritan Valley Community College-International Student Services Attn: Elizabeth Sullivan P.O. Box 3300, Somerville, NJ 08876-1265 or 118 Lamington Road, Branchburg, NJ 08876

- [RVCC Application](#) for Admission; Semester \_\_\_\_\_ (Fall/Spring)   
**No Online applications will be accepted- Paper application only**
- Application fee of \$225.00 (non-refundable) Check or Money order made out to RVC College
- RVCC Application for the Form I-20 
- RVCC Biographical Request Form 
- Official English proficiency results: [TOEFL](#) or [IELTS](#) results from **sent directly** from test center–  
**TOEFL Code # 2867**
- Official foreign High School Evaluation: Official High School evaluation by one of the organizations belonging to the [National Association of Credential Evaluation Services](#).
- Official evaluation of foreign college transcripts: Official college evaluation by one of the organizations belonging to the [National Association of Credential Evaluation Services](#). Applicants with higher education in their home country must submit an evaluation) If college education is evaluated, you do not need high school evaluation.
- Affidavit of Support forms (US sponsors may submit [USCIS I-134 Affidavit of support](#)) 
  - Cash Support; Amount \_\_\_\_\_
  - Free Room and Board \_\_\_\_\_
  - Self -Support: \_\_\_\_\_
- Documentation supporting affidavits
  - Bank Statements, Proof of Income, Lease, deed or rent receipts
- Passport Expiration date page (valid for at least 6 months)
- Immunization Record Form 

### F1 Transfer Applicants: Please provide additional items

- Copies of previous I-20 forms (If Currently F1 status)
- Copy of visa from passport (If Applicable)
- Copy of un-expired I-94 form (If Applicable)
- Official transcripts from all U.S. institutions (If Applicable)



International (F1) applicants **MUST** have the application and all supporting documentation for the Form I-20 submitted to International Student Services prior to the following dates:

*(No exceptions will be made)*

Fall Admission: September

June 1<sup>st</sup>

July 1<sup>st</sup>: Transfer Students in U.S. (Currently F-1 Status)

Spring Admission: January

November 15<sup>th</sup>

December 1<sup>st</sup>: Transfer Students in U.S.(Currently F-1 Status)

*\*These dates are strictly adhered to; please do not ask for an exception*



## International (F1) Student Statement of Financial Support Instructions

All international applicants who are requesting a Form I-20 for F1 non-immigrant status are required to demonstrate evidence of financial ability to support their education and living expenses while studying at RVCC.

The estimated cost of attendance for the 2018-2019 academic year based on 12 credit hours/semester is:

Tuition & Fees, Books/Supplies:	7,500	For each dependent, add \$6,000
Living Expenses:	12,000	

The college reserves the right to increase Tuition/Fees at any time. Tuition/Fees will increase with additional credits taken per semester.

Please indicate the sources of funding and the amounts readily available. Sponsors must verify support by completing the RVCC affidavit of support forms, or the USCIS I-134 (US Sponsor) <https://www.uscis.gov/i-134>.

Supporting documentation is required and must be less than 3 months old from the date of anticipated enrollment. Documents issued for another college/university are not acceptable.

The Form I-20 will not be issued without complete financial support documentation. Applicants must prove financial support for the duration of the program. Bank statements must show first year funding available. Must prove support to continue funding for the duration of the program.

Sources of Funds	Required Documentation
Personal Savings	Official Bank Letter/Statement: shows when account was opened, average balance and current balance
Family/Relative/personal sponsor	Affidavit of Support Form, Official Bank Letter/Statement: shows when account was opened, average balance and current balance, and proof of income/employment
Loan	Official letter from the lending institution indicating approval of the loan and the amount of loan approved
Government/Employer/Other Organization	Affidavit of Support form, Official letter indicating name of applicant, amount of support for each year of study, the duration of the award, and the name of the institution the award is applicable: RVCC
Room and Board Sponsorship	Affidavit of Support form, Proof of residence (mortgage statement ,tax bill, lease, deed or rent receipts)



# APPLICATION

Applying for what year: \_\_\_\_\_  
 Semester/Term:  
 Fall (Sept - Dec)     Summer (May, Jun, Jul)  
 Spring (Jan - May)     Winter (Jan)

