



**Mount Wachusett
Community College**
www.mwcc.edu

Admissions Office
444 Green Street, Gardner, MA 01440
(978) 630-9110 FAX: (978) 630-9554
Email: admissions@mwcc.mass.edu

International Student Application

Application & Information Packet

**Thank you for
considering
international studies
at
Mount Wachusett
Community College.**

We invite international students to consider making Mount Wachusett Community College their choice for undergraduate study in America. Mount Wachusett offers quality education, convenience, small class sizes and all the support you need to be successful. We're proud of our contemporary curriculum taught by dynamic and dedicated faculty.

Students have come to study to Mount Wachusett Community College from many different countries around the world such as **Brazil, Kenya, Tanzania, China, The Gambia, Korea, Columbia, Argentina, Poland, Equador, France, Greece, Vietnam, El Salvador, Laos, Zimbabwe, Peru, Sri Lanka, Russia, Thailand, Haiti, Turkey, Pakistan, and India.**

Revised 10-25-05

HOW TO APPLY:

International students are required to submit the same credentials as domestic applicants. All documents must be submitted in English. If the credentials must be translated, the original copy (or a certified copy of the original) must be submitted along with the translation. All transcripts must be officially certified and sent directly by the educational institution or certified by the appropriate embassy. Photocopies will not be accepted.

The following credentials are required of all international applicants:

- A complete college application** accompanied by the \$10.00 application fee (non-refundable)
- Official copy of secondary/high school record**, indicating grades earned with certified translations of any non-English records. Applicants must have these documents translated and evaluated to U.S. standards through a credential evaluating agency. Agencies can be found on the web at www.naces.org.
- Official copies of all college/university coursework**, indicating grades earned with official explanation of grading system. If completed outside of the U.S., applicants must have these documents translated and evaluated to U.S. standards through a credential evaluating agency.
- Completed Affidavit of support and Financial Statement** with accompanying evidence required for each funding source (see "Financial Information" section).
- Transfer applicants only:** A completed "I-20 Transfer Request Form" signed by your current college/university and current transcript indicating completed course and those in progress.

Student Visas: The issuance of certificates for student visas (Form I-20) will not be given until all of the above items have been received and the applicant has been accepted.

To avoid delays in processing your application, please:

- Complete all items required in legible handwriting or consider using a type-writer.
- Make sure the name on your application matches the names on your transcripts.
- Provide all required documentation prior to the deadline.

APPLICATION DEADLINE:

May 15 for Fall (September) admission
September 15 for Spring (January) admission

It is the applicant's responsibility to ensure that the application fee, transcripts, financial statement, and other documents are received before the application deadline. Files which are incomplete by the application deadline will be withdrawn from consideration for admission.

Your Student Visa

In order to enter the United States to study, an international student will need a visa, usually either an F-1 Student Visa or a J-1 Exchange Visitor's Visa. To obtain the necessary visa, the applicant must submit a valid Form I-20 for an F-1 visa, or a Form IAP-66 for a J-1 visa, to the United States Embassy or Consulate in his or her country. In addition to these forms, the applicant will have to present a passport and evidence of financial support.

Mount Wachusett Community College is authorized to issue the Form I-20. The admissions office will send the Form I-20 to the applicant after he or she has submitted all required academic documentation, has submitted evidence of financial support, and been academically accepted. The I-20 is only valid for the semester for which admission is offered.

Applicants entering the United States on a visitor's visa (B-2) without the "Prospective Student" classification, which is issued only in exceptional circumstances, will find it very difficult to change to student classification. Students unable to change their status from "visitor" to "student" while in the U.S. may not be permitted to continue in school and risk forfeiture of their tuition. Responsibility for obtaining approved visa classification rests entirely with the student.

International Applicants must submit the following information directly to the admissions office:

APPLICATION FEE

The \$10.00 application fee (payable in U.S. dollars) must accompany the application and is not refundable. The fee should be payable to Mount Wachusett Community College, in the form of a bank draft drawn on a U.S. bank or an international postal money order. Do not send cash.

