

# F-1 International Student Admission Packet



## F-1 International Student Contact Information

**Phone Number:** (734) 462-4429 or (734) 462-7449

**Email:** [internationaladvisor@schoolcraft.edu](mailto:internationaladvisor@schoolcraft.edu)

**Website:** <http://www.schoolcraft.edu/international-students>

**Mailing Address:**

Attn: International Center  
McDowell Center Room 119  
Schoolcraft College  
18600 Haggerty Rd.  
Livonia MI, 48152-2696  
U.S.A



**Schoolcraft  
College**

# Welcome Prospective International Student!

Schoolcraft College is a public community college which was established in 1961 to provide education to students beyond the high school (secondary) level. Schoolcraft College has approximately 12,000 students taking classes at either our main campus in Livonia, Michigan or at the Radcliff campus in Garden City, Michigan. Schoolcraft College enrolls students from all over the world, and we welcome the opportunity to provide you with learning opportunities.

## ACADEMIC PROGRAMS

A variety of programs are available to Schoolcraft College students. Academic curricula 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 programs available are:

- Business
- Engineering
- Fine Arts
- Health Science
- Liberal Arts
- Teacher Education

Career curricula 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 programs available are:

- Biomedical Technology
- Criminal Justice
- Environmental Technology
- Nursing
- Culinary Arts
- Advanced Manufacturing
- Electronic Technology

Some of these programs may also transfer to a four-year college or university. For a complete list of our programs visit this link: <https://www.schoolcraft.edu/academics/catalogs>

## 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 Applied Science
- Associate in Business Administration
- Associate in Arts
- Associate in General Studies
- Associate in Engineering
- Associate in Science

## ACADEMIC CALENDAR

The college calendar is divided into two 15-week semesters and two 7-week terms. 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 Term	7 weeks	Early May until late June
Summer Term	7 weeks	Early July until late August

## HOUSING & TRANSPORTATION

*Student housing is not available at Schoolcraft College.* All students need to make provisions for room, 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. Public transportation is not available in Livonia.

## SCHOLARSHIPS

International students are not eligible for financial aid (FAFSA). Other merit-based scholarships are available to international students after their first semester at Schoolcraft College. Please note that funding is generally limited for international students, and you should be prepared to pay for the majority of your education while in the United States.

## CREDIT EVALUATION

If you want to transfer in credit to Schoolcraft College from a university or college in a foreign country, you must have your credits evaluated.

**What is a credit evaluation?** A credit evaluation determines the equivalency of the education in your home country to standards of education in the United States. This credit evaluation is completed by a third party and will be at your own expense. There is no guarantee that your credits will transfer to Schoolcraft College. If you would like to try and have your credits transferred in, you may use either of the organizations listed below. Select a course-by-course evaluation. You should request that one evaluation copy be sent directly to Schoolcraft College and a second copy sent to you for your records.

### Credit Evaluation Organizations

#### **ECE: Educational Credential Evaluators**

[www.ece.org](http://www.ece.org)

#### **NACES: National Association of Credential Evaluation Services**

We accept evaluations from organizations that are currently recognized members of the NACES.

[www.naces.org/members](http://www.naces.org/members)

#### **WES: World Education Services**

[www.wes.org](http://www.wes.org)

# The Admissions Process

To complete the F-1 admissions and enrollment process, please complete the following steps:

## APPLY FOR ADMISSION

Complete an online admissions application at <https://www.schoolcraft.edu/admissions>

The application process is free and can be completed online in just a few minutes. All applicants seeking an F-1 visa must have an educational goal of an associate's degree.

## COMPLETE THE F-1 INTERNATIONAL STUDENT ADMISSION PACKET

Read through this packet and submit all of the required documentation requested on the following pages. The documents can be emailed to [internationaladvisor@schoolcraft.edu](mailto:internationaladvisor@schoolcraft.edu) or dropped off in person. Keep copies of all documents you submit to the college as 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.

Once the above steps are completed accurately and thoroughly, we will begin processing your I-20.

## I-20 ISSUANCE

Your I-20 will take approximately 2-7 business days to process. Once your I-20 is ready, it will be issued according to the preferred delivery method you select. Along with your I-20, you will receive your Schoolcraft Admissions Letter and a Welcome Packet detailing next steps.

## ADMISSION DEADLINES

If you are an initial student, we recommend that you complete the application process at least three months before the next semester start date. You need to have enough time to complete the admission requirements, receive your I-20, apply for your visa and travel to the United States. The earlier you start this process the more likely you will be able to begin study at Schoolcraft College for your desired semester.