**Please print and complete all information requested.**

\$25 non-refundable application fee must be submitted with the application

Social Security Number*: _____ G# _____																					
<small>*While submission of a SSN is not mandatory, we strongly recommend that you enter this information. It is required for receiving an annual 1098-T Tax Credit Form and financial aid. Failure to enter an SSN will delay the processing of transcript requests.</small>																					
Legal Name: _____ <div style="display: flex; justify-content: space-between; width: 100%;"> <span>Last</span> <span>First</span> <span>Middle</span> </div>																					
Former Name: _____																					
Permanent Address: _____ <div style="display: flex; justify-content: space-between; width: 100%;"> <span>City</span> <span>State</span> <span>Zip</span> <span>County</span> <span>Country</span> </div>																					
Mailing Address (if different from above): _____																					
Phone (Include Area Code): Home: _____ Cell: _____ Work: _____																					
E-Mail (Please print clearly): _____																					
Emergency Contact Information: Name : _____ Phone : _____																					
Please provide the following demographic information: Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female Birth Date: _____ Citizenship: Are you a US Citizen? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, skip to the next section Are you a Permanent Resident? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, skip to the next section Will you be applying for the form I-20(F-1 Visa)? Yes <input type="checkbox"/> No <input type="checkbox"/> Are you in the US on a non-immigrant visa? Yes <input type="checkbox"/> No <input type="checkbox"/> What Type? _____ Please Note: Students requesting a Form I-20 are required to pay the non refundable \$200.00 International fee, in addition to the application fee.	Providing optional demographic information is for statistical purposes only and will not affect your admission to RVCC. Ethnicity: Do you consider yourself to be Hispanic or Latino? Yes <input type="checkbox"/> No <input type="checkbox"/> In addition, select one or more of the following racial categories to describe yourself <input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White																				
<b>Secondary Education (Check one):</b> High School Graduate <input type="checkbox"/> Earned HSE (High School Equivalency) <input type="checkbox"/>																					
Name of High School/HSE Center: _____ Date of Graduation: _____																					
High School City & State: _____																					
List the colleges from which you would like to receive transfer course credits or use courses for satisfying pre-requisites. <table style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">School</th> <th style="width: 25%;">City, State</th> <th style="width: 20%;">Attended From</th> <th style="width: 20%;">Attended Until</th> <th style="width: 10%;">Degree or Credits Completed</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>		School	City, State	Attended From	Attended Until	Degree or Credits Completed															
School	City, State	Attended From	Attended Until	Degree or Credits Completed																	
Check the category below which best describes your enrollment status:  <input type="checkbox"/> First-Time College Student (Attending college for the first time or have attended another college and NOT earned 12 or more college credits) <input type="checkbox"/> Transfer Student (Previously attended another college/university and have earned 12 or more college credits) <input type="checkbox"/> Returning Student (Attended RVCC/SCC in the past and wish to re-enroll) - Indicate last date of attendance _____ <input type="checkbox"/> Visiting Student ( currently attended another college/university and will take RVCC courses to transfer credits to the other school)	<b>Check One:</b>  Part Time <input type="checkbox"/> Full Time <input type="checkbox"/>																				
I certify that all information provided is complete and accurate. I will acquaint myself with and will abide by the Student Code of Conduct and other requirements governing academic and standards at Raritan Valley Community College.																					
Signature of Applicant _____ Date _____																					

In order to receive financial aid, you must be pursuing a degree or certificate at RVCC and you must submit a financial aid application through [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

Please continue on the back.....

Are you interested in learning about the RVCC Honors Program? Yes ___ No ___
Are you a veteran of the United States Armed Forces? Yes ___ No ___ Are you the spouse of a veteran of the United States Armed Forces? Yes ___ No ___
Do you have health insurance? Yes ___ No ___ Unsure ___

**Will you be pursuing a degree/certificate at RVCC? Yes \_\_\_ (check ONE degree/program below) No \_\_\_ (do not check degree/program below)**  
***If undecided - check here [ ] and select Liberal Arts major.***

**Transfer Degrees:** Designed for students who are planning a career that requires at least 4 years of college.

- AS Business Administration (check major)
- General Business Option
  - International Business Option
  - Management Information Systems Option
  - Marketing Option
  - AA Criminal Justice
  - AS Digital Media/Film Studies
  - AA Education P-5
  - AA Education: 5-12
  - AS Engineering Science
  - AA English
- AS Exercise Science
- Exercise Science
  - Sports Management Option
- AS Health Science
- Health Science
  - AS Human Services/Pre-Social Work
  - AS Information System & Technology
  - AS Interior Design

- AA Liberal Arts (check major)
- Communication Studies
  - Environmental Studies
  - Liberal Arts
  - Music
  - Social Sciences
  - Studio Arts
  - Theatre Arts
  - Women & Gender Studies
- AS Emergency Services
- Emergency Services
  - Fire Science Option
  - AS Occupational Therapy Assistant (Joint Degree with Rutgers)
  - AS Psychosocial Rehabilitation (Joint Degree with Rutgers)
  - AS Respiratory Care (Joint Degree with Rutgers)

- AS Science & Math (check major)
- Biology
  - Chemistry
  - Computer Science
  - Environmental Science
  - General Science/Pre-Health Professional
  - Mathematics
  - Physics
  - Pre-Medical Professional
  - Pre-Pharmacy
  - AS Web Developer
  - AFA Dance
  - AFA Music
  - AFA Visual Arts
  - Visual Communications

AS Veterinary Technology (This Degree is completed online through St. Petersburg College in Florida, not RVCC.)  
 See RVCC catalog for more information.

**Career Degrees:** Designed to prepare students for direct entry into the career field of their choice upon completion of studies.

- AAS Accounting (check major)
- Accounting
  - Accounting Information Systems
- AAS Business Management (check major)
- Financial Services Option
  - General Business Option
  - International Business Option
  - Marketing Option
- AAS Computer Information Systems (check major)
- Networking
  - Programming

- AAS Early Childhood Education
  - AAS Electric Utility Technology (Fall 2015)
  - AAS Environmental and Control Technology
  - AAS Food & Beverage Management
  - AAS Game Development
  - AAS Health Information Technology
- AS Health Science
- Pre-Nursing Pre-Professional
  - Pre-Nursing/ PNAD (must hold current New Jersey license)
  - AAS Human Services

- AAS Information Systems & Technology
  - AAS Multimedia Communications
  - AAS Ophthalmic Science
  - AAS Paralegal Studies
- AAS Technical Studies
- Technical Studies
  - Business Option

**Certificate Programs:** Provide specialized training for occupational preparation.

- Chemical Dependency Cert of Completion
- Computer Networking - CISCO Emphasis
- Computer Networking and Security-Traditional Emphasis
- Computer Networking CISCO Emphasis Cert of Completion
- Computer Programming
- Computer Support
- Computer Support Cert of Completion
- CPA Education (prior college degree required)
- Dental Assisting (Joint program with Rutgers)
- Digital Video Production
- Early Childhood Education
- Early Childhood STEM Cert of Completion
- Environmental Control Technology
- Events Planning & Meeting Management
- Financial Services Cert of Completion
- Fitness Specialist-Certificate of Completion
- Food and Beverage Management
- Health Information Technology - Medical Coding
- Homeland Security & Emergency Management Certificate of Completion
- Human Services
- Human Services Certificate of Completion
- Interior Design
- International Business
- Medical Assistant
- Multimedia Communications
- Ophthalmic Science (Opticianry Apprenticeship Option)
- Ophthalmic Laboratory Technician (Opticianry Apprenticeship Option-Cert of Completion)
- Paralegal Studies \*\*
- Tax Preparation Cert of Completion
- Web Developer
- Web Programming

**Certificate of Professional Competency Programs:**

- Advanced Manufacturing
- Automotive Technology
- Cosmetology
- Skin Care Specialist/ Esthetics

**Please send your completed Application**  
 along with \$25 non-refundable fee  
 (\$225 for International Applicants)  
**Raritan Valley Community College**  
**Admissions Office**  
**PO Box 3300**  
**Somerville, NJ 08876**  
 - or -  
**Apply Online**  
[raritanval.edu/applyonline](http://raritanval.edu/applyonline)  
 • Select "APPLY NOW!"  
 • Select "First time user account creation"  
 • Complete application & submit with \$25 non-refundable fee

**Check or money order payments, should be made payable to "RVC College"**

\*\*Student must provide proof of college completion along with the application\*\*

# RARITAN VALLEY COMMUNITY COLLEGE



## **HOW TO OBTAIN YOUR FORM I-20** *Certificate of Eligibility for F-1 student Status*

The information on the following pages carefully explains how to get your Raritan Valley Community College Form I-20. Please read the information provided carefully and completely.

# How to get your form I - 20

## Certificate of Eligibility for F - 1 Student Status

The following information carefully explains how to get your Raritan Valley Community College Form I - 20. Please read it completely.

NOW THAT YOU ARE PLANNING TO BE A STUDENT... **THERE ARE TWO THINGS YOU CANNOT DO!**

1. DO NOT ENTER THE U.S. WITH A B-1, B-2, OP. B-1/2 VISA UNLESS IT IS MARKED "PROSPECTIVE STUDENT."  
**If you use a B visa to enter the U.S. you could be guilty of "fraudulent entry" and refused permission to stay longer than six months or to extend or change your status. Do not listen to people who say it is easy to enter the country as a visitor and change your status. It is not true!**

### **IF YOU DO NOT THINK THERE IS ENOUGH TIME TO GET YOUR FORM I-20**

In some countries you can ask the visa officer for a B-2 visa with the words "Prospective student" noted on it or have the words added to your B visa if you already have one. The officer will need to see that you are qualified for a Form I-20 but cannot get it in time. You will need to prepare evidence of your financial responsibility and ask us for a letter to take with you.

2. DO NOT ENTER THE U.S. WITHOUT A VISA (Unless you are Canadian)  
If you are from a country from which you can enter the U.S. as a visitor by showing a round trip airline ticket, do not do this. If you enter without a visa, you will be permitted to stay for only 90 days. You will not be given more time or allowed to change to student status.

### WHAT IS A FORM I-20 and WHY DO YOU NEED ONE?

A Form I-20 is a government form on which RARITAN VALLEY COMMUNITY COLLEGE certifies to the U.S. Government that you are eligible for F-1 Student Status.

It certifies that you:

1. Are or expect to be a "bona fide" student.
2. Meet our admissions requirements.
3. Will pursue a full course of study.
4. Proved that you have enough money to study and live in the U.S. without working illegally or suffering from poverty.

