
INTERNATIONAL STUDENT ADMISSION PACKET



OGEECHEE
TECHNICAL COLLEGE
Education with Purpose

One Joseph E. Kennedy Blvd., Statesboro, GA | 912.681.5500 | 800.646.1316

The Ogeechee Technical College does not discriminate on the basis of race, color, national origin, sex, age or disability. Title IX Coordinator, Office 198C, Joseph E. Kennedy Building, 912.486.7607, titleix@ogeecheetech.edu; ADA/Section 504 Coordinator, Office 189, Joseph E. Kennedy Building, 912.486.7211, adacoordinator@ogeecheetech.edu; One Joseph E. Kennedy Boulevard, Statesboro, GA 30458. Ogeechee Technical College is a unit of the Technical College System of Georgia.

INTERNATIONAL STUDENT ENROLLMENT CHECKLIST



Use this as a guide to complete the application process.

**Check the appropriate box as you complete each requirement.
(See a detailed description of these items on pages 2 and 3.)**

- International Student - Application for Admission
- \$25 non-refundable application fee
- Original document certifying immigrant or non-immigrant status
- Original financial documentation
- TOEFL official scores
- Official transcripts
- Official placement test scores
- F-1 student visa documentation

INTERNATIONAL STUDENT ENROLLMENT REQUIREMENTS

OTC INTERNATIONAL STUDENT - APPLICATION FOR ADMISSION

- » Complete the attached International Student - Application for Admission.

\$25 NON-REFUNDABLE APPLICATION FEE

- » Submit the non-refundable \$25.00 application fee to the **Business Office** at the main campus or by phone at 912.871.1643.

DOCUMENT CERTIFYING IMMIGRANT OR NON-IMMIGRANT STATUS

- » Present an **original document certifying immigrant or non-immigrant status**. (Examples: Passport, Visa, permanent resident alien card, I-20, etc.)

ORIGINAL FINANCIAL DOCUMENT

- » **Completed International Student Financial Certificate** (attached).
- » **Affidavit of Support** showing that you have funds to finance your education. A sponsor must complete the Form I-134 Affidavit of Support and have it notarized.
- » A **written letter of support** from sponsor that accompanies the financial documentation.
- » **The student or sponsor must provide a bank letter** verifying a minimum of **\$27,070 USD** is available to finance the first year of education.
 - » The school estimates it will cost **\$27,070 USD** to study at OTC for one academic year. One academic year equals three academic semesters. For one academic year:
 - » Tuition and Fees (estimated cost): **\$17,124 USD**
 - » Books/Supplies (estimated cost): **\$1,143 USD**
 - » Living Expenses (estimated cost): **\$8,803 USD**
 - » **Note:** All bank correspondence should be written on official bank stationery and certified or notarized by an officer of the bank with the bank address and telephone number printed clearly. Financial documentation must be dated within the last three months, and funds must be stated in the U.S. currency equivalent.

TOEFL OFFICIAL SCORES

- » If English is NOT your first language, and you are abroad, submit official score of the **Test of English as a Foreign Language (TOEFL)**: A score of 500 or higher on the written test, or 173 or higher on the computerized version is required. We will also consider SAT scores of 450 verbal and 440 math.

INTERNATIONAL STUDENT ENROLLMENT REQUIREMENTS

OFFICIAL TRANSCRIPTS

- » Submit official transcripts from your high school (or GED)*
- » Submit official college or university transcripts.
- » **Note:** All transcripts must be received in envelopes sealed by the sending institution. Applicants with a college degree are not required to submit a high school or GED transcript. If transcripts are in a language other than English, an official translation is required. Foreign postsecondary educational credentials must have a course-by-course evaluation by an Independent Evaluation Service that is a member of NACES- National Association of Credential Evaluation Services. Photocopies and faxes are not acceptable.
- » We recommend the following evaluation agencies:
 - » **Josef Silny & Associates, Inc.:** 7101 SW 102 Ave., Miami, FL 33173 | Telephone: 305.273.1616 | Fax: 305.273.1338
Email: info@jsilny.com
 - » **Lisano International:** P.O. Box 407, Auburn, AL 36831 | Telephone: 334.745.0425 | Email: LisanoINTL@AOL.com
 - » **World Education Services (WES):** P.O. Box 745 Old Chestnut Station, New York, NY 10113 | Telephone: 800.937.3895

PLACEMENT SCORES

- » Submit **official scores** from one of the following placement tests taken within the last 5 years: SAT, ACT, CPE, ASSET, COMPASS, or ACCUPLACER.