## PLEASE NOTE:

**As a prospective F-1 student, all documents in this packet should be completed by you unless otherwise instructed.** If eligible, the information collected from this packet is used to issue an I-20. Therefore, it is very important that the documents are filled out by you and contain your accurate information.

# INTERNATIONAL (F-1) INFORMATION FORM

Please complete the form by filling out your information and attaching any requested documents.

## YOUR CURRENT STATUS (CHECK ONE)

☐

I am applying for an initial (F-1) visa for Schoolcraft College.

*Submit a copy of your passport with this form.*

☐

I am attending another university or institution in the U.S. as an F-1 student and wish to transfer to Schoolcraft College.

*Submit a copy of your passport, visa, I-94, and previous I-20 with this form.*

☐

I am currently in the U.S. and have a U.S. visa \_\_\_\_\_ (list type). I wish to change my status to an F-1 status without leaving the U.S.

*Submit a copy of your passport, visa, and I-94 with this form.*

☐

I am currently in the U.S. and have a U.S. visa \_\_\_\_\_ (list type). I will be returning home to obtain my F-1 status.

*Submit a copy of your passport with this form.*

## PERSONAL INFORMATION

Last Name (family/surname): \_\_\_\_\_ First Name (given): \_\_\_\_\_

Country of Birth: \_\_\_\_\_ City of Birth: \_\_\_\_\_ Country of Citizenship: \_\_\_\_\_

Address (Home country): \_\_\_\_\_

*house/apartment number*

*street name*

*city*

\_\_\_\_\_  
*state/province/district/region*

\_\_\_\_\_  
*country*

\_\_\_\_\_  
*postal code/zip code*

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Gender: ☐ Male ☐ Female

Date of birth (month/day/year): \_\_\_\_\_

U.S. Address (if known) \_\_\_\_\_

*house/apartment number*

*street name*

*city*

\_\_\_\_\_  
*state/province/district/region*

\_\_\_\_\_  
*country*

\_\_\_\_\_  
*postal code*

Schoolcraft Student Number (if known): \_\_\_\_\_

## EMERGENCY CONTACTS

Home Country: \_\_\_\_\_  
*Name Relationship to Student Phone Number*

United States \_\_\_\_\_  
*Name Relationship to Student Phone Number*

## ACADEMIC INFORMATION FORM

Please complete the form by filling out your information and attaching any requested documents.

### PREVIOUS EDUCATION

**Have you completed High School?**

☐ YES If yes, please submit proof of high school graduation. This must be translated into English.

☐ NO If no, please list your expected high school graduation date: \_\_\_\_\_

**Have you attended College or University outside of the U.S.?**

☐ YES If yes, please submit copies of your transcripts. If you would like your international credits to transfer in to Schoolcraft College, you must also complete a credit evaluation (see page 3 for instructions)

☐ NO

**Have you attended another College or University in the U.S.?**

☐ YES If yes, please request that your previous institution sends your official transcripts to Schoolcraft College.

☐ NO

**What is the highest level of education you have completed?**

☐ High School

☐ Associate's

☐ Bachelor's

☐ Master's

### INTENDED DEGREE & START DATE

**What is your intended program of study (major)?** \_\_\_\_\_

**Which semester would you like to begin classes at Schoolcraft College?**

☐ Spring/Summer 20\_\_\_\_

☐ Fall 20\_\_\_\_

☐ Winter 20\_\_\_\_

### ENGLISH PROFICIENCY REQUIREMENT

Applicants who apply for admission from countries where English is not the native language are required to demonstrate English proficiency before an I-20 is issued. If considering admission to our ESL program, English proficiency test results are still required. There are several ways to demonstrate English proficiency. Please indicate how you will demonstrate English proficiency by checking one of the following boxes:

☐ My native language is English; therefore I am exempt from this requirement. Final determination of exemption will be made at the sole discretion of the International Office at Schoolcraft College.

☐ I have completed the course equivalents of ENG 101 and ENG 102 with a grade of B or better. I will transfer in these credits by sending my transcripts to Schoolcraft College.

☐ I graduated from a U.S. high school and will submit a copy of my high school diploma and SAT or ACT scores

☐ I have taken or plan to take an English proficiency test on the following date (month/day/year): \_\_\_\_\_

TOEFL, IELTS, MELAB and MTELP are the only English proficiency tests which are accepted by Schoolcraft College. Test scores cannot be over 2 years old. All test scores must be **official** and **sent directly** from the testing company to Schoolcraft College or verified by a P/DSO. The institution code is #1764.