You need a Form I-20 to obtain an F-1 student visa or status, or to keep lawful F-1 status when transferring or changing schools within the U.S. We will send you our I-20 before if you tell us that you are traveling outside the U.S. before classes begin.



## DOES EVERYBODY NEED A FORM I-20?

NO, some international students do not need I-20's. If you are maintaining another non-immigrant status in the U.S., you do not have to have an I-20 and may attend school full or part-time. Dependent children in E,F,H,I,J,L,M,N,O,P,R, or S status need to change status after their 21<sup>st</sup> birthday or if they marry. If you have no legal status, you may attend school but you are not eligible to change status and do not need an I-20.

## GETTING YOUR FORM I-20

The information below explains the rules for issuance of your Form I-20 by Raritan Valley Community College. Please read and follow them VERY carefully. You cannot complete this process without following them step-by-step.

*Sometimes, we may have to ask you to give us more evidence of your financial ability, perhaps more than once.* The U.S. government requires that we be absolutely sure, to the best of our ability, that you will have enough financial support to cover the full costs of your stay in the USA. Too little money causes pain and distress for students. We insist that students and their families look closely at the costs of living and studying in the U.S. and make careful plans to be sure your needs will be met.

## THESE ARE THE RULES TO FOLLOW

1. YOU MUST BE A "BONA FIDE" STUDENT INTENDING TO PURSUE A FULL COURSE OF STUDY IN THE PROGRAM TO WHICH YOU HAVE BEEN ADMITTED. We recommend that you start preparing your financial documents as soon as possible. Your Form I-20 can only be issued after you have been admitted to RVCC.
2. CAREFULLY REVIEW RARITAN VALLEY COMMUNITY COLLEGE'S "ESTIMATED ANNUAL FINANCIAL REQUIREMENTS FOR INTERNATIONAL STUDENTS" AND FIGURE OUT YOUR ANNUAL COSTS IN THE WORKBOX.
  - **THESE REQUIREMENTS ARE NOT NEGOTIABLE.** They represent a modest average budget, which does not include luxuries of any kind. We strongly recommend that you budget at least 10% more if possible.
  - **EXPECT ANNUAL INCREASES** in tuition and living costs of about 7%.
3. U. S. LAW REQUIRES THAT YOU PROVE THAT YOU CAN SUPPORT YOUR ESTIMATED ANNUAL COSTS FOP, EVERY YEAR OF YOUR PROGRAM OF STUDY'. (Estimate a minimum of three years for an Associate's degree) You must give US documents that will convince the government that you have:
  - **CASH TO COVER YOUR FIRST YEAR IN THE USA**

- SUFFICIENT AND DEPENDABLE FINANCIAL RESOURCES TO COVER EVERY ADDITIONAL YEAR
4. DO NOT EXPECT THAT YOU WILL BE ABLE TO WORK IN THE U.S. TO HELP MEET YOUR ANNUAL COSTS! Off-campus employment is strictly controlled by USCIS. Opportunities on campus are very limited and competitive.
  5. ALL DOCUMENTS YOU GIVE TO US MUST BE LESS THAN **TWO MONTHS OLD AND IN ENGLISH**. (WE CANNOT REVIEW DOCUMENTS THAT ARE NOT IN ENGLISH!) SEND US PHOTOCOPIES OR FAXES, NOT ORIGINALS. **YOU WILL NEED THE ORIGINALS OF ALL THE DOCUMENTS YOU HAVE SENT US TO GIVE TO THE AMERICAN EMBASSY WHEN WE SEND YOU YOUR I-20.**
  6. YOU CAN SUPPORT YOURSELF WITH YOUR OWN PERSONAL FUNDS, which come only from your own income or resources. Unless you have enough cash to support yourself for your entire program of study or can prove other sources of personal income, you will need a sponsor with an income sufficient to support you. Prove your personal funds with the following documents:
    - **BANK STATEMENTS** In your name only, which states the date the account was opened current balance in US. dollars, average deposits and average balances. We cannot accept statements that do not specify balances unless it is stated to be a minimum of six figures in U.S. dollars. If your statement shows that your funds are "fixed," meaning that they do not produce substantial income, your balance will be divided by the number of years in your program of study to determine the amount you will have available to you for each year of study.
    - **EMPLOYMENT LETTER** certifying your salary - if you are on authorized employment or continuing to be paid by your home country employer.
    - **STATEMENT OF LIQUID INVESTMENTS**
  7. YOU MAY SUPPORT YOURSELF WITH FUNDS FROM OTHER SPONSORS such as parents, relatives and organizations. You may have as many sponsors as you need. It is highly recommended that at least part of your financial support come from your home country for purposes of visa issuance. Sponsors may provide you with support in the form of cash and/or room and board. Free room and board is when you live with someone and don't have to pay for your room or food.
  8. A SPONSOR SHOULD PROMISE ONLY AS MUCH MONEY AS HE OR SHE IS ABLE TO GIVE YOU. Some sponsors believe that the more money they promise to give the easier it will be to get your I-20. THE MOST COMMON REASON FOR REJECTION OF FINANCIAL DOCUMENTS IS THAT WE DO NOT BELIEVE THE SPONSOR CAN AFFORD TO GIVE AS MUCH AS PROMISED. A sponsor should promise only what he or she intends to give and only as much as can be afforded.
  9. EACH SPONSOR PROVIDING CASH SUPPORT MUST GIVE US ALL THE FOLLOWING DOCUMENTS TO PROVE FINANCIAL RESPONSIBILITY. IF ALL THESE DOCUMENTS ARE NOT RECEIVED, YOUR SPONSOR'S SUPPORT WILL NOT BE CONSIDERED.
  10. **AFFIDAVIT OF ANNUAL FINANCIAL SUPPORT** This form may be photocopied for each sponsor. All questions must be answered. Affidavits must be **signed by the sponsor in**

