



# ILLINOIS VALLEY COMMUNITY COLLEGE

## International Student Application Materials

Illinois Valley Community College welcomes international applications. Students who are **not** in the following categories must follow the procedures outlined in this packet to apply for admission as international students to study on an F-1 Student Visa:

- United States citizens
- Legal permanent residents
- Approved asylum, refugee or authorized for deferred action (DACA) status

### Contact information for Designated School Official (DSO)

**Thomas Quigley**

Director, Admissions, Records, & Transfer Services  
Illinois Valley Community College  
Tom\_Quigley@ivcc.edu  
(815) 224-0437

**Aseret Loveland**

Assistant Director, Admissions, Records, & Transfer Services  
Illinois Valley Community College  
Aseret\_Loveland@ivcc.edu  
(815) 224-0446

### Contact information for Primary Designated School Official (PDSO)

**Mark Grzybowski**

Associate Vice President, Student Services  
Illinois Valley Community College  
Mark\_Grzybowski@ivcc.edu  
(815) 224-0393

### Mail Completed International Student Application Packet to:

IVCC Admissions  
815 N. Orlando Smith Rd  
Oglesby, IL 61348

# Steps to the Application and Student Visa (F-1) Process

Please use this checklist to guide you through the admission process.

## The Application Process Checklist for obtaining an F-1 Visa

### Required Documentation

Initial when  
complete

1. Complete the Application for Admission at [www.ivcc.edu/apply](http://www.ivcc.edu/apply) \_\_\_\_\_
2. Complete the Application Form for International Students. \_\_\_\_\_
3. Complete the enclosed Information Sheet for International Students. \_\_\_\_\_
4. Submit official secondary/high school diploma or transcript- must include date and proof of graduation. \_\_\_\_\_
5. If applicable, submit official transcripts of all university studies completed. **If documents are not in English, an official English translation must be attached.** If you need your transcripts translated, see the Center for Educational Documentation at [www.cedevaluations.com](http://www.cedevaluations.com) or the World Education Services at [www.wes.org](http://www.wes.org). \_\_\_\_\_
6. Demonstrate English language proficiency, if English is not your first language. Evidence may be demonstrated by submitting one of the following methods: \_\_\_\_\_
  - » Test of English as a Foreign Language (TOEFL link) score report.  
IVCC TOEFL Institution Code: 1397
    - The minimum scores acceptable for admissions consideration:
      - 190 on the computer-based test
      - 68 on the TOEFL iBT
  - » You can obtain information about the tests by phone: 609-771-7100 or online: [www.toefl.org](http://www.toefl.org)
  - » Completed one-semester of **college level** English at an American college or university achieving a grade of C or better. Submit an official college transcript with application.
7. FINANCIAL SPONSOR(S): The U.S. Immigration and Naturalization Service (INS) requires international students to present proof of their ability to pay for all educational and living expenses while studying in the United States. If a sponsor is going to provide financial support, your sponsor must submit the following: \_\_\_\_\_
  - » Complete Certificate of Financial Support. If the financially responsible party is someone other than you (the student) have them (the sponsor) complete the Certificate of Financial Support and obtain a notarized letter from your sponsor stating that the sponsor will be responsible for your educational and living expenses for the duration of your education at IVCC. (We require two original (no photocopies, emails or faxes); one for our records and one to present to the U.S. Embassy or Consulate.)
  - » Submit two original letters from a bank, on bank letterhead with a seal or stamp, indicating at least the following minimum Estimated Educational and Living Expenses for One Year is in your or your sponsor's bank account (not your monthly bank statement) convertible into U.S. dollars.
8. Complete the International Student Acknowledgement Form (page 7) \_\_\_\_\_
9. If you are TRANSFERRING from another U.S. school, you need to request that the international student advisor at your current school release your SEVIS record to the campus where you have been admitted. Your new I-20, endorsed for pending transfer, is created as soon as the release date for your SEVIS record is reached. Your new I-20 will be mailed to the address on your application. Once your new campus has confirmed your registration, the transfer process is complete. \_\_\_\_\_

# Steps to the Application and Student Visa (F-1) Process (continued)

Please use this checklist to guide you through the admission process.