F-1 STUDENT VISA DOCUMENTATION

- » If you are applying for, or have, an F-1 student visa, supply the following additional documentation:
 - » **TRANSFER STUDENTS.** Submit the “OTC Transfer Clearance Form” to your advisor at your current college, and inform the advisor that once the form is completed and signed, the form must be sent to Ogeechee Technical College’s Admissions Department.
 - » **CHANGE-OF-STATUS.** Students who need change-of-status or adjustment of immigration status to comply with government regulations should contact the International Center for advisement. The office can assist the eligible student with the change-of-status process and/or issue documents that enable the student to apply for a student visa.
 - » **OBTAINING A STUDENT VISA.** When all academic and visa requirements are met, follow these steps to obtain a student visa:
 - » **Obtain Form I-20** and a letter of acceptance from the school.
 - » **Pay SEVIS I-901 Fee.** Currently the SEVIS fee to obtain an F visa is \$200. Fee must be paid prior to the visa appointment with the U.S. Embassy. For payment options and further information, visit www.fmjfee.com/index.html. Student is required to bring a copy of the SEVIS fee payment receipt (showing proof of payment) to the visa interview.
 - » **Find the U.S. Embassy closest to your home** at www.travel.state.gov/travel/abroad_embassies.html. Check the consular site to see if there are any special instructions for the consulate you will be visiting.
 - » **Make an appointment with the embassy** for the visa interview.
 - » **ARRIVAL INFORMATION:** At the port-of-entry to the U.S., the student will be interviewed again and the Arrival/Departure Form I-94 will be issued. The earliest date of entry into the U.S. that is allowed is typically 30 days prior to the start date indicated on your Form I-20. The student will not be allowed entry into the U.S. beyond the start date. The student is required to notify the International Center of arrival and make an appointment to complete U.S. Citizenship and Immigration Service requirements.

