



F-1

International Student Admission Packet

International Center Contact Information:

Phone Number: (734) 462-7449

Email: internationaladvisor@schoolcraft.edu

Website: 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

The Admissions Process

APPLY FOR ADMISSION

Create an account and complete an online admissions application on the Schoolcraft College [website](#). 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 or dropped off in person. Keep copies of all documents you submit to the college as you may need them later. **For faster processing, please try to submit all of documents at the same time in one email.** If any documents are missing, we will let you know. Once we have received & reviewed all of your required documents, you will receive an admissions email and 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 emailed to you electronically unless otherwise specified. Along with your I-20, you will receive your Schoolcraft Admissions Letter and a Welcome Packet detailing your next steps.

ADMISSION DEADLINE

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 classes at Schoolcraft College during your desired semester.

IMPORTANT NOTES

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.

Please note that we reserve the right to investigate the authenticity of all documents submitted as part of your admission application. You must submit genuine and authentic documentation. If any fraudulent documentation is found to be submitted, Schoolcraft College can deny admission and I-20 issuance.

Application Checklist

Use this checklist as a guide to ensure that you submit all required documents

ALL PROSPECTIVE F-1 STUDENTS

- Complete online admission application
- Copy of passport
- International Information Form (page 4)
- Academic Information Form (page 5)
- Proof of high school graduation
- English proficiency documentation (page 5 for details)
- Financial support documentation (page 7 for details)
- Optional: previous international transcripts

TRANSFER STUDENTS

If you are transferring to Schoolcraft as an F-1 student from another U.S. institution, submit these additional documents.

- Copy of I-94
- Copy of F-1 visa (or F-1 approval notice) even if expired
- Copy of your latest I-20
- F-1 Transfer Form (provided by our office)
- Copy of your unofficial transcripts from previous U.S. institutions (once admitted, you will also need to send your official transcripts)
- Attend appointment with International Center (please contact our office to schedule)

CHANGE OF STATUS STUDENTS

If you are in the U.S. and planning to change your status to F-1, submit these additional documents.

- Copy of current visa, even if expired
- Copy of I-94
- Attend appointment with International Center (please contact our office to schedule)
- If you have dependents who will be changing status to F-2 we also require a copy of their I-94 and visa, even if expired

F-2 DEPENDENTS

If you plan to bring F-2 dependents, submit these additional documents for each dependent.

- Copy of Passport
- If F-2 dependent is your child, submit a copy of their birth certificate
- If F-2 dependent is your spouse, submit a copy of your marriage certificate
- Dependent Information Form (page 6 of this packet)

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: _____ Is your phone number an international or U.S. number? _____

Gender: Male Female Phone Number (with country code): _____

U.S. Address (if known) _____
house/apartment number street name city

_____ *state/province/district/region country postal code*

Schoolcraft Student Number (if known): _____ Date of birth (month/day/year): _____

EMERGENCY CONTACTS

Home Country: _____
Name Relationship to Student Phone Number

United States: _____
Name Relationship to Student Phone Number

ACADEMIC INFORMATION FORM

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 a copy of your transcripts. If you would like to see if your international credits will transfer in to Schoolcraft College, you must also complete a credit evaluation. Please email internationaladvisor@schoolcraft.edu for more information on the evaluation process.

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

INTENDED DEGREE & START DATE

What is your intended program of study (major)? _____

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

Fall 20____ Winter 20 ____ Spring/ Summer 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. Check our website to confirm that your country is exempt from this requirement.
- I have completed the U.S. course equivalents of ENG 101 and ENG 102 with a grade of B or better. I will transfer in these credits by sending my official transcripts to Schoolcraft College.
- I have graduated from a U.S. high school and will submit a copy of my high school diploma OR I have completed a degree at a U.S. college or university.
- I have completed a U.S. Bachelor, Masters or PhD program, and will submit a copy of my degree.
- I have taken or plan to take an English proficiency test. TOEFL, IELTS, Duolingo, 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 admission:

Test Name	Required Score for ESL Admission	Required Score for Admission
Duolingo	40	90
IELTS	3.0	5.5
MTELP	25	60
MELAB	45	64
TOEFL ibt	20	52

DEPENDENT INFORMATION FORM

Please complete this form ONLY if you will have dependents on F-2 status.

DEPENDENTS

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.

	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		

	DEPENDENT 3	DEPENDENT 4
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

FINANCIAL SUPPORT INSTRUCTIONS

Please review all these instructions. Schoolcraft College reserves the right to deny financial documents for any reason.

Before Schoolcraft College issues a “Certificate of Eligibility for Nonimmigrant Student Status” (I-20) for a student visa, the applicant must provide documentation showing financial responsibility to cover projected costs for tuition and fees living expenses, academic supplies, housing, and mandatory health insurance. These estimates are based on studying for one year (two semesters) of minimum full-time enrollment. If you plan to take additional credits, your tuition costs will be higher.

Tuition & Fees	\$8,400
Living Expenses	\$13,100
Health Insurance, Books, Supplies	\$3,000
TOTAL:	\$24,500 USD

HOUSING EXCEPTION:

If you will be living with family or friends who will be providing you with free housing, the amount required to be shown can be reduced. Your sponsor will need to fill out the *Housing Support Form* and attach proof of ownership or rental for the property. This can be a property tax statement or copy of the lease/deed. If those documents are submitted, the amount you are required to show is reduced to \$11,400.

- **F-2 DEPENDENTS:** If F-2 dependents are accompanying you, you will need to show an additional \$4,800 for each dependent.
- **COMMUTING CANADIAN:** If you are a commuting Canadian student, you will not need to demonstrate coverage of living expenses. However, an additional \$3,500 in transportation expenses will need to be shown. Therefore, the total you need to show as a commuting Canadian student is \$14,900 USD.

HOW DO I SHOW FINANCIAL SUPPORT?

FINANCIAL SUPPORT DOCUMENTS

If you are financially sponsoring yourself, you need to submit a bank statement or letter which meets the requirements listed below. If a family member or friend will be your financial sponsor, they also need to submit a bank statement or letter in addition to completing the Financial Support Form on page 7.

FINANCIAL STATEMENT REQUIREMENTS

Bank statement or letters must include the following information in English to be accepted:

- Date (dated no more than four months before submission to the International Office)
- Name of the bank
- Account holder name
- Account type
- Currency (if not in USD, we will complete a currency conversion)

We are not able to accept investment account statements, real-estate holdings, loans, account screenshots, mobile payment service statements (such as Venmo or CashApp), cryptocurrency, and any other non-liquid accounts.

Company accounts may be accepted if a letter from a certified accountant or bank is provided and includes verification that the financial sponsor is the sole proprietor of the company or business and has full access to the account

HOUSING EXCEPTION

If you are using the housing exception explained above, your housing sponsor needs to complete the Housing Support Form on page 7.

FINANCIAL SUPPORT FORM

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

If you have more than one financial sponsor, please submit an additional copy of this form.

Financial Sponsor

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)

HOUSING SUPPORT FORM

If you will be utilizing the housing exception and will be provided free housing while attending Schoolcraft College, please have your housing sponsor complete this form.

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 own, rent, or lease the property listed above and I will make it available to the named student, without charge and without services in lieu of payment, for the duration of their studies at Schoolcraft College. I hereby affirm or swear that the contents of the above statement are true and correct.

Name of sponsor

Signature of Sponsor

Date (mm/dd/yyyy)