ACADEMIC RECORDS

All documents should be submitted in the original language. All documents in languages other than English must be accompanied by a certified literal English translation. All documents submitted for review must be official, that is, they must be either originals or copies certified by authorized persons. A "certified" copy is one that bears an original signature of the registrar or other designated school official, an original impression of the institution's seal, or signature/seal of the examining board. **Uncertified or notarized copies are not acceptable.**

Secondary School Records

International applicants are eligible to apply for admission to Mount Wachusett Community College if they have completed the equivalent of an American secondary school education (approximately twelve years of formal education starting at age six) and have the appropriate diplomas or satisfactory results on leaving examinations. Secondary school records are required for both new and transfer applicants. Transcripts of course work and grades are required for four years of secondary school study. Records should list subjects studied each year and the mark or grade of proficiency earned in each. A key to the marking system with minimum passing mark should be included. If you complete secondary school in a country where a secondary school leaving examination (GCE, GCSE, CXC, French Baccalaureate, Abitur, etc.) is administered, you will be required to provide the results of the examination. All documents in languages other than English must be accompanied by a certified literal English translation and evaluated to U.S. standards through a credential evaluating agency. Agencies can be found on the web at www.naces.org.

Post-Secondary Records

If you attend a post-secondary institution outside the United States, we require official transcripts which include all subjects studied each year and the grade/mark earned in each subject. A key to the marking system with minimum passing mark should be included. In addition, we require course descriptions of all classes you have taken and intend to take up to the semester in which you hope to enroll at Mount Wachusett. If descriptions are not available, please provide 3- 5-sentence descriptions of each course. Include the content, scope, and credits/number of hours for each course or the number of hours per week, and the number of weeks per semester. All documents in languages other than English must be accompanied by a certified literal English translation and, if completed outside of the U.S., must be evaluated to U.S. standards through a credential evaluating agency. Agencies can be found on the web at www.naces.org.

If you attend a post-secondary institution in the United States, official transcripts should be sent directly from the institution to Mount Wachusett Community College.

TEST OF ENGLISH AS A FOREIGN LANGUAGE (TOEFL):

International applicants are not required to submit Test of English as a Foreign Language (TOEFL) scores unless they are applying for admission to the nursing program. TOEFL scores are mandatory for all applicants for the Nursing Program whose native language is not English. Nursing applicants are required to score a minimum of 550 on the paper/pencil version or 213 on the computer based test.

For more information on TOEFL testing, contact your nearest U.S. consulate about this test or write to the Education Testing Service, Box 899, Princeton, New Jersey, 08540, U.S.A. Test results should be sent directly to the admissions office at the Mount Wachusett.

Submission requirements continued:

AFFIDAVIT OF SUPPORT AND FINANCIAL STATEMENT

Financial assistance from Mount Wachusett Community College is not available to international students. For general information about financial assistance, students may request the booklet "Financial Planning for Study in the United States" from the U.S. Information Agency or binational advising center in their home country.

International students pay the same tuition as out-of-state domestic students. Please consult our website (www.mwcc.edu) for current out-of-state/International student rates for the academic year you are applying. The expenses listed below do not include travel expenses to and from Massachusetts and are considered reasonable minimum estimates for students. If a student is accompanied by family members, add \$3,500 for spouse and \$1,000 for each child. Additional Affidavits of Support must be completed for each family member. This estimate represents the amount you will be asked to prove you have available when you apply for a visa.

Estimated Expenses for an F-1 student for one Academic Year (US Dollars)

Tuition and fees for one academic year (approx 34 credits)	\$8,184	Students planning enrollment in summer/intersession courses should add \$1,000-2,000 for tuition/fees. Please note that this is only an estimate and is subject to change without notice.
Room and Board for 9 months	\$6,000	
Universal Health Insurance (mandatory)	\$881*	*This includes 12-month student health insurance coverage with supplemental health/accident insurance.
Books and Supplies	\$1100	
Miscellaneous	\$2,000	
Total:	\$18,165	

Before the admissions office can issue the Form I-20 for use by applicants in obtaining a visa, it must have proof that applicants have sufficient funds to study for one year with a reasonable expectation that the funding will continue for the full course of study. The information requested on the enclosed Affidavit of Support and Financial Statement is required by the U.S. Immigration and Naturalization Service and by U.S. consulates to ensure the financial stability of persons admitted to the U.S. as students. You should not plan on supplementing your financial support with employment because there are very strict limitations on the employment of international students in the U.S.