**Minimum acceptable scores for College Admission/ ESL Admission:**

TOEFL paper 470/ 350

TOEFL ibt 52/ 20

MELAB 64/ 45

TOEFL cbt 150/ 63

IELTS 5.5/ 3.0

MTELP 60/ 25

## I-20 PROCESSING INFORMATION FORM

Please complete the form by filling out your information and attaching any requested documents.

### DEPENDENTS

If you will NOT be bringing any F-2 dependents on your status, leave this section blank.

If any of your family members (husband, wife, son, or daughter ONLY) will be accompanying you to the United States as F-2 dependents at Schoolcraft College, please complete this section. If you need room for more dependents, please attach a separate word document.

	DEPENDENT 1	DEPENDENT 2
FIRST NAME, LAST NAME		
BIRTH DATE (month/day/year)		
COUNTRY & CITY OF BIRTH		
COUNTRY OF CITIZENSHIP		
GENDER		
RELATIONSHIP TO YOU		
PHONE NUMBER		
EMAIL ADDRESS		
CURRENT HOME ADDRESS		

For each dependent listed you must also submit the following:

- Passport Copy
- Document showing relationship (birth certificate for children, marriage certificate for spouse). Family records translated into English can also be accepted.

If you are a transfer or change of status student, you must also submit the following documents for each dependent:

- I-94 Copy
- Visa Copy or F-1 Approval Notice

### I-20 MAILING

**Please note:** We are required to send the I-20 directly to the F-1 student, parent or legal guardian. At no time should the I-20 be issued to someone else. Therefore, you must provide us with an address that complies with this requirement.

How would you like to receive your I-20 and Schoolcraft Welcome Packet? (check one)

#### Option 1

- ☐ We can mail the I-20 and packet through regular mail to you at no cost. There is no tracking available for this option and keep in mind this could take a long time to reach you. Please provide the address you would like us to mail the I-20 to below:

My I-20 should be mailed to: \_\_\_\_\_  
house/apartment number street name city  
\_\_\_\_\_  
state/province/district/region country postal code

#### Option 2

- ☐ You may use the eShipGlobal service to have your document(s) express mailed to you at your own expense. If you select this option we will send you further detailed instructions on how to use this service once your documents are ready. You will receive a tracking number with this option.

## NOTICE OF REGULATIONS

Please read and sign this form if you agree to the statements below.

As an F-1 student, you must adhere to several regulations in order to maintain your status. Some of these regulations are further described below. This list is not comprehensive, and it is ultimately your responsibility to ensure compliance with all visa regulations. Please read everything on this page carefully.

**Authorization To Release Information By School** - To comply with requests from United States Citizenship and Immigration Services (USCIS) for information concerning your immigration status, you are required to give authorization to Schoolcraft College to release such information from your records.

**Dropping Below a Full Course of Study (12 cr. hr.)** - A student who drops below a full course of study without the prior approval of a Designated School Official (DSO) will be considered out of status. If you stop attending a class or classes without authorization, you will be considered out of status.

**Employment** - As an F-1 student, you are not permitted to work off-campus without specific employment authorization. Engaging in on-campus work is permissible under certain guidelines. To gain employment authorization, you must speak with an international advisor.

**Extension of Stay** - An F-1 student may be granted an extension by the DSO if the DSO certifies that the student has continually maintained status and that the delays are caused by compelling academic or medical reasons. An application for extension of stay should be requested prior to the program end date listed on the original I-20 form.

**Financial Support** – Because international student employment is severely restricted in the United States, you will likely not be able to work off campus while pursuing your education. Therefore, you must demonstrate that you are financially able to support yourself without working for the entire period of stay from your report date to completion date as shown on your I-20.

**Full-Time F-1 Student** - As required by your visa status, all F-1 students must enroll in at least 12 credit hours of college work each semester (unless it qualifies as a vacation semester) and make progress toward completion of their program. A minimum of 9 credits is required to be taken in the classroom.

**Notice of Change in Name or Address** - A student must inform the DSO of any legal changes to his or her name or of any change of address, within 10 days of the change, in a manner prescribed by the school. At Schoolcraft College, you must submit a Change of Address form to the DSO. You must also update your Schoolcraft student record with the Registration office.

**Transfer Schools** - To transfer from one SEVIS approved school to another, the student must first notify their current school of the intent to transfer and must indicate the school to which they intend to transfer. The student must also provide the date they will transfer.

