



## **International Student Information Packet**

Thank you for your interest in Ivy Tech Community College. We are a two-year, tax-supported public community college whose mission and goal is to provide accredited post-secondary education focusing on training for careers in technology or transfer.

Ivy Tech offers certificates, technical certificates and associate degrees. Transfer programs to other U.S. colleges are also available for students intending to earn a four-year degree. The college is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools.

Everyone who meets the College's open-admission requirements is welcome to attend Ivy Tech Community College. However, Ivy Tech offers some selective or limited admission programs that have additional requirements that do not guarantee admission. Financial assistance is not available to international students. Please review the enclosed requirements for admission.

Once again, thank you for your interest in attending Ivy Tech Community College.



## **International Student Admissions Checklist**

- Application - [www.ivytech.edu/international-students](http://www.ivytech.edu/international-students)
- Copy of Passport (valid for at least 6 months)
- Copy of Visa (if applicable)
- Copy of current I-20 for transfer students
- Original Financial Statements
- Affidavit of Sponsor
- Affidavit of Free Room & Board (if applicable)
- Proof of English Competency
- Previous US College transcripts (if applicable)
- Proof of High School graduation (US equivalent)

All documents must be submitted before an international student is accepted and an I-20 issued

### **Submitting the Application Package**

All documents, including application, official English proficiency test scores, satisfactory international educational equivalency, and financial support documents should be on file at the college no later than the published deadline of the first term for which the applicant seeks admission. Please send all documents to:

**Ivan Hernandez, DSO**  
**Ivy Tech Community College--Lafayette**  
**Director of Admissions**  
**3101 South Creasy Lane**  
**Lafayette, IN 47905**

You can also scan and email documents to [ihernand@ivytech.edu](mailto:ihernand@ivytech.edu)  
This method is preferred for quicker service

### **Application Deadlines**

The following application deadlines apply to international students who are requesting an initial I-20 (usually from outside the U.S.):

Summer deadline	March 15st
Fall Semester deadline	May 15st
Spring Semester deadline	November 15st

For international applicants seeking to transfer to Ivy Tech Community College from another I-20 granting institution:

Summer deadline	May 1
Fall Semester deadline	July 1
Spring Semester deadline	December 1

## **Important Information about Ivy Tech Community College**

**College Housing:** Not available. International students are responsible for providing their own housing and transportation.

**Transportation:** Students must have access to reliable personal or public transportation. Ivy Tech is a non-residential college.

**Financial Aid for International Students:** Financial aid and scholarships for international students are not available.

**Employment:** Current employment conditions and immigrations laws of the U.S. governing non-quota non-immigrant students do not permit student from abroad to be employed while in the U.S. or to earn any or part of the student's expenses. Unauthorized employment is a violation of immigration status. Employment for the purpose of practical training is limited and subject to the guidelines and approval of the United States Citizenship and Immigration Service (USCIS). Additionally, on-campus work opportunities on the Ivy Tech Community College campus are available on a very limited basis.

**Student Health:** Students are responsible for locating their own health care provider.

**Health Insurance:** Enrollment in the College's student health insurance plan is mandatory for all international students and their dependents living in the U.S. This requirement may only be waived with a health coverage plan equivalent to or better than the College's plan. Waiver requirements must be met and can only be approved by the appropriate insurance personnel at the College.

## **English Proficiency Requirements**

The College accepts the following as satisfactory proof of English proficiency:

- Individuals having a grade of “C” or better in a course equivalent to Ivy Tech Community College’s ENGL 111 (English Composition), from an accredited college or university in the U.S.
- Graduation from a U.S. high school
- Your country of origin has English as its official language as noted on the CIA World Fact Book <https://www.cia.gov/library/publications/the-world-factbook/>

## **English Proficiency Test Scores**

Students entering Ivy Tech Community College under an F-1 student visa must provide proof of satisfactory English language proficiency. Accepted tests and scores are:

- TOEFL (iBT) = 62 Internet Based Test
- TOEFL (PