



B R I S T O L C O M M U N I T Y C O L L E G E

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International Student Application Information

Bristol Community College (BCC) welcomes students from countries other than the United States of America, provided the student shows promise of profiting from the educational opportunities and experience in the U.S. and at this College. Please refer to the information in this packet to help you navigate the admission and enrollment process for international students interested in attending BCC.

QUESTION: Who is considered an international applicant?

ANSWER: If you are **not**:

- a. a U.S. Citizen **OR**
- b. a U.S. Permanent Resident (hold a green card) **OR**
- c. a Refugee in the U.S. under political asylum **OR**
- d. in the process of legally pursuing a green card and can provide proper documentation of your pending status **OR**
- e. in the U.S. on a visa (other than an F-1 visa) which allows you to study on a full-time basis

then, you are considered an international applicant and must follow the College's admission application procedures for international applicants.

Students who are citizens of countries other than the U.S. are only eligible to enroll in a degree program at Bristol Community College on certain visas. Students who do not obtain the appropriate visa will not be enrolled in a degree program. It is important to check with the Admissions Office to determine if your current visa allows you to study in the U.S. or if you need to apply for a change of status to F-1. **Please note:** students who register for classes, but do not complete the admission application process and matriculate, will not be allowed to receive a degree from Bristol Community College.

International students who wish to attend Bristol Community College on an F-1 student visa must have completed the equivalent of a U.S. secondary school education and must demonstrate their proficiency in English (if English is not their first or best language). Students attending BCC on an F-1 student visa must be enrolled in an associate degree program as a full-time student (*12 credits or more per semester*). Off-campus employment is not permitted for students on an F-1 student visa. In certain rare cases, an application for hardship can be filed by the P/DSO at the College on a student's behalf and employment may be granted. F-1 international students are not eligible to apply for financial aid.



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International Student Application Checklist

International Students applying for admission to Bristol Community College must submit a series of forms and documentation in order to complete their application. Please refer to this checklist to ensure that you have included all necessary credentials and application materials.

- Completed Admissions Application
- \$35 Admissions Application Fee
- Permanent & U.S. Address Form
- Proof of High School Graduation
- Proof of English Language Proficiency
- Notarized English Translation of High School Documents (if not in English)
- Evaluation of High School Coursework (if completed outside U.S.)
- Completed Certification of Finances Form
- Official Bank Letter(s)/Statement(s) for Grand Total of U.S. \$22,188
- Official University Transcript(s)
- Notarized English Translation of University Transcripts (if not in English)
- Evaluation of College/University Coursework (if completed outside U.S.)
- Copy of Visa and I-94 if currently in the United States

An I-20 will be processed by the Admissions Office for those students who have been admitted to the College after the \$50.00 non-refundable registration deposit is received. The I-20 will be sent via regular mail to the U.S. mailing address listed on the admissions application unless we are otherwise directed.

Please note: BCC does not use DHL or FedEx to mail documents to students. All international documents will be sent via regular mail so please plan accordingly.



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INSTRUCTIONS FOR COMPLETING YOUR INTERNATIONAL STUDENT APPLICATION

If you are an eligible international applicant and you complete the following application procedures by the appropriate deadline, you will be admitted to a degree program at Bristol Community College. For certain selective programs such as health-related programs, culinary arts, and hospitality management, additional procedures apply. Please refer to the college's website for additional requirements at www.bristolcc.edu.

1. Submit the completed application form and fee:

International applicants currently outside of the U.S. or those inside the U.S. on a visa category **other than F-1 or J-1** must submit a **completed** admissions application, including \$35.00 application fee, by **May 15** for the next fall semester (September-December), or by **October 15** for the next spring semester (January-May). **All supporting documents must be received by these dates in order to be considered complete.**

International applicants currently within the U.S. on an F-1 or J-1 Visa must submit completed admission applications by **August 1** for the next fall semester, or by **January 1** for the next spring semester. **All supporting documents must be received by these dates in order to be considered complete.**

2. Submit the completed Permanent & U.S. Address Form:

Submit the completed address verification form necessary to process an F1 visa. United States Immigration and Customs Enforcement (ICE) requires that the College be able to report an International Student's full permanent address including province, country and postal code.

In addition, BCC does not use DHL or FedEx to mail documentation to students, we only mail via regular post. We request that you provide a mailing address in the U.S. to mail these documents so we can ensure you receive your admissions and visa documentation in a timely manner.

