



# LCCC International Students Admissions

## **ADMISSION REQUIREMENTS:**

International applications that need an I-20 to apply for or maintain F-1 status should submit all of the following documents in order to be considered for admission to the college. An application is not considered complete until all of the items listed below are submitted.

## **APPLICATION DEADLINES:**

**Fall Semester:** July 1, **Spring Semester:** November 1, **Summer Semester:** Only visiting students from another college or university may apply for the Summer Semester.

## **Application Documents:**

1. **Application for Admissions**
2. **High School Record:** Official academic records or transcripts translated into English. This translation must be processed by a curriculum translation organization that is a member of the NACES (The National Association of Credential Evaluation Services). Personal translations cannot be accepted.
3. **College or University Transcripts:** University or post-secondary transcripts from institutions abroad are not evaluated at Luzerne County Community College. Students who have completed college course work outside the United States must submit a course-by-course evaluation report prepared by an organization that is a member of the NACES (The National Association of Credential Evaluation Services). Personal translations cannot be accepted. University or post-secondary credits from a United States institution are evaluated at Luzerne County Community College. An official transcript must be sent directly to LCCC from the issuing United States institution.
4. **TOEFL Scores:** Each international application to Luzerne County Community College must present evidence of proficiency in the English language by taking the TOEFL exam. One of the following minimum scores is required:
  - The Internet-Based TOEFL (IBT) - 75
  - The Computer-Based TOEFL (CBT) - 200
  - The Paper-Based TOEFL (PBT) - 500

\*The score reports must be mailed directly from the testing service. Photocopies will not be accepted. More information on the TOEFL exam can be found at <http://www.ets.org/toefl>

5. **Financial Affidavit of Support Form** This financial support form must to be notarized. All financial documents must be official including signature of bank official or notary. You must show evidence of sufficient financial support (in U.S. dollars) for one academic year.
6. **International Student Requirement Form** This form is designed to make International Students aware of their responsibilities as an F-1 student.

***Additional Notes:***

**Placement Test**

All accepted students to LCCC are required to take the Accuplacer placement test. International Students will be required to take this placement test before enrolling in any courses.

**F-1 students attending another college and transferring to LCCC**

If you are currently in the United States studying at another college or university on a student visa (F-1), and wish to transfer to LCCC, you must also bring the *Transfer Student Form* to your international adviser to complete and return to this Admissions Office.

**Financial Aid**

International students do not qualify for state or federal financial aid programs.

**Housing**

Luzerne County Community College does not offer campus housing. All students must make their own living arrangements.

**Health Insurance**

All international students are required to maintain adequate medical health insurance during their time of study at LCCC in F-1 status.

**Tuition**

International students and all other nonimmigrant students at Luzerne County Community College are considered non-residents of Pennsylvania and are subject to out of state tuition rates. See *Tuition and Fees* (<http://www.luzerne.edu//admissions/tuition.jsp>) for more information.

**Processing**

Upon receipt and approval of all completed and signed application documents, the College will send a Letter of Acceptance and I-20 form. Students overseas must take their I-20 and current passport to the nearest United States Consulate to obtain a student visa. Students applying for a Change of Status or Transfer should contact the Admissions Office to make an appointment for arrangement to sign and process their I-20 as appropriate. A copy of the stamped and approved I-20 form must be submitted to the Office of Admissions.



# Financial Affidavit of Form

**Instructions:**

- 1. This form is to be completed by the sponsor who is providing financial support to the student.
- 2. This form must be accompanied by the sponsor’s current bank statement translated English and converted to U.S. dollars demonstrating a balance to cover one year of tuition and expenses.  
**BOTH THIS AFFADAVIT AND BANK STATEMENT MUST BE NOTARIZED IN ORDER FOR LUZERNE COUNTY COMMUNITY COLLEGE TO ISSUE THE I-20 FORM.**

I, \_\_\_\_\_ **(Name of Sponsor)** submit this affidavit on behalf of \_\_\_\_\_ **(Student’s Name)** who is seeking to study at Luzerne County Community College and assume financial responsibility for the student named above.