**the presence of a notary public**, the notary public must sign, and the official seal of the notary public must be on the affidavit. There are notaries public at all U.S. embassies and consulates. In the U.S., most neighborhood pharmacists, lawyers and accountants are notaries. There are notaries in all countries, though the names for them may be different. There are officials licensed by the national or regional government to take sworn statements for courts of law or to witness contracts and property deeds.

- **PROOF OF INCOME**
    - a. Individual Sponsor: This must be on the employer's letterhead, on income tax returns or receipts, or estimated by a bank or private accountant when the sponsor is a self-employed business person or retired . The income of a company is not the income of the owner of the business and will not be accepted as proof of income. You must provide an official statement of the salary paid to the owner/sponsor. **If self employed: Income estimate by a bank or private accountant.**
    - b. Company Sponsor: Submit the most recent "Profit and Loss Statement" for the company.
  - **BANK STATEMENT** in the name of the sponsor only, which states the date the account was opened, current balance in U.S. dollars, average deposits and average balances. We cannot accept statements that do not specify balances unless it is stated to be a minimum of six figures in U.S. dollars.
11. **A SPONSOR PROVIDING FREE ROOM AND BOARD** (free room and board is when you live with someone who gives you your room and food for no payment) **MUST PROVIDE ALL OF THE FOLLOWING, EVIDENCE OF FINANCIAL ABILITY:**
- **AFFIDAVIT OF FREE ROOM AND BOARD** fully completed and signed in the presence of a notary public.
  - **PHOTOCOPY OF LEASE DEED, DEED, RENT RECEIPTS** in sponsor's name.
  - **PROOF OF INCOME** This must be on the employer's letterhead, on income tax returns or receipts, or estimated by a bank or private accountant when the sponsor is a self employed, business person or retired.

If you are presently in the U S., you must be living with the sponsor at the time of filing this application for this to be counted towards your means of support.

## Annual Financial Requirements for International Students: *Estimated*

### TUITION AND SCHOOL FEES

Tuition figures presented are based on 15 credits per semester, although an international student may take a minimum of 12 and a maximum of 19 per semester. Students must be prepared for 15 or more credits in order to complete their program in the allotted time of three years of study. Fees include general fee, technology fee, and enrollment fee. Special lab fees may also be required. Books prices vary, but \$800 is calculated for this estimate. All of these costs are included in the estimate. Summer school tuition and fees are not included.

TOTAL Estimated ANNUAL COSTS FOR TUITION, FEES, AND BOOKS: \$7,000

**\*International Student Registration Fee:** \$200.00 surcharge is included in estimated costs

### LIVING COSTS

Average living costs for a 12-month year are estimated at \$12,000. This is a modest, "no extras" budget. It does not include such items as telephone calls, for example. It is highly recommended that you bring at least 10% more.

### DEPENDENT COSTS

If you are going to be accompanied by a spouse or child, you must show an additional amount:\*\$12,000 annually for your spouse \* \$6,000 for each child.

<b>YOUR Estimated ANNUAL COSTS</b> <i>Expect Annual Increases of Approximately 5% - 7% in Expenses</i>	
TUITION AND FEES	\$7,000
Housing	\$
Food	\$
Personal Items	\$
Transportation	\$
LIVING COSTS Total	\$
DEPENDENT COSTS	\$
Total:	\$

**Raritan Valley Community College**  
**Application for Form I-20**  
 Certificate of Eligibility for F-1 Student Status

**PART 1: Personal Information**

<b>Family Name:</b>		
<b>First Name:</b>	<b>Middle Name:</b>	
<b>Street Address: Address should be your home address in your native country</b>		
<b>City:</b>		
<b>State:</b>	<b>Zip Code:</b>	
<b>Country:</b>		
<b>Date of Birth - Month:</b>	<b>Day:</b>	<b>Year:</b>
<b>Country of Birth:</b>		
<b>Country of Citizenship:</b>		

Married      
 Unmarried      
 Male      
 Female

**Information about dependents with you in the US. (spouse, children):**

(Family name)	(First name)	(Date of birth)	(Country of birth)	(Relationship to you)

**How can we contact you?**

Country code:	Area code:	Telephone number:
Country code:	Area code:	Telephone number:
Email address:		

Please note that your Form I-20 cannot be issued until you have been accepted to Raritan Valley Community College

**PART 2:** If you are in the USA now, complete this section. If you are not in the USA at this time go to **PART 3.**

**What is your Admission Number** \_\_\_\_\_ This is found on your Form I-94 Departure Record (the white card) stapled to your passport opposite your visa.

