Prospective International Student Information and Application Packet

Schoolcraft College is a public community college established in 1961 to make education beyond secondary school available to students interested in academic or vocational training. It is a coed, community college located in Livonia, Michigan, with an enrollment of approximately 12,000 students. Schoolcraft College welcomes students from other countries and has students attending from all over the world.

PROGRAMS
A variety of programs are available to Schoolcraft College students. Academic curriculums provide the first two years of a four-year baccalaureate program. Students who complete academic programs usually transfer and finish their baccalaureate program at a senior college or university. Some of the following programs are available: business, engineering, liberal arts, medical and health, public service, and teacher education.

Career curriculums provide two or three years of training for students in specific occupational skills. At the completion of a career program, students are ready for employment. Some of the following programs are available: business, biomedical technology, environmental technology, electronic technology, and criminal justice. Some of these programs may also transfer to a four-year college or university.

DEGREES
Students who complete their community college program and maintain a satisfactory academic record will earn an Associate Degree. The following associate degrees are offered at Schoolcraft College: Associate in Arts, Associate in Business Administration, Associate in Fine Arts, Associate in General Studies, Associate in Applied Science, Associate in Science and Associate in Engineering.

CALENDAR
The college calendar is divided into two semesters and two sessions. The regular academic school year includes the Fall and Winter Semesters. The approximate dates are as follows:

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<th>Semester</th>
<th>Duration</th>
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<tr>
<td>Fall Semester</td>
<td>15 weeks</td>
<td>Early September until Mid-December</td>
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<td>Winter Semester</td>
<td>15 weeks</td>
<td>Early January until late April</td>
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<td>Spring Semester</td>
<td>8 weeks</td>
<td>Early May until late June</td>
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<td>Summer Semester</td>
<td>7 weeks</td>
<td>Early July until late August</td>
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ENROLLMENT REQUIREMENTS
International students must attend Schoolcraft College on a full-time basis. Enrollment in the Spring and/or Summer semesters are optional in most cases.

FINANCES
International students are expected to provide all money for any possible expenses they may incur. Expenses will include tuition, fees, books, room, board, transportation, entertainment, incidentals, travel, insurance, etc. Financial aid is not available to international students.

Approximate expenses for tuition and fees:

International Student Tuition/Out-of-State (per credit hour) $188.00
Registration Fee (per semester) $ 40.00
Service Fee (per credit hour) $  5.00
Instructional Equipment Fee (per credit hour) $  4.00
Laboratory Fees – differ with courses (no more than) $275.00
Health Insurance – required or comparable coverage verified (approx) $500.00

Approximate expenses for one academic year (24 credit hours):

Tuition and Fees (24 credit hours)* $5,200.00
Books/Supplies, Student Health Insurance, Miscellaneous $1,600.00
Living Expenses** $8,000.00
Total Per Year $14,800.00

* Some programs require more than thirty credit hours during one academic year to satisfy the program requirements.
** Add $4000 for each dependent per year

HOUSING and TRANSPORTATION
Student housing is not available at Schoolcraft College. All students need to make provisions for room and board, and other living arrangements prior to arriving at Schoolcraft College.

It is also the student’s responsibility to provide transportation to and from the college.
THE ADMISSIONS PROCESS

Application packet

1. Submit an application online for admission to Schoolcraft College. Go to www.schoolcraft.edu. There is no fee to apply. All applicants seeking an F-1 visa must have an educational goal of an associate degree.

2. Submit all transcripts (translated to English). This documents that educational background is equivalent to a high school diploma in length of study and certificate.

3. Submit an official copy of English proficiency test results. This demonstrates well-developed English language skills. English proficiency tests used are: TOEFL, MELAB, IELTS or MTELP. Applicants whose native language is English do not have to take the proficiency test. Other exceptions may be made with previous education at a U.S. institution.

4. Submit copies of all immigration documents (such as passport, visa, I-94, previous 1-20).


6. Arrange and document adequate financial support to complete a full course of study. Have sponsor complete and submit:
   - Statement of Sponsor Providing Financial Support – Provide a bank statement dated within the last four months and an earning statement. An earning statement may include one of the following: previous year income tax statement, letter from employer or two recent paycheck stubs verifying current and year to date earnings.
   - Statement of Sponsor Providing Free Room and Board – Provide a copy of the lease or deed in the sponsor’s name.

7. If applicant is transferring from another U.S. school, sign and submit the Student Privacy Release on the Request for Information on F-1 Transfer Student.

8. If applicant is requesting a change of status, obtain form I-539 from www.uscis.gov. Complete, sign and submit the I-539. You may wish to contact an immigration attorney to assist with this process.

9. For new entry or change of status, once the I-20 is issued, please visit www.FMJfee.com to pay the required SEVIS fee. Credit card, check or money order is accepted. The SEVIS number in the upper right corner of the I-20 is needed to pay this $200.00 fee.

Note: All of the previous steps must be completed and contain accurate information to allow Schoolcraft College to issue an I-20. Keep copies of all documents you submit to the college, you may need them later.

All transcripts and supporting documents submitted to Schoolcraft College become property of the college and are unable to be returned to the student or sponsor.
Issuing I-20

10. If the applicant is requesting initial entry to the U.S. on an F-1 visa, a completed I-20 will be mailed to the applicant in their home country. Applicants must then obtain the F-1 visa from the United States Consulate or Embassy. U.S. officials will require your I-20 and official Schoolcraft College acceptance letter. They may also want to see your financial support documents, as well as the receipt for the paid SEVIS fee.

11. If the applicant is requesting a transfer from another U.S. school, a completed I-20 will be mailed to the applicant at their local Michigan address. The I-20 will be issued after the applicant has registered for and attended classes at Schoolcraft College.