Sponsor’s current address:

\_\_\_\_\_  
 Street Address, City, State, Country

Sponsor’s Telephone Number: (    ) \_\_\_\_\_

I intend to sponsor the student’s dependents, if applicable  Yes  No

My relationship to this student: \_\_\_\_\_

I earn an annual income of \$ \_\_\_\_\_ (U.S. Dollars)

I have a balance in savings accounts\* of \$ \_\_\_\_\_ (U.S. Dollars)  
**(must include copy of bank statement or letter from bank official)**

I have reviewed the information on this form and agree I will provide full financial support as long as the student is enrolled at Luzerne County Community College. Financial support will meet the costs for all tuition and mandatory student fees for the duration of his/her studies. Also, I have attached an official letter, on my bank’s letterhead with the bank’s stamp, and/or a bank statement issued in the past six months, which clearly shows the amount of money available in U.S. dollars.

X \_\_\_\_\_ Date \_\_\_\_\_  
**Sponsor’s signature**

X \_\_\_\_\_ Date \_\_\_\_\_  
**Signature of Notary Public**

**STAMP OF NOTARY PUBLIC SEAL HERE**





## International Student Requirement Form

As part of the application process, international students must be aware of their responsibilities as a student attending Luzerne County Community College.

- I will undergo tests to determine my proficiency in mathematics, reading, and English language. I will enroll in classes recommended by my counselor or academic advisor.
- International students in the United States on student visa (F-1) must register for and complete a minimum of 12 credit hours each Fall and Spring semester. I will register and maintain a full-time academic course load of study each semester.
- I will not withdraw or drop any classes without permission from my International Admissions Advisor.
- I will not accept employment unless approval has been received from USCIS. An international student who accepts unauthorized employment is subject to deportation.
- I will maintain a valid passport and I-94 card
- I will maintain adequate medical insurance coverage during my time studying at LCCC in F-1 status.
- I will notify the college of any address, major, or name changes
- Tuition for international students is based on an out-of-state student. I cannot establish permanent residency as an international student since my home country is my permanent residence.

*I have read the above statements, and fully understand my obligations as an F-1 student at LCCC. I also understand that I will be responsible for payment of all debts and liabilities assumed by me while attending Luzerne County Community College. In addition, I understand that if I fail to meet the above conditions or if I fail to maintain the required academic standing, I will lose all my privileges as an international (F-1) student.*

Student's Name (PRINT): \_\_\_\_\_  
First/Middle/Last

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **FOREIGN ADDRESS:**

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
Postal Code

\_\_\_\_\_  
Country

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



## **F-1 Student Transfer Form**

From: Luzerne County Community College - Office of Admissions

1333 South Prospect Street, Nanticoke, PA 18634-3899

Phone: 1-800-377-5222

Fax: (570)740-0238 Email: [admissions@luzerne.edu](mailto:admissions@luzerne.edu)

### **To: Transfer Student**

***Please sign this form and give it to your foreign advisor at the institution you currently attend or most recently attended. Please note that your new I-20 from Luzerne County Community College must be obtained within sixty days of the last date of your full-time attendance at the previous school. Submit this completed form with a copy of your current I-20, Passport, Visa and I-94 Card.***

Term of Transfer:  Fall  Spring

Student Name: \_\_\_\_\_  
First Last

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### **To: Designated School Official**

The above named student has applied for admission to Luzerne County Community College. In compliance with USCIS regulations we request confirmation of his/her status at your institution before approving transfer to our College. Please complete the following and return address listed above.

#### **Current Immigration Status:**

- This student is in good standing and is pursuing a full course of study.
- This student is out of status and we will advise him/her to apply for reinstatement.

#### **SEVIS I-20 Information:**

SEVIS ID#: \_\_\_\_\_

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

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

Transfer Release Date: \_\_\_\_\_

DSO Name & Title: \_\_\_\_\_

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