(This section does NOT apply to Transfer Students currently on an F-1 visa)

## Obtaining your International Student Visa (F-1) Process for Embassy or Consulate

Required Documentation

Initial  
when  
complete

10. All of the above requirements have been met and you have received an I-20 Form (Certificate of Eligibility) and an Acceptance Letter from Illinois Valley Community College.

\_\_\_\_\_

12. You must apply for your F-1 Visa at the United States Embassy or Consulate in your country. To do this, you must schedule an interview at the consulate. Complete the SEVIS 1-901 Fee Form for certain F, J and M non-immigrant visas and submit the SEVIS fee.

\_\_\_\_\_

For more information:

Call Department of Homeland Security (DHS) (US) 703-603-3400

<https://www.fmjfee.com/i901fee/desktop/students/formSelection.htm>

12. Schedule an appointment with the U.S. Embassy/Consulate

<https://travel.state.gov/content/visas/en/study-exchange/student.html>

\_\_\_\_\_

13. Take your receipt of the SEVIS fee, the certificate of financial support or notarized letter, your sponsor's financial bank statement, the 1-20 Form, your valid passport and acceptance letter from the College to a United States Embassy or Consulate to apply for a student F-1 Visa.

\_\_\_\_\_

14. Enter the United States with your F-1 Visa and 1-20 form. Upon your arrival, contact the Admissions Office to schedule a time to meet with the PDSO (Primary Designated School Official).

\_\_\_\_\_



# APPLICATION FORM FOR INTERNATIONAL STUDENTS

PLEASE PRINT CLEARLY

STUDENT NAME		TODAY'S DATE	MM/	DD /	YYYY
GENDER <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE <input type="checkbox"/> OTHER		SOCIAL SECURITY# : (N/A if Not Applicable)			
COUNTRY OF BIRTH		COUNTRY OF CITIZENSHIP			
STUDENT'S NATIVE LANGUAGE IF OTHER THAN ENGLISH					
DID YOU STUDY AT ANOTHER U.S. EDUCATIONAL INSTITUTION BEFORE ENROLLING AT ILLINOIS VALLEY COMMUNITY COLLEGE?					<input type="checkbox"/> YES <input type="checkbox"/> NO
NAME OF SCHOOL		LOCATION		DATES ATTENDED	
NAME OF SCHOOL		LOCATION		DATES ATTENDED	

## CONTACT INFORMATION AND ADDRESSES

APPLICANT'S EMAIL ADDRESS		
CELL PHONE	OTHER PHONE	
ADDRESS IN HOME COUNTRY		
CITY	COUNTRY	ZIP
MAILING ADDRESS IN HOME COUNTRY (IF DIFFERENT FROM ABOVE)		
CITY	COUNTRY	ZIP

**PLEASE NOTE THAT YOU ARE REQUIRED TO NOTIFY THE PDSO / DSO OF ANY CHANGES IN YOUR LOCAL ADDRESS AND PHONE NUMBER**

LOCAL ADDRESS IN UNITED STATES		
CITY	STATE	ZIP
LOCAL EMERGENCY CONTACT NAME	LOCAL EMERGENCY CONTACT PHONE	EMERGENCY CONTACT RELATIONSHIP TO STUDENT
LOCAL EMERGENCY CONTACT ADDRESS		

WILL YOUR SPOUSE OR UNMARRIED MINOR CHILD (UNDER 18 YEARS OF AGE) BE ACCOMPANYING YOU?     YES     NO

IF YES, PLEASE INCLUDE THE FOLLOWING INFORMATION REGARDING THIS DEPENDENT.