**What is your Immigration Status?** You can attend RVCC regardless of your status.  
(Check only one box)

- F-1 What is your SEVIS ID Number?** N\_\_\_\_\_   
Circle one of the following that indicates what your I-20 is for: (1) Transferring/Changing schools; (2) Changing educational level/program at RVCC; (3) Reinstatement to F-1 Status.

**Name of the school that you attended last:** \_\_\_\_\_

- Another status: Which status?** \_\_\_\_\_ Before we issue your Form I-20 we want to advise you. Please make an appointment to see the International Student Advisor.

**Do you plan to travel outside of the USA before school starts?**

- Yes.** Tell us how you would like to get your I-20 in **Part 3.**
- No.** If you are F-1, you will receive school transfer or other instructions. If you hold another status, we will issue your I-20 after we have met with you.

**PART 3: How do you want to get your I-20?**

- By Mail.** Your Form I-20 will be sent standard airmail to the name and address below. If you need express delivery service, you should request someone in the USA to pick it up at RVCC and send it to you. If that isn't possible, please contact our office. Type your name and address in English exactly as it should appear on the envelope.

<b>Name:</b>	
<b>Address:</b>	
<b>City:</b>	
<b>State:</b>	<b>Zip code:</b>
<b>Country:</b>	

**Hold for pick-up by** \_\_\_\_\_

**PART 4: Statement of Financial Support.** Do not complete Part 4 unless you have carefully read the TEN RULES FOR GETTING YOUR FORM I-20.

**Your major/degree program?** \_\_\_\_\_

**How will you support yourself for every year of your program of study?** Please check off your means of support below and indicate how much will be provided or available to you every year:

<b>Source of your Support</b>	<b>Annual Amount</b>
<input type="checkbox"/> <b>Personal Funds</b> - The amount available to me from my own resources every year is (divide by number of years in program)	\$
<input type="checkbox"/> <b>Cash Funds from A Sponsor</b> - To be given to me every year. Sponsor's Name:	\$
<input type="checkbox"/> <b>Cash Funds from a Second Sponsor</b> - To be given to me every year. Second Sponsor's Name:	\$
<input type="checkbox"/> <b>Cash Funds from a Third Sponsor</b> - To be given to me every year. Third Sponsor's Name:	\$
<input type="checkbox"/> <b>Free Room and Board</b> - From a local sponsor with whom I will live. Sponsor's Name:	\$ 12,000 (Cash Value)
<b>Total Amount Available to me Every year of Study</b> - This amount must be the same or more than your minimum annual costs.	\$

## SPONSORS AGREEMENT OF SUPPORT FORMS

### WHAT DOES THIS AGREEMENT MEAN?

You are making a financial commitment to the student that should not be broken. Sponsors who fail to provide the promised support force students to drop out of school and cause pain and suffering. Do not expect that the student will be able to help support the costs through employment. Employment is strictly controlled by the Immigration Service and very limited.

### HOW TO COMPLETE THIS FORM:

- Fill this form out completely in English. *Promise only the amount of money you are able to give.* The most common reason we reject affidavits is that we do not believe a sponsor can afford to give as much as promised.
- Attach the documentary evidence of support as explained below (Proof of income, Deed, Lease, or Rent Receipts)
- Sign the Agreement of Support Forms

**PROVE THAT YOU ARE FINANCIALLY CAPABLE OF PROVIDING THIS CASH SUPPORT FOR EVERY YEAR OF THE STUDENT'S PROGRAM BY ATTACHING ALL OF THE FOLLOWING DOCUMENTS:** (If all of these documents are not attached, your support will not be considered) Documents must be: Photocopies or faxes, Current (less than two months old), In English, in US Currency and Notarized

**PROOF OF INCOME:** This must be on your employer's business stationery, on income tax returns or receipts, or estimated by a bank or private accountant. If you are self-employed, the income of a company will not be accepted as proof of income. You must provide an official statement of the salary paid to you or it must appear on tax returns.

**BANK STATEMENT:** in your name, which states the date the account was opened, current balance in US dollars, average deposits and average balances. We cannot accept statements that do not specify balances unless it is stated to be a minimum of six figures (For example: \$235,000) in US dollars. *If another person's name appears on your bank statement, that person must complete a separate affidavit or submit a notarized statement permitting those funds to be considered as financial support for the student.*

**PHOTOCOPY OF YOUR DEED, LEASE, OR RENT RECEIPTS** to prove that you are the person who owns or rents the property





## English Proficiency requirement for International (F-1) Applicants

Raritan Valley Community College requires a minimum English Proficiency score requirement on either the TOEFL or IELTS test, for admission as an F1 status student. It is best to take your TOEFL or IELTS Test before working on the rest of your documentation. You will not be admitted to RVCC without a passing score. NOTE: All students who achieve the required TOEFL/IELTS score are still required to complete English and math test before registering for their first term at RVCC. Some developmental, supplemental ESL course may still be required.