INTERNATIONAL STUDENT GENERAL GUIDELINES

GENERAL GUIDELINES

- » You must report to the Admissions office within the first week of the beginning of the semester. Please bring your: stamped I-94 with you, passport, stamped I-20, and any other immigration documents. U.S. Citizenship and Immigration Services (USCIS) requires Ogeechee Technical College to maintain copies of all immigration documentation for your file.
 - » Student must register for a full course load of 12 credit hours
 - » Student must report all immigration changes to the international student advisor
- » F-1 international students are issued a duration of stay that is noted on their I-94, which means they are allowed to stay in the United States for as long as they are attending college and taking a full course load.
- » Students that are unable to complete their program of study by the expiration date on their I-20 must apply for an extension before the expiration date. If the date has expired and the student has not applied for an extension, they will be considered Out of Status and if eligible may apply for reinstatement.
- » As an international student, you must maintain a full course load (12 credit hours or more) of classes every semester.
- » International students may not drop below a full course load in any semester; however, there are certain circumstances where you may be authorized to take a less than full time course load. You must have prior approval from the international student advisor and the Office of Admissions.
- » International students must notify the international student advisor of any emergency that may require a drop in classes or academic withdrawal. Without permission and documentation on file, the international student advisor will be obligated to report the student's status to USCIS.
- » If an international student drops out of college, he/she will be Out of Status and will be reported to USCIS.
- » If an international student wishes to change majors, you must contact the international student advisor for approval and record change in SEVIS.
- » International students must notify the international student advisor within 10 days of any address changes.
- » International students may transfer to or from Ogeechee Technical College. Students need to contact the international student advisor of their current college/institution and complete the Transfer Clearance Form. International students should maintain full time status until they are accepted at the new college.
- » F-1 students must start their studies in the term/semester for which the visa is granted and remain in college for the duration of the visa's awarded period. Otherwise, the college must notify USCIS immediately that the student is not in school and therefore is Out of Status.
- » The student must consult with the international student advisor if a problem arises that prohibits the student's attendance at the college. Before withdrawing from a course, the F-1 student must first have the approval of the international student advisor or the Dean of Admissions since time parameters for program completion are part of the visa approval process. The international student advisor or the Dean of Admissions will notify USCIS officials if the student does not show satisfactory academic progress from one semester to the next or is placed on academic probation or suspension.
- » According to USCIS policies, the F-1 student's visa and passport must remain updated while attending Ogeechee Technical College. It is the responsibility of the F-1 student to keep track of the expiration dates of his/her documents. If the visa or passport is to expire before the completion of the student's program, he/she must see the international student advisor to complete appropriate forms for an extension. The student must meet with the international student advisor no less than 60 days prior to the expiration date of the document(s) in order to have adequate time to have the document in question renewed. Failure to do so could result in the USCIS denying the request for the student extension, that will then result in the student having to leave the country prior to completion of his/her program of study.
- » **Note:** Admission to a credit program is a selective process and international students must meet the requirements for admission. International applicants must have a complete file before they can be accepted to a credit program of study. Once official acceptance is granted, a letter is mailed to the applicant. The international student advisor will then request that an F-1 student visa be issued to the accepted applicant by the USCIS.

INTERNATIONAL STUDENT APPLICATION FOR ADMISSION

(Please Print or Type Clearly)

Date: ____/____/____

Name: _____
First Middle Last Suffix

Date of Birth: ____/____/____ Gender: ____ Female ____ Male
Month Day Year

Home Country Address

Street/Mail Address: _____ Apartment Number: _____

City: _____ State/Region: _____ Postal Code: _____

Country: _____ Email Address: _____

Telephone: (day) _____ Telephone: (night/cell/business) _____

This information is for statistical purposes only and will not be used as a basis for admission:

Are you Hispanic or Latino? Yes No

Select one or more: American Indian Asian Black or African-American Native Hawaiian/Pacific Islander White

Are you active in the Armed Forces? Yes No If so, what branch? _____

Are you the dependent/spouse of an active member of the armed forces? Yes No If so, what branch? _____

Are you a veteran in the Armed Forces? Yes No If so, what branch? _____

Are you the dependent/spouse of a veteran of the armed forces? Yes No If so, what branch? _____

Are you a Reservist? Yes No If so, what branch? _____

Are you the dependent/spouse of a Reservist? Yes No If so, what branch? _____

Did either your mother or father graduate from college? Yes No

Country of Birth: _____ Country of Citizenship: _____

Is English your first language? Yes No

If no, what is your first language? _____

Have you taken the TOEFL? Yes No Score: ____ Include the official score report with your application.

When do you plan to enroll? Year: ____ Check one: ____ Fall ____ Spring ____ Summer

Program of Study you wish to pursue: _____

Circle number of years of Education completed: 9 10 11 12 13 14 15 16 17 18 19 20 Other: _____

Name of High School attended: _____

City: _____ Country: _____

List all post-secondary institutions (i.e.: Colleges and/or Universities) attended.

College/University Name	Dates Attended	Degree Earned	City & Country
_____	_____ to _____	Yes No	_____
_____	_____ to _____	Yes No	_____

I certify that all information provided is true and correct. I understand that misrepresentation or omission of information will be sufficient cause for rejection or dismissal. Unless a Statement of Non-disclosure is filed in the Registrar's Office, I give permission for the release of application information concerning name, program of study, full-/part-time status, dates of attendance, degree(s)/diplomas(s)/certificate(s) awarded, and participation in student activities.

Signature _____ Date _____