3. Submit official academic records:

- a. An **official (original)** secondary school transcript or diploma and national examination results, if applicable, must accompany your application. Photocopies and faxed copies are not acceptable unless copied in our office from originals by Admissions Staff. Emailed copies may be acceptable on a case by case basis.
- b. Transfer applicants must also submit official transcripts from all universities or colleges attended. Photocopies and faxed copies are not acceptable unless copied in our office from originals by Admissions Staff. Emailed copies may be acceptable on a case by case basis.
- c. **Certified English translations (validated by an official certified public translator) must accompany all credentials in languages other than English. All transcripts (secondary school and college/university) must also be evaluated for equivalency to studies in the United States. Academic credentials from certain countries *may* be able to be translated and evaluated at BCC by trained staff members at the discretion of the Associate Director of Admissions. Please refer to the enclosed list for suggestions of agencies that can be contacted.**



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- d. International university or college course work must be evaluated to determine comparative course levels, course equivalents and grades to the American higher education system. If you are seeking transfer credit for coursework completed outside of the U.S., a course-by-course evaluation must be completed. This evaluation must be conducted by an approved center and forwarded to the Admissions Office. If accepted to the College, a transfer credit evaluation will be conducted by the Admissions Office to determine transferability/equivalency of international course work.

4. Submit the Certification of Finances form:

The Certification of Finances form, included in this International Student Application packet, must be filled out accurately and completely. If anyone is helping you pay for your education, such as a parent, relative, friend, government sponsor, etc., then that sponsor must also sign the completed Certification of Finances form. Return the completed form with the application to the Admissions Office. If multiple sponsors will be providing funding, each sponsor must complete a form.

5. Submit proof of financial support:

In addition to the Certification of Finances form, international applicants seeking an I-20 form for an F-1 visa must submit verification of finances. An official letter from the bank verifying that you have the required **\$22,188.00 USD** to finance your annual estimated expenses at Bristol Community College must be forwarded to the Admissions Office. *This letter must be on official bank stationery and signed by a bank official. The letter must be dated and include a U.S. dollar amount. This letter will expire after six months from the date it is issued. Photocopies or faxed copies are not acceptable. Emailed copies may be acceptable on a case by case basis.*

6. Submit proof of English Language Proficiency:

All international students applying to BCC requiring an F-1 Student Visa whose primary language is not English will be required to show proof of English Language Proficiency by submitting one of the following:

- English Composition I (ENG 101) or equivalent from another regionally accredited U.S. college or university with a C- or higher
- TOEFL Score (61 or higher on iBT version)
- IELTS Score (6.0 or higher on IELTS Academic version)

7. Additional Criteria:

If you are currently in the United States, you must produce a valid passport, visa and I-94 card. Please note that you may obtain your I-94 electronically via United States Custom and Border Protection (CPB) (<https://i94.cbp.dhs.gov/I94/#/home>).

Transfer students applying to BCC from another college or university in the U.S., need to submit a copy of the I-20 form from the school previously attended along with a verification of enrollment and last date attended. Also, the institution you are currently attending or last attended in the United States must complete the enclosed two-part **International Student Transfer Verification Form**.



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When an eligible international applicant completes all of the application procedures by the appropriate deadline, the Admissions Committee will review the application for admission. An admission decision will be mailed to the student at the mailing address listed on the application. If accepted, the student is required to submit a non-refundable \$50.00 registration deposit. Once that deposit is received, the College will issue the student the Certificate of Eligibility form (I-20 form). Admission is granted for a specific semester of entrance and the I-20 form is only valid for that particular semester. The student must present the I-20 to his/her country's embassy/consulate to obtain an F-1 visa.



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Permanent & U.S. Address Form

United States Immigration and Customs Enforcement (ICE) requires that a College must be able to document an International Student's legal home country (permanent) address when processing an I-20 Visa request in the SEVIS system.

Please fully complete this form and return with your admissions application.

Name: _____
Please print or type Last First Middle (Jr. Sr. II, III. Etc.)

Permanent Address (Home Country):

Street _____

City/Town: _____

Province: _____

Territory: _____

Country: _____

Postal Code: _____

U.S. Address for Mailing:

Name of Recipient: _____

Street Address/P.O. Box: _____

City: _____ State: _____ Zip Code: _____

Signature: _____ Date: _____

By signing this document, I verify that the address information I have provided is correct to the best of my knowledge and I agree that all documents pertaining to my education at Bristol Community College may be mailed/released to the designated recipient listed at the address above.



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F-1 Student Certification of Finance

The ability to pay is a requirement of international applicants seeking an F-1 visa. The College is required by United States Citizenship and Immigration Services (USCIS) authorities to carefully check the financial resources of each international student prior to issuing the Certificate of Eligibility (I-20 form). **This form must be completed and accompanied by an official bank statement or bank letter of verification stating the availability of required supporting funds in U.S. Dollars noted below, as part of the college admission process.** The bank statement must be dated within six months of application date, and bear an original signature and the bank’s stamp or seal.

ESTIMATED FINANCIAL EXPENSES

Estimated expenses for an F-1 student for the 2017-2018 academic year in U.S. Dollars:

Tuition & Fees (15 credits per semester)	\$11,834.00
Room & Board	\$4,000.00
Health Insurance	\$1,712.00
Books & Supplies	\$1,600.00
Transportation	\$1,250.00
Miscellaneous	\$1,600.00
TOTAL	\$22,188.00

PLEASE NOTE: If you are planning to bring dependents (spouse and/or children) into the US with you, you must provide additional proof of funding for each family member. You must show proof of funding in the amount of **\$5,000 for your spouse** and **\$2,500 for each child** eligible to accompany you as a dependent on an F-2 Visa.