**\*\*We do not issue the Form I20 for ESL English as a Second Language Studies.**

### TOEFL Minimum Scores:

**65** is required of the IBT, Internet Based Test

**513** is required on the paper/pencil version of the test

### IELTS Minimum Score:

Minimum Broad band Score: **5.5**

An exception may be considered for students that have one or more of the following:

- 12 or more U.S. college/university transfer credits from a regionally accredited school in the Humanities and Social Science general education areas.
- English Composition course from a regionally accredited U.S. college/university - C grade or better (non-developmental)
- 6 or more U.S. college/university transfer credits and English Composition from a regionally accredited school
- Successful completion of Raritan Valley Community College's ESL Program prior to application deadline.
- SAT score of 540 or higher Critical Reading

If you believe you qualify for an exception to the testing requirement, please submit this request for an exception in writing to International Student Services.

You will need an official score report mailed directly from the test center. RVCC's reporting code for the TOEFL test is **2867**.



**Biographical Information**

Please complete this form and do not leave anything blank. If something is not applicable to you, please put N/A. Print clearly (ink) or type the information.

Family name: \_\_\_\_\_  
As it appears on your passport

First Name: \_\_\_\_\_  
As it appears on your passport

Date of Birth \_\_\_\_\_  
Month/Day/Year

Male \_\_\_\_\_ Female \_\_\_\_\_

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

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

Permanent Address (Home Country):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Address in the United States:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

US Phone Number: \_\_\_\_\_

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

All the information provided above is accurate and true to the best of my knowledge

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature



**THIS IS MY SWORN PROMISE OF CASH SUPPORT**

I, \_\_\_\_\_ promise that I  
(Sponsor's Name)  
 can and will give no less than U.S. \$ \_\_\_\_\_ in cash FOR EVERY YEAR of  
 the student's program of study at Raritan Valley Community College to:  
 \_\_\_\_\_  
(Full name of Student)

My relationship to the student is: \_\_\_\_\_  
(Parent, Spouse, Brother/Sister, Friend)

My address is: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ (Telephone) (FAX) (Email)

The following persons are fully or partially dependent upon me for their support. (Do not include the student named above).

Name	Relationship	Age

Name of my Employer: \_\_\_\_\_

Annual salary \$ \_\_\_\_\_ (USD) Other income \$ \_\_\_\_\_ (USD)

My proof of income/employment and bank statements are attached: Yes  No

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

\_\_\_\_\_  
(Signature of Sponsor)  
 Sworn and subscribed before me this day: \_\_\_\_\_  
 \_\_\_\_\_  
(Signature of Notary)



**THIS IS MY SWORN PROMISE OF FREE ROOM AND BOARD**

I \_\_\_\_\_ promise that for each year of  
his or her program of study, \_\_\_\_\_  
(Full name of Student)

will live free of any charge with me in my home at:

\_\_\_\_\_  
(Number and Street)

\_\_\_\_\_  
(City, State, Zip code)

\_\_\_\_\_  
(Telephone) (Email Address)

I Own  Rent  this property.

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

I will not require any type of service to be performed in exchange for this benefit.

My relationship to the student is \_\_\_\_\_  
(Parent, Spouse, Brother/Sister, Friend)

My proof of income and deed or lease are attached: Yes  No

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

\_\_\_\_\_  
(Signature of Sponsor)

Sworn and subscribed before me this day: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Notary)

## CONFIRMATION OF FINANCIAL RESOURCES: F1 status Applicants

Documentation of financial resources is one of the requirements of the United States Citizenship and Immigration Services' (USCIS) for each applicant who is not a US citizen and is applying for F1 student status. Raritan Valley Community College will not issue a Certificate of Eligibility, Form I-20, without sufficient documentation for proof of financial support. Please submit this form along with your affidavits of support and supporting documentation.

### STATEMENT OF APPLICANT

My expected initial enrollment date is Spring \_\_\_\_\_ Fall \_\_\_\_\_ Year \_\_\_\_\_

I certify that I will have the required minimum funds in US currency available to cover the cost for each 12-month academic period (fall and spring semesters) I am enrolled at RVCC. I understand that currently the RVCC financial requirement is **\$19,000** (\$12,000-Living expenses / \$7,000-Tuition and Fees) for each year of study.

Yes \_\_\_\_\_ No \_\_\_\_\_

I certify that I will have adequate funds for my travel to and from the United States.

Yes \_\_\_\_\_ No \_\_\_\_\_

I certify that I can make the necessary arrangements to have all funds transferred to the US (if applicable).