The Financial Statement must be accompanied by supporting evidence (in U.S. dollars), such as originals of: notarized bank statement in the applicant's name; a scholarship award letter from a foundation, agency, or government; a notarized letter from an individual sponsor indicating the intention to provide support for the specified amount and which is accompanied by a bank statement showing the ability to do so. We recommend that you retain duplicate copies of the Financial Statement and supporting evidence to facilitate your dealings with the U.S. consulate and/or the U.S. Immigration and Naturalization Service.

INFORMATION FOR TRANSFER APPLICANTS ONLY:

Transfer applicants must submit all documentation required of new applicants including the following:

- a completed "I-20 Transfer Request Form" signed by your current college/university (see enclosed form)
- Official transcripts of all college/university coursework completed in the US indicating grades earned and, if currently enrolled, a list of courses in progress.
- Copy of current I-20, passport, VISA, and I-94

REQUIRED BY ALL APPLICANTS PRIOR TO THE FIRST DAY OF CLASS:

Certificate of Health

The college requires all full-time students (domestic and international) enrolled in degree programs to have a physical examination by his/her private physician conducted within the last two years. Students must also provide:

- 1) Proof of current immunizations (DPT, MMR, Mantoux, Varicella, Hepatitis B series vaccine (3 doses) or proof of immunity. Allied Health applicants require Intradermal tuberculin Test. Forms must be provided to the Health Office. Contact the health office, ext. 136 for more information.
- 2) proof of adequate health insurance. Students who fail to provide proof of health insurance will be automatically enrolled in and charged for the College-sponsored plan.

Students must complete and have on file all Certificate of Health requirements prior to the first day of classes. Documentation should be mailed directly to Health Services Office, Mount Wachusett Community College, 444 Green Street, Gardner, MA 01440. U.S.A. Immunization forms are available on our website at www.mwcc.edu.

Mount Wachusett Community College seeks to provide equal educational and employment opportunities and does not discriminate on the basis of race, creed, color, religion, national origin, gender, age, sexual orientation, marital status, veteran status, or disability.

QUESTIONS & ANSWERS

Can I get credit for college courses I took at a college in my country? How?

Yes you can get credit for courses that are equivalent to our courses. You will need to first have your transcripts translated and evaluated by an outside credential evaluating agency, then submit the official documentation to us for transfer credit.

How/Where do I have my transcripts translated and evaluated?

There are many outside agencies that translate and evaluate transcripts. You can obtain help from the embassy/consulate or you can find a list of agencies on the internet at www.naces.org.

Do you have on-campus housing?

No. You will need to make your own arrangements for housing.

When will I get my Form I-20?

Once we receive all required documentation, your file will be evaluated by the Director of Admissions. If you meet the minimum admissions requirements and are applying to an open enrollment major, you will be issued your I-20.

What if I am applying to a selective program (Nursing, Complementary Health Care/Massage Therapy, or Physical Therapist Assistant.)?

You must meet the criteria for those programs as well as the minimum admissions standards. Program applications are available on our website at www.mwcc.edu. If you meet all the requirements, your file will be evaluated by the committee after the deadline for application. If you are accepted to the selective program, you will be issued your Form I-20 in that program. If you are not accepted to the selective program, you will be issued an I-20 in the general studies program.

When do I make an appointment with the Embassy?

Because the speed of mail delivery differs by country, we recommend you schedule your appointment only upon receipt of your I-20.

What do you do for me if the Embassy denies me a student visa?

Issuance of a Form I-20 does not guarantee your approval for a student visa by the U.S. embassy. The I-20 is only an application for a student visa. The embassy will make the decision whether or not to grant you a student visa.

Can I do a change of status if I am here on a visitor's visa?

Applicants entering the United States on a visitor's visa (B-2) without the "Prospective Student" classification, which is issued only in exceptional circumstances, will find it very difficult to change to student classification. You will need to apply to the college and provide all the required documentation. Your current visa and I-94 must be valid and not expired.

Can I change my major once I am in the US?

Yes you may change your major, but we must issue you a new Form I-20 with your new major and completion date.

Can I transfer from another college in the US to Mount Wachusett? What do I need to do?

You will need to submit all documentation required for new applicants as well as the additional items listed on page 3 under "Transfer Applicants".

Can I transfer to another college? How do I go about it?

As long as you are currently in good standing both financially and academically with MWCC, we will sign a transfer approval form issued by the school you wish to transfer.