**To maintain your nonimmigrant student status, you must be enrolled as a full-time student at the school you are authorized to attend. You may engage in employment only when you have received permission to work. Failure to comply with these regulations will result in the loss of your student status and may subject you to deportation. If this happens, you may be denied reentry into the country. Your signature below indicates your understanding of the terms and conditions concerning your admission and ability to stay in the United States.**

*I have read, understand and agree to the above.*

---

APPLICANT'S PRINTED NAME

---

APPLICANT'S SIGNATURE

---

DATE



# STATEMENT OF FINANCIAL SUPPORT INSTRUCTIONS

Please read ALL of these instructions.

Before Schoolcraft College issues a "Certificate of Eligibility for Nonimmigrant Student Status" (I-20) for a student visa, the applicant must provide documentation to cover the following expenses:

1. All tuition and living expenses for one academic year (8 months)
2. Funds to purchase academic supplies and adequate health insurance which is mandatory

**You are required to show proof of financial funding for the following estimated expenses:**

Tuition & Fees	\$8000
Living Expenses	\$10,200
Health Insurance , Books, Miscellaneous	\$2,800
<b>TOTAL:</b>	<b>\$21,000 USD</b>

## TUITION & FEES

The above estimated tuition and fees are effective for the 2020-2021 academic year. Tuition and fees are subject to change at the discretion of Schoolcraft College at any time. This estimate is based on international rates and 12 credit hours per semester. Students who take more than 12 credit hours per semester should expect a higher tuition cost.

## LIVING EXPENSES

This amount estimates your accommodation and transportation costs for the academic year (rent, utilities, gas, etc.).

## HEALTH INSURANCE, BOOKS, & MISCELLANEOUS EXPENSES

All F-1 International Students are required to enroll in and maintain adequate health insurance while enrolled at Schoolcraft College. This amount estimates the cost of this insurance and books.

## EXCEPTIONS:

- **F-2 DEPENDENTS:** If F-2 dependents are accompanying you, you will need to show an additional \$4,500 for each dependent.
- **COMMUTING CANADIANS:** If you are a commuting Canadian student, you will not need to demonstrate coverage of living expenses. However, an additional \$2,800 in transportation expenses will need to be shown. Therefore, the total you need to show as a commuting Canadian student is \$13,600 USD.
- **FREE ACCOMMODATION:** If you will be living with family or friends who will be providing you with free room and board, the amount required to be shown can be reduced. Your sponsor will need to fill out the *Room & Board Support Form* and attach the required listed documents. If those requirements are completed, the amount shown will be reduced to \$10,800 by omitting the need to demonstrate living expense funding.

## HOW DO I SHOW FINANCIAL SUPPORT?

### FINANCIAL SUPPORT FORM

Complete the Financial Support Form on page 10 of this packet. If you are financially sponsoring yourself, then you will need to fill out the form. Otherwise, this form is to be filled out by your financial sponsor (s). **The financial sponsor (s) must include an official bank statement or letter from the bank that meets the following requirements:**

- > Lists sponsors name, account balance, and date (cannot be older than 4 months)
- > Must be in English or officially translated into English
- > All funds must be available in liquid assets. Company bank statements are not accepted unless the company is a legitimate sponsor (in this circumstance more documentation may be required)

\*If your financial sponsor is located in the U.S., an earning statement is also required and may include one of the following: previous year income tax statement, a letter from employer, or two recent paycheck stubs verifying current and year to date earnings.

### ROOM & BOARD SUPPORT FORM

If the amount of funding you are required to show is being reduced to \$10,800 USD due to the Free Accommodation exception, your room and board sponsor will need to complete this form (page 11). They will also be required to submit a copy of a housing lease or deed.

## FINANCIAL SUPPORT FORM

For instructions regarding documentation of financial resources, please see page 9.

*If you will be financially supporting yourself, please fill out this section.*

I hereby certify that I am willing and able to financially support myself with \$\_\_\_\_\_ per academic year. These funds will be available to support my educational expenses while at Schoolcraft College. Documentation of my financial resources are attached to this form.

\_\_\_\_\_  
Name of Student

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date (mm/dd/yyyy)

*If you will be financially supported by a financial sponsor (s), please have your sponsor (s) complete this section.*

### **Sponsor #1**

I hereby certify that I am willing and able to financially support educational expenses for (student's name) \_\_\_\_\_ while they are attending Schoolcraft College as an F-1 student. I promise to provide the amount of \$\_\_\_\_\_USD each academic year. 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 types of service. Documentation of my financial resources are attached to this form.