DEPENDENT NAME		DATE OF BIRTH	MM/	DD /	YYYY
COUNTRY OF BIRTH		COUNTRY OF CITIZENSHIP			

X \_\_\_\_\_

**Signature of Applicant**

*I certify that all above information is true.*

**Date**



# APPLICATION FORM FOR INTERNATIONAL STUDENTS

PLEASE PRINT CLEARLY

## ETHNICITY / DEMOGRAPHICS – FOR INSTITUTIONAL REPORTING PURPOSES

ARE YOU HISPANIC OR LATINO?

YES       NO

ARE YOU FROM ONE OF THE FOLLOWING RACIAL GROUPS? SELECT ALL THAT APPLY

AMERICAN INDIAN OR ALASKAN NATIVE       ASIAN       BLACK OR AFRICAN AMERICAN  
 NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER       WHITE       CHOOSE NOT TO RESPOND

PLEASE IDENTIFY YOUR PRIMARY RACIAL / ETHNIC GROUP

AMERICAN INDIAN OR ALASKAN NATIVE       ASIAN       BLACK OR AFRICAN AMERICAN  
 NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER       WHITE       CHOOSE NOT TO RESPOND

DID EITHER OF YOUR PARENTS HAVE A BACHELORS DEGREE OR HIGHER BY THE TIME YOU WERE 18?

YES       NO       UNCERTAIN

### Academic Records Requirements for International Students

In the United States, the academic record is often called a "transcript." In other nations, these documents may be called by another name — such as a leaving certificate, maturity certificate, bachillerato or baccalauréat.

It is very important that your academic records and examination scores be sent as early as possible. The campus review of your application cannot begin until all of your academic records are received. If not written in English, official academic records from foreign institutions must be accompanied by certified English translations. If you need your transcripts translated, see the Center for Educational Documentation at [www.cedevaluations.com](http://www.cedevaluations.com) or the World Education Services at [www.wes.org](http://www.wes.org).

Individuals attending IVCC on an F-1 visa are charged out-of-state tuition at a rate of \$465.92 per credit hour. A student enrolling in 15 credit hours (average) would expect to pay at least \$6,988.80 per semester in tuition. The following is an estimated budget for one year's tuition (two semesters) and living expenses (excluding summer session). Your financial support documents and bank statement must equal a total minimum of \$26,567.60 in order to meet the financial certification requirements of the U.S. Government. The total estimated cost to attend IVCC for one academic year consists of the following expenses:

### Estimated Educational and Living Expenses for One Year

Tuition and Fees for one academic year (two semesters)	\$13,997.60
Books and Supplies	\$1,400.00
Room and Board	\$6,750.00
Transportation	\$2,640.00
Personal Costs	\$1,800.00
<b>Total Estimated</b>	<b>\$26,567.60</b>

The Board of Trustees reserves the right to increase tuition and fees without prior notice.

For the most current rates, please visit the Tuition, Fees, and Payments page at <https://www.ivcc.edu/payment/index.php>

The U.S. Citizenship and Immigration Services (USCIS) department requires International Student's to present proof of their ability to pay for all their educational expenses while studying in the United States. Please be advised to complete your studies at Illinois Valley Community College the cost will be minimally, \$53,135.20 (\$26,567.60 per year-all rates are subject to change without notice).

I have read the above statements and fully understand my obligations if granted a student visa. I further understand that I am responsible for payment of all debts and liabilities assumed by me while attending Illinois Valley Community College.