Who can I get to sponsor me? Does it have to be someone in the US?

You will need to obtain your own sponsor. They do not need to be here in the US. Our only requirement is that they have sufficient funds to meet your financial requirements.

How much will it cost to attend your college and obtain a degree?

Please refer to page 3 "Affidavit of Support and Financial Documentation". The estimate provided is based on one academic year. Your degree can be completed in two years, but additional time may be required for students who need to improve their English, reading or mathematics skills prior to entering coursework required for their degree. When planning your financial needs, it is advised that applicants estimate financial need to be between 2 and 3 years.

Can I work on a student visa?

No. This is why INS requires financial documentation that demonstrates sufficient funds available to support your education. If your financial situation changes once you are a student, special permission may be granted allowing you to seek an on-campus job.

What happens if I do not complete my degree before my I-20's expiration date?

We can file for an extension to your Form I-20 so you may complete your degree.

Can I travel outside the U.S. during school breaks? What do I need to do?

Yes you may travel during school breaks. You will need your Form I-20 signed by a college official granting you permission.

Can I drive while in the U.S.? Will I need a U.S. drivers license?

If you have a valid drivers license from your country, you may not need to apply for a license in the US. Each state within the US, however, establishes their own requirements and accepts only certain countries drivers license. For information on Massachusetts drivers license requirements, you can visit www.massreg.com.



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International Student Application Application Form

Please enclose with your college application

TO BE COMPLETED BY THE STUDENT:

Family (Surname) _____ Given (First) _____ Middle _____

Foreign Address: _____
Street Name Apt# City/Town State/Providence

U. S. Address: (if available) _____
Street Name Apt# City/Town State/Providence

Gender: Male Female Date of Birth: Month _____ Day _____ Year _____

U.S. Phone Number (if available) (_____) _____ email address: _____

Country of Citizenship: _____ Country of Birth: _____

When will you enter the college? Sept. _____ yr Jan. _____ yr Degree/Field of Study: _____

Should we mail your I-20 and other communications to an address other than your Foreign Address? yes no
Do not use my foreign address for mailing purposes. Please send all communication to:

____ Recipient Street Name Apt# City/Town State/Providence

Are you currently in the United States? yes no
If yes, will you be returning to your country to process your VISA? yes no
If no, what is your current VISA status?

current F-1 student visa Visitor Visa and my I-94 expires _____
 other type: _____ and I-94 expires _____

Will you be entering the country with dependents? yes no
If yes, provide the following information. (attach additional sheets if necessary)

Dependent 1. Relationship: spouse dependent

Foreign Address: Same as applicant Other _____

Family (Surname) _____ Given (First) _____ Middle _____

Gender: Male Female Date of Birth: Month _____ Day _____ Year _____

Country of Citizenship: _____ Country of Birth: _____

Dependent 2. Relationship: spouse dependent

Foreign Address: Same as applicant Other _____

Family (Surname) _____ Given (First) _____ Middle _____

Gender: Male Female Date of Birth: Month _____ Day _____ Year _____

Country of Citizenship: _____ Country of Birth: _____

I understand that I cannot work and must maintain full-time status while in the U.S. on a student VISA. I also understand that I must report to the college within 3 days of entering the U.S. I certify that the information stated on this application form and submitted to the college for consideration is accurate and complete. Concealment of facts or false statements may result in dismissal and cancellation of your VISA.

Applicant Signature _____ Date: _____

Financial Statement for International Applicants



Please enclose with your application - **USE ONE FORM FOR EACH FUNDING SOURCE**

Family (Surname) _____ Given (First) _____ Middle _____

Permanent Address: _____
Street Name Apt# City/Town State/Providence
Zip Country

Gender: Male Female Date of Birth: _____ Month _____ Day _____ Year

SECTION A: FINANCIAL REQUIREMENTS

Mount Wachusett Community College estimate of expenses for F-1 students for one academic year.

Mount Wachusett Community College does not award financial aid to foreign students. This form is necessary to certify that you will have \$21,209 for your first year of study. Transportation to and from the United States is not included in the estimate. A Certificate of Eligibility (Form I-20) will not be issued unless this form is completed and the necessary certifications are obtained. You may, in lieu of this form, send a certified bank letter addressed to Mount Wachusett Community College indicating that your education and living expenses for the amount stated will be provided by your sponsor. Please retain copies of all submitted documents for your records and bring these with you when you meet with the U.S. consular official when applying for your visa as proof of adequate funding.