Yes \_\_\_\_\_ No \_\_\_\_\_

I certify that these funds will be provided by : My parent(s) \_\_\_\_\_ My own savings \_\_\_\_\_ Other sponsorship \_\_\_\_\_

Applicant's name (please print) \_\_\_\_\_

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

### VERIFICATION OF SPONSORSHIP

Sponsor's name (please print) \_\_\_\_\_

Sponsor's signature \_\_\_\_\_

Relationship of sponsor to applicant \_\_\_\_\_

Address of sponsor \_\_\_\_\_

Telephone number of sponsor \_\_\_\_\_

USCIS requires the college to collect information about financial sponsorship to determine if the applicant will have sufficient funds for study for the duration of his/her program at RVCC. This information is also needed in the visa process. If the applicant is applying from the home country, you will want to provide the same documentation to the applicant for the visa application process. ***If you do not want personal identifiers such as social security numbers, birthdates, bank account numbers etc. on documentation, please black these items out prior to submission. If you choose to black out personal identifiers, please have all documentation notarized prior to submission.***

*As a financial sponsor, I am aware that I am submitting documentation along with the application that will verify my ability to support the applicant's enrollment to Raritan Valley Community College. This documentation is confidential in nature. I understand that the information I provide is necessary for the college to determine my financial capability in support of the student. I understand that the College maintains a separate filing system under lock and key that will house this confidential information, which is not accessible to any personnel other than the International Student Services staff.*

I do \_\_\_\_\_ do not \_\_\_\_\_ want this information to be shared with the applicant and/or given to the applicant.

Sponsor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Year: 20\_\_\_\_  
 Semester: \_\_\_\_ Fall  
 \_\_\_\_ Spring  
 \_\_\_\_ Summer

# IMMUNIZATION RECORD FORM

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Social Security Number \_\_\_\_\_ RVCC ID Number \_\_\_\_\_ Date of Birth \_\_\_\_\_

The State of New Jersey requires all full-time students to be immunized against measles, mumps, rubella (MMR) and Hepatitis B. There are exemptions for the MMR for those who were born before January 1, 1957, for those for whom the administration of an immunizing agent conflicts with religious beliefs, and for those who cannot be immunized for a medical reason. If an outbreak of one of these diseases occurs, any student not having previously submitted proof of the proper immunization (including part-time students and those who are exempt) may be barred from classes until the epidemic is over.

To comply, check one box below, and follow the directions for the option you choose:

- Submit proof of immunization (vaccination administered after 1968, on or after first birthday, and second dose administered no less than one month after the first dose). Attach proof of this form and return to the Office of Enrollment Services at the address at the top of this form.
- Submit proof of birth before January 1, 1957. Attach a copy of driver's license, passport, or birth certificate to this form and return to the Office of Enrollment Services at the address at the top of this form.
- Submit a signed statement, explaining how the administration of an immunizing agent conflicts with your religious beliefs. Attach statement to this form and return to the Office of Enrollment Services at the address at the top of this form.
- Submit a signed statement from a physician stating that immunization is medically contraindicated for a specific period of time (the expiration date for the period must be stated and failing to be immunized thereafter will preclude further enrollment), and setting forth the reason(s) for the medical contraindication, based upon valid medical reasons as enumerated by the most recent recommendations of the Advisory Committee On Immunization Practices of the USPHS. Attach that statement to this form and return to the Office of Enrollment Services at the address at the top of this form.
- Submit this form, with the information below fully completed and signed by your physician, and return to the Office of Enrollment Services at the address at the top of this form.

1. **Hepatitis B** (3 doses required) Dose#1 \_\_\_/\_\_\_/\_\_\_ Dose#2 \_\_\_/\_\_\_/\_\_\_ Dose#3 \_\_\_/\_\_\_/\_\_\_ **OR** Titer Date\* \_\_\_/\_\_\_/\_\_\_

2. **MMR (Measles/Mumps/Rubella Vaccine)** – 2 doses required

Dose #1 \_\_\_/\_\_\_/\_\_\_ (given after one year of age) Dose #2 \_\_\_/\_\_\_/\_\_\_ (given at least 30 days after Dose #1)

**OR:**

**Measles** (2 doses required) Dose#1 \_\_\_/\_\_\_/\_\_\_ Dose #2 \_\_\_/\_\_\_/\_\_\_ **OR** Titer Date\* \_\_\_/\_\_\_/\_\_\_

**Mumps** (1 dose required) Dose#1 \_\_\_/\_\_\_/\_\_\_ **OR** Titer Date\* \_\_\_/\_\_\_/\_\_\_

**Rubella** (1 dose required) Dose #1 \_\_\_/\_\_\_/\_\_\_ **OR** Titer Date\* \_\_\_/\_\_\_/\_\_\_

**\*A copy of laboratory report must be attached to this form if titer results are submitted as documentation.**

Signature of Health Care Provider: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_ Provider Stamp: \_\_\_\_\_

For Office Use Only: SAAADMS \_\_\_\_ SOAHOLD \_\_\_\_



## Please note:

International F1 status students are not eligible to enroll in the following degree programs due to the nature and requirements of each degree program:

- Nursing
- Dental Assisting
- Health Information Technology
- Medical Coding Certificate
- All joint RVCC/Rutgers Un. Programs