X \_\_\_\_\_

**Signature of Applicant**

*I certify that all above information is true.*

**Date**

**STOP – INFORMATION ON THIS PAGE WILL BE COMPLETED DURING YOUR SEVIS CHECK-IN APPOINTMENT WITH DSO / PDSO AT IVCC**

## SEVIS APPOINTMENT DATE AND TIME:

## DSO / PDSO:

PASSPORT INFORMATION	I-94 INFORMATION
PASSPORT ISSUED BY:	I-94# OR ADMISSION# <i>( please refer to the number on the upper left corner of the white card in your passport).</i>
PASSPORT#:	VALIDITY (CHOOSE ONE): _____ : D/S      or      _____ : MONTH/DAY/YEAR
DATE ISSUED:	DATE OF INITIAL ENTRY TO THE U.S.
RENEWED UNTIL (IF APPLICABLE):	DATE OF INITIAL IMMIGRATION STATUS:
ORIGINAL EXPIRATION DATE:	

VISA INFORMATION (MOST RECENT VISA IN YOUR PASSPORT)			
DATE OF YOUR MOST RECENT ENTRY INTO THE U.S.:		PLACE OF YOUR MOST RECENT ENTRY:	
VISA TYPE: (I.E. F-1, F-2, J-1, 8-1, 8-2... )	DATE ISSUED:	EXPIRATION DATE:	
VALID FOR:      ONE ENTRY      MULTIPLE ENTRIES	CURRENT IMMIGRATION STATUS:		

*We require copies of your visas and I-94 card (or annotated stamp on foreign passport) at the time of arrival at the college.*

PLEASE NOTE THAT YOU ARE REQUIRED TO NOTIFY THE PDSO / DSO OF ANY CHANGES IN YOUR LOCAL ADDRESS AND PHONE NUMBER			
LOCAL ADDRESS IN UNITED STATES			
CITY	STATE	ZIP	
LOCAL PHONE NUMBER:			
LOCAL EMERGENCY CONTACT NAME	LOCAL EMERGENCY CONTACT PHONE	EMERGENCY CONTACT RELATIONSHIP TO STUDENT	
LOCAL EMERGENCY CONTACT ADDRESS			

X \_\_\_\_\_

**Signature of Applicant**  
*I certify that all above information is true.*

**Date**



# CERTIFICATE OF FINANCIAL SPONSOR SUPPORT

PLEASE PRINT CLEARLY

NAME OF APPLICANT TO ILLINOIS VALLEY COMMUNITY COLLEGE: \_\_\_\_\_

ARE YOU PAYING FOR YOUR EDUCATION?  YES  NO

IF NO, PLEASE HAVE THE FINANCIALLY RESPONSIBLE PARTY/SPONSOR COMPLETE AND SIGN THIS FORM. YOU AND YOUR SPONSOR MUST ALSO NOTE THE FOLLOWING REQUIREMENTS:

The following supporting documentation from the financial sponsor must be forwarded to the College before an acceptance decision can be made:

- Complete Certificate of Financial Sponsor Support (this page) and submit a notarized letter (page 6) stating that you will be responsible for the educational and living expenses for the duration of the above named student's education at IVCC. (We require 2 original copies of the form you select (no photocopies, emails, or faxes); one for our records and one to present to the U.S. Embassy or Consulate.)
- Submit two original letters from a bank, on bank letterhead with a seal or stamp, indicating a balance with the minimum amount to cover Estimated Educational and Living Expenses for One Year (see above) is in your bank account (not your monthly bank statement) convertible into U.S. dollars. If not in English, bank statements must be accompanied by certified English translations.

SPONSOR NAME			DATE
COUNTRY OF CITIZENSHIP			
SPONSOR'S ADDRESS			
CITY	STATE	ZIP	COUNTRY
RELATIONSHIP TO APPLICANT			

### Estimated Educational and Living Expenses for One Year

Tuition and Fees for one academic year (two semesters)	\$13,997.60
Books and Supplies	\$1,400.00
Room and Board	\$6,750.00
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The U.S. Citizenship and Immigration Services (USCIS) department requires International Student's to present proof of their ability to pay for all their educational expenses while studying in the United States. Please be advised to complete your studies at Illinois Valley Community College the cost will be minimally, \$53,135.20 (\$26,567.60 per year-all rates are subject to change without notice).