\_\_\_\_\_  
Name of Sponsor

\_\_\_\_\_  
Relationship of Sponsor to Student (parent, spouse, friend)

\_\_\_\_\_  
Signature of Sponsor

\_\_\_\_\_  
Date (mm/dd/yyyy)

### **Sponsor #2 (if applicable)**

I hereby certify that I am willing and able to financially support educational expenses for (student's name) \_\_\_\_\_ while they are attending Schoolcraft College as an F-1 student. I promise to provide the amount of \$\_\_\_\_\_USD each academic year. 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 types of service. Documentation of my financial resources are attached to this form.

\_\_\_\_\_  
Name of Sponsor

\_\_\_\_\_  
Relationship of Sponsor to Student (parent, spouse, friend)

\_\_\_\_\_  
Signature of Sponsor

\_\_\_\_\_  
Date (mm/dd/yyyy)

## ROOM & BOARD SUPPORT FORM

If you will be provided Room & Board support and are using the *Free Accommodation* exception to reduce the financial amount you must show to \$10,800 USD, your Room and Board sponsor must complete this form. They must also attach a copy of the lease or deed in their name.

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

---

Number of rooms in house/apartment

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

Does the sponsor live at the address listed above?

☐

YES

☐

NO

Does the sponsor own or lease the property being offered?

☐

OWN

☐

LEASE

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 types of service.

---

Name of Sponsor

---

Signature of Sponsor

---

Date (mm/dd/yyyy)

## IMMIGRATION ATTORNEY INFORMATION

You are only required to complete this form if you will be using the assistance of an attorney to support your F-1 visa process or change of status.

\_\_\_\_\_  
Name of Student

### ATTORNEY INFORMATION

Law Firm: \_\_\_\_\_

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

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

### COMMUNICATION CONSENT

*Please select an option.*

☐ *Initials* \_\_\_\_ I do not give Schoolcraft College's Designated School Officials (DSO) consent to discuss any matters including, but not limited to course enrollment, visa status, and admissions information with my attorney.

☐ *Initials* \_\_\_\_ I hereby give Schoolcraft College's Designated School Officials (DSO) consent to communicate with the attorney I have listed above. Schoolcraft College's DSOs may discuss matters including, but not limited to my enrollment, visa status, and case processing with my attorney. I give permission for Schoolcraft College's DSOs to initiate contact with or be contacted by my immigration attorney regarding any matter relevant to my past, present, or future attendance at Schoolcraft College. If at a later date I want to revoke this permission, I will provide written documentation of this consent being withdrawn to Schoolcraft College's DSO.

\_\_\_\_\_  
Name of Student

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date (mm/dd/yyyy)



## TRANSFER IN FORM: SCHOOLCRAFT COLLEGE

Complete this form if you are an F-1 student transferring in from another school.

The information below is required before your transfer to Schoolcraft College can be completed.

### TO BE COMPLETED BY STUDENT

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Schoolcraft Student ID: \_\_\_\_\_ SEVIS #: \_\_\_\_\_

What semester are you planning to begin at Schoolcraft College? \_\_\_\_\_

I authorize my former school to provide Schoolcraft College with all requested information regarding my immigration status.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### TO BE COMPLETED BY INTERNATIONAL STUDENT ADVISOR (DSO) at previous institution

Student's SEVIS Number: \_\_\_\_\_

Did the student graduate? \_\_\_\_\_

Last date the student was enrolled at your institution:

\_\_\_\_\_

Is the student currently in status? ☐ Yes ☐ No

If no, has a reinstatement application been filed? ☐ Yes ☐ No

If no, date of termination in SEVIS: \_\_\_\_\_

History of employment and reduced course load authorizations, if applicable:

1. CPT Authorization dates: \_\_\_\_\_ ☐ Part Time ☐ Full Time

2. OPT Authorization dates: \_\_\_\_\_ ☐ Part Time ☐ Full Time

3. Medical RCL Authorization dates: \_\_\_\_\_

SEVIS Transfer Release Date: \_\_\_\_\_ SCHOOLCRAFT SCHOOL CODE: DET214F00601000

Name of PDSO/DSO & Title: \_\_\_\_\_

Name of Institution: \_\_\_\_\_ Email Address: \_\_\_\_\_

PDSO/DSO Signature: \_\_\_\_\_ Date: \_\_\_\_\_