



## 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 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:

Fall Semester	(15 weeks)	Late August until Mid-December
Winter Semester	(15 weeks)	Early January until late April
Spring Semester	(7 ½ weeks)	Early May until late June
Summer Semester	(7 ½ weeks)	Early July until late August

## **ENROLLMENT REQUIREMENTS**

International students must attend Schoolcraft College on a full-time basis (12 credits). 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)	\$154.00
Registration Fee (per semester)	\$ 40.00
Instructional Equipment Fee (per credit hour)	\$ 2.00
Laboratory Fees – differ with courses (no more than)	\$180.00
Health Insurance – required or comparable coverage verified (approx)	\$600.00

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

Tuition and Fees (24 credit hours)*	\$4,800.00
Books/Supplies, Student Health Insurance, Miscellaneous	\$1,600.00
Living Expenses	<u>\$7,600.00</u>
Total Per Year**	\$14,000.00

\* Some programs require more than twenty four credit hours during one academic year to satisfy program requirements.

\*\* Add \$4000 for each dependent per year

Commuting Canadians will not need to demonstrate living expenses. However, \$2000.00 transportation expense will be needed for financial support demonstration purposes.

## **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 for admission to Schoolcraft College. *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 or MTELP. If applicant does not possess this skill, we recommend that the student applicant enroll in an English language institute prior to attending Schoolcraft College. Applicants whose native language is English do not have to take the proficiency test.
4. Submit copies of all immigration documents (such as passport, visa, I-94, previous I-20).
5. Submit the Student Statement of Financial Understanding/English Proficiency form.
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 the USCIS website at [www.uscis.gov](http://www.uscis.gov). Complete, sign and submit the I-539. You may wish to contact an immigration attorney to assist with the process.
9. For new entry or change of status, once the I-20 is issued, please visit **FMJFee.com** to pay the required SEVIS fee. Credit card, check or money order is accepted. The SEVIS number at the top 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. Citizenship Immigration Service (USCIS) for review and a photocopy of the I-20 will be mailed to the applicant. INS 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. Meet with an Academic Advisor or Counselor to select your classes.
- 15. Register for the required number of credits.
- 16. Attend international orientation session.

\* \* \* \* \*

**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 Coordinator**  
    **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.

NAME	RELATIONSHIP TO ME	AGE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**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)



**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. A score of 500 on the paper-based test, 173 on the computer-based test or 61 on the internet-based test is required for admission. Please arrange for test scores to be sent directly to the Schoolcraft College International Coordinator, institution code is #1764.\*

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. Lower scores will be considered based on availability of necessary ESL requirements.

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](http://www.TOEFL.org)



**Request for Information on F-1 Transfer Student**

TO: International Student Advisor at \_\_\_\_\_

RE: Student \_\_\_\_\_

INS Admission 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  
International Coordinator

**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

SEVIS release date \_\_\_\_\_ SEVIS number \_\_\_\_\_

\_\_\_\_\_ 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 Coordinator  
Schoolcraft College  
18600 Haggerty Road  
Livonia MI 48152-2696  
Or Fax 734/462-4489

**CONTACT US:**

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Counseling Office  
Schoolcraft College  
18600 Haggerty  
Livonia MI 48152-2696 USA

Phone: 734-462-4429  
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e-mail: [counseling@schoolcraft.cc.mi.us](mailto:counseling@schoolcraft.cc.mi.us)