STATEMENT OF APPLICANT AND SPONSOR (To be completed by the student and the sponsor)

I certify that I am prepared to meet the anticipated yearly expenses for my length of stay at Bristol Community College. If education is going to be funded by Government sources, please provide documentation bearing the signature of an appropriate government official.

Student’s Full Name (please print) _____

Student’s Signature _____ Date _____

Sponsor’s Full Name (please print) _____

Sponsor’s Signature _____ Date _____

Relationship of sponsor to student _____



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F-1 Student Transfer Verification Form

Part 1 – To be completed by student

If you are currently enrolled in or recently graduated from a college, university or high school in the United States, or you are completing a period of Optional Practical Training or Academic Training, you must notify your current school's International Student Advisor of your intent to transfer by completing BCC's Transfer Verification Form.

To initiate your transfer, complete Part 1 of this form. Then, ask your current institution's International Student Advisor to fill in Part 2. When the form is complete include it with your admissions application and return it to the Admissions Office at Bristol Community College.

Student's Name: _____

Address: _____

Phone: _____ E-mail: _____

Date of Birth (mm/dd/yyyy): _____ Country of Birth: _____

Date you expect to begin at Bristol College (mm/dd/yyyy): _____

Name of U.S. institution currently attending: _____

I verify that the above information is correct. I hereby authorize my current Designated School Official or Responsible/Alternate Responsible Officer to provide the information requested by Bristol Community College in Part 2 of this form.

Student Signature

Date



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F-1 Student Transfer Verification Form

Part 2 – To be completed by International Student Advisor

In compliance with F-1 regulations, we request confirmation of this student’s non-immigrant status before approving a transfer to Bristol Community College. Please complete this form as soon as possible. Sign and seal in a school envelope and return the form to the student. Alternatively, you may email the completed form to admissions@bristolcc.edu.

Student Information

1. Student’s Name: _____ Date of Birth: _____
2. Student’s date of initial entry to the U.S.: _____
3. Is the student currently registered in SEVIS? Yes No
If yes, is the student listed as “Transfer Out”? Yes No
SEVIS release date or scheduled date if in future (mm/dd/yyyy): _____
4. Student’s SEVIS ID number: _____
5. Student’s program level: Secondary Associate Bachelor Master Other _____
6. Was this student pursuing a full course of study at your institution? Yes No
If no, please explain: _____
7. Has the student maintained lawful non-immigrant status? Yes No
If no, please explain: _____
8. Has the student met his/her financial obligations to your institution? Yes No
If no, please explain: _____
8. Date of graduation or completion of study (mm/dd/yyyy): _____
9. Please list any periods of Practical or Academic Training:

 CPT OPT Academic Training – Dates: _____

School Information

- Institution Name: _____
- Institution Address: _____
- SEVIS School Code: _____
- Advisor’s Name and Title: _____
- Phone: _____ E-mail: _____
- Date: _____ Advisor’s Signature: _____



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Translation & Evaluation Requirements for International Academic Records

International applicants to Bristol Community College must provide official (original) secondary school transcripts and national examination results, if applicable, as well as official college or university transcripts, certified English translations (validated by an official certified public translator) and equivalency comparisons to the American educational system for each awarded degree.

International high school transcripts, diplomas or leaving certificates require a document-by-document credential evaluation of foreign academic credentials to determine the educational equivalent within the American educational system.

International university or college course work requires a course-by-course document credential evaluation to determine comparative course levels, course equivalents and grades to the American educational system.

These evaluations must be conducted by an approved center (see list below) and forwarded to the Admissions Office. If an applicant is accepted to the College, the Admissions Office will conduct a transfer credit evaluation to determine transferability and/or equivalency of international course work.

Applicants may contact one of the centers below to determine types of services offered, application fees and processing time. In addition to those companies listed, Bristol Community College will accept an evaluation completed by any service who has been accredited by the National Association for Credential Evaluation Services (NACES, www.naces.org) or the Association of International Credential Evaluators, Inc. (AICE, <http://aice-eval.org/>).

Please request a copy of the results be sent to the Office of Admissions at Bristol Community College, 777 Elsbree Street, Fall River, MA 02720 or admissions@bristolcc.edu.

Center for Educational Documentation

PO Box 170116
Boston, MA 02117
Telephone: 617-338-7171
Fax: 617-338-7101
Website: www.cedevaluations.com

Educational Credential Evaluators Inc.

Po Box 514070
Milwaukee, WI 53203-3470
Telephone: 414-289-3400
Fax: 414-289-3411
Website: www.ece.org

World Education Services

Bowling Green Station
PO Box 5087
New York, NY 10274-5087
Telephone: 212-966-6311
Fax: 212-739-6100
Website: www.wes.org

Josef Silny & Associates

7101 SW 102 Avenue
Miami, FL 33173
Telephone: 305-273-1616
Fax: 305-273-1338
Website: www.jsilny.com