### SPONSOR SIGNATURE REQUIRED

*I have available to me the financial resources to cover the education expenses incurred in the course of studies for the above named international student while studying at Illinois Valley Community College. The attached supporting documents verify the available funds.*

X \_\_\_\_\_

**Signature of Sponsor**

*I certify that all above information is true.*

**Date**

**NOTARIZED STATEMENT OF FINANCIAL SUPPORT**

(This form to be completed by the individual or agency serving as guarantor of financial support of an International Student [F-1 visa] intending to enroll at Illinois Valley Community College).

I, \_\_\_\_\_ certify that I am willing to guarantee  
(sponsor's name printed)

the tuition, books, fees and living expenses incurred for \_\_\_\_\_  
(student's name printed)

for the duration of their studies at Illinois Valley Community College. I further

certify that funds are available in the amount of \$ \_\_\_\_\_ (USD) per year for

this purpose. I further understand that individuals with a student (F-1) visa

classification are not eligible for any forms of student financial aid, nor may they

work for wages at any time while under F-1 status.

Signed: \_\_\_\_\_

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

\_\_\_\_\_

<u>Student's Home of Origin Address:</u> <i>(mandatory)</i>  _____ _____ _____ _____
--



Sworn and subscribed before me this \_\_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_.  
(day) (month)

My commission expires: \_\_\_\_\_.

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
address

\_\_\_\_\_





# INTERNATIONAL STUDENT ACKNOWLEDGEMENT FORM

1. International students studying in the United States on an F-1 Visa cannot establish a permanent domicile in the United States no matter how many extensions are granted. International students must pay non-resident tuition.
2. To qualify for and maintain a student visa (F-1 status), the student must maintain full-time status and have an acceptable academic standing by completing a minimal of 12 credits in fall, 12 credits in spring. F-1 students are restricted to one online (3 credit) course per semester; the remainder of classes must be taking in a traditional, on campus setting. Students who drop courses without authorization from the PDSO or a DSO, will fall out of status. Your account will be placed on hold and you will not be able to register for the following semester.
3. You must have a valid passport at all times. If it will expire, contact the embassy or consulate of your country to renew it.
4. Realize that you can have an expired visa as long as the dates on your I-20 are valid. If you leave the country on an expired visa, you must visit the U.S. Embassy overseas to renew your visa before you can re-enter the U.S.
5. See one of the International Student advisors if you plan to travel outside of the U.S. as your I-20 Form will need to be signed prior to you leaving the country.
6. Attend the school you are authorized to attend (the school which issued your I-20 form).
7. Follow certain procedures if you must remain in the U.S. longer than the length of time estimated for completion of your program (check the completion date on your I-20 Form #5). If you cannot complete your program in time, contact one of the International Student advisors no later than 30 days before the completion date on your I-20 to complete all necessary steps for a Program Extension (you will not be eligible for an extension longer than 2 semesters).
8. International students may not accept unauthorized employment or they are subject to deportation.
9. If you are accepted to NSCC you must purchase the Health Insurance policy offered by the college.
10. Unfortunately, no financial assistance is available from IVCC for international students. International applicants are responsible for all costs associated with studying in the U.S. There is no on-campus housing. It is your responsibility to obtain your own housing.
11. We estimate that you will have the following expenses if you live here for twelve months:

Individuals attending IVCC on an F-1 visa are charged out-of-state tuition at a rate of \$465.92 per credit hour. A student enrolling in 15 credit hours (average) would expect to pay at least \$6,988.80 per semester in tuition. The following is an estimated budget for one year's tuition (two semesters) and living expenses (excluding summer session). Your financial support documents and bank statement must equal a total minimum of \$26,567.60 in order to meet the financial certification requirements of the U.S. Government. The total estimated cost to attend IVCC for one academic year consists of the following expenses:

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I have read the above statements and fully understand my obligations if granted a student visa. I further understand that I am responsible for payment of all debts and liabilities assumed by me while attending Illinois Valley Community College.

X \_\_\_\_\_

**Signature of Applicant**

*I certify that all above information is true.*

**Date**

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