12. If the applicant is requesting a change of status a completed I-20 will be mailed to the U.S.C.I.S Service Center for review and a photocopy of the I-20 will be mailed to the applicant. The Service Center will send the applicant the official copy of the I-20 when the request for change of status is approved.

Enrolling in classes

13. Take the placement test offered in the Assessment Center at Schoolcraft College.
14. Attend required an orientation session
15. Meet with an Academic Counselor to select your classes.
16. Register for the required number of credits.

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Begin the application process early, we recommend that you complete the application process 3 months prior to the semester you would like to start.

We look forward to meeting you on campus and hope that your questions about being an International Student at Schoolcraft College have been answered. Please contact us if you have additional questions.

Send all correspondence to: International Advisor
Counseling Office
Schoolcraft College
18600 Haggerty Road
Livonia MI USA 48152-2696

Phone: 734-462-4429
fax: 734-462-4489

e-mail us at: counseling@schoolcraft.cc.mi.us
Statement of Sponsor Providing Financial Support

I am willing and able and will provide no less than $____________ USD (United States Dollars) in cash to the student named below for each year of study at Schoolcraft College.

Name of student __________________________________________________________

My relationship to the student is _________________________________________________________

My full address is: ____________________________________________________________________

___________________________________________________________________________________

The following are all of the persons who are dependent upon me for their housing, food or financial support. DO NOT INCLUDE PERSONS WHO SUPPORT THEMSELVES. DO NOT INCLUDE THE STUDENT NAMED ABOVE.

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This affidavit must be sent with original bank and earnings statements of the sponsor(s).

AFFIRMATION AND OATH

I hereby affirm or swear that the contents of the above statement are true and correct. I will not require any services from the student in return for the promised support and I understand that it would be a serious violation of the law to require domestic work, childcare, or any other kinds of service.

Signature of sponsor __________________________________________________________

Print Name of sponsor __________________________________________________________

Date _____________________________ (MM/DD/YY)
Statement of Sponsor Providing Free Room and Board

I own, rent or lease the property described below and I will make it available to the named student, without charge and without services in-lieu-of-payment, for the duration of his/her studies at Schoolcraft College.

Name of student ____________________________________________________________

Address, including room or apartment number, of the residence offered to the student:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Relationship of sponsor to student ____________________________________________

How many rooms are in the house or apartment? _______________________________

How much space will be reserved for the exclusive use of the student? ____________

Does the sponsor live at the address listed above? _______________________________

Does the sponsor ________ own or ________ lease the property being offered?____

All questions above must be answered. This affidavit must be sent with a photocopy of a lease or deed in the sponsor’s name.

AFFIRMATION AND OATH

I hereby affirm or swear that the contents of the above statement are true and correct. I will not require any services from the student in return for the promised support and I understand that it would be a serious violation of the law to require domestic work, childcare, or any other kinds of service.

Signature of sponsor ________________________________________________________

Print Name of sponsor ______________________________________________________

Date ________________________________ (MM/DD/YY)

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Student Statement of Financial Understanding

I have read and understand the financial information provided by Schoolcraft College in the Prospective International Student Information and Applicant Packet. I further understand that because Schoolcraft College is a tax-supported institution, financial assistance will not be provided. I also understand that only Immigration Officials may grant permission for International Students to work off campus while in the United States.

________________________________________  __________________________
Signature of Applicant                        Date

English Proficiency

Applicants who apply for admission from countries where English is not the native language, are required to take the TOEFL examination including the Test of Written English (TWE). An admissions decision will not be made until Schoolcraft College receives official TOEFL scores of 500 or higher on the paper-based test or 173 on the computer-based test or 62 on the internet based test (ibt). TOEFL institution code is #1764. IELTS is also accepted. The minimum requirement is a 6.0. Please arrange for test scores to be sent directly to the Schoolcraft College International Advisor.*

If you are currently in the United States, the Michigan English Language Battery (MELAB) or Michigan Test of English Language Proficiency (MTELP) is required in place of the TOEFL examination. A score of 70 or higher on the MELAB or 50 or higher on the MTELP is required for admission to the college.

Please answer the following questions and return this form with your completed application.

Country of Birth ________________________________

Country of Citizenship ________________________________

Is English your native language?   Yes___________   No___________

If no, when will you take the TOEFL / MELAB / MTELP examination?

Day___________ Month___________ Year___________

*Applicants may contact the United States Consulate for information regarding the TOEFL examination or the website at www.TOEFL.org
Request for Information on F-1 Transfer Student

TO: International Student Advisor at ___________________________________________________

RE: Student ________________________________________________________________

SEVIS Number: ________________________________________________________________

This student is applying to Schoolcraft College for Semester/Term Year

To complete the transfer process, we would like to verify that the student was in valid F-1 status at your school in the term preceding the transfer or preceding an authorized vacation. Please indicate below if you can certify the status of this student, including any certifications of full course of study you may have granted under the regulations. If not, any information you can provide in support of a request for reinstatement to student status would be of great help. You will find the student’s release of information authorization below.

Thanks!

Laura LaVoie Leshok
Designated School Official

--------------------------------- Student Privacy Release - I hereby authorize the Designated School Official at my former school to provide the information requested to Schoolcraft College.

Student signature Date

_____ I certify this student is in lawful status under the USCIS regulations.

_____ I am unable to certify lawful status for the following reason: __________________________________________

___________________________________________________________________________

___________________________________________________________________________

Has the student participated in any Optional Practical Training? _____ Yes _____ No

My school is on a _____ Semester _____ Quarter _____ Tri-semester system.

Designated School Official Signature Date

Return completed form to: International Student Advisor
Schoolcraft College
18600 Haggerty Road
Livonia MI 48152-2696
Or Fax 734/462-4489

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