The actual cost that a student incurs during the nine-month school year can vary significantly, particularly in housing, meals, and personal expenses. Estimates given here are generally minimum costs.

Tuition and fees for one academic year (approx 34 credits)	\$8,184	Students who are planning a twelve-month stay in the U.S. should estimate an additional \$4,000 for housing, meals, and personal expenses for the summer months. If you intend to take courses during the summer, tuition for summer school is estimated at \$433 per course (3-credit hours). If accompanied by spouse and/or dependents, you must include an additional \$3,000 for the spouse and \$1,000 for each dependent.
Room and Board for 9 months	\$6,000	
Universal Health Insurance (mandatory)	\$881	
Books and Supplies	\$1,100	
Miscellaneous	\$2,000	
Total:	\$18,165	

SECTION B: SOURCES OF FUNDING: (Please Print)

Enter the expected amount of financial support from sources listed below. Enter amounts in US dollars. Use an additional sheet of paper for explanations, if necessary. An Affidavit of Support must be completed for each sponsor to certify the accuracy of this source of support.

PERSONAL OR FAMILY SAVINGS:

(Print Name of Bank) _____ \$ _____ (U.S. Dollars)
 Bank Official's signature required if the student is partially or fully funded by personal savings.

PARENTS:

Father's Name (print) _____ \$ _____ (U.S. Dollars)
 Mother's Name(print) _____ \$ _____ (U.S. Dollars)

SPONSORS: (money available from sources other than parents)

Sponsor's Name (print) _____ \$ _____ (U.S. Dollars)

GOVERNMENT AGENCY:

Name of Agency(print) _____ \$ _____ (U.S. Dollars)
 Attach to this form a signed copy of your letter of award. The letter must indicate which fees will be paid through the agency. You must submit additional certification for those fees not provided.

OTHER: (Specify/print) _____ \$ _____ (U.S. Dollars)

Send a signed affidavit from an authorized person to certify the accuracy of this source of support.

What is the present exchange rate of your country's currency to US dollar (for example, 3100 pesos=\$1)? _____=\$1 U.S. Dollar

SECTION C: OFFICIAL CERTIFICATION OF SOURCES OF FUNDING:

I certify that I have read the information provided by the applicant on this form, that these are true and accurate statements, and that the funds described above are available.

 Bank or Sponsoring Agency signature

 Name of Bank/Agency

 Address of Bank/Agency

 Date:



I certify that I have read the information provided by the applicant on this form, that these are true and accurate statements, and that the funds described above are available.

 Parent Signature

 Sponsor Signature: Relationship to Applicant

 Date:

I that the statements given by me in this form are complete and accurate. Futhermore, I take all financial responsibility should my source(s) of funding, as specified above, be interrupted or stopped.

Student
 Signature: _____ Date: _____



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International Student Application

Transfer of I-20 Authorization Form

Please enclose with your application

TO BE COMPLETED BY THE STUDENT:

Family (Surname) _____ Given (First) _____ Middle _____

Foreign Address: _____

Street Name Apt# City/Town State/Providence
Zip Country
Gender: Male Female Date of Birth: ____ Month ____ Day ____ Year

Country of Citizenship: _____ Degree or Field of Study: _____

I intend to transfer my I-20 to Mount Wachusett Community College beginning in the _____ semester. I hereby grant permission for the information requested below to be made available to Mount Wachusett Community College.

Signature: _____ Date: _____

This section to be completed by the Foreign Student Advisor or designated official at your current school.

Yes No
 _____ The student whose name appears above is authorized by INS to attend school.
 _____ The student has met all his/her financial obligations to this institution.
 _____ The student has been enrolled full-time this most recent semester (Fall/Spring/Summer) 200__.
 If registered part-time, please provide a letter stating the reason for part-time status.
 _____ To the best of my knowledge, this student is currently in status.

Please list all periods of authorized PRACTICAL TRAINING with beginning and ending dates. Specifically whether curricular or optional:

Dates: _____ circle one: Curricular Practical
 Dates: _____ circle one: Curricular Practical

 Name of Current School/College/University

 Address City State Zip

_____ I recommend transfer _____ I do not recommend transfer

 Signature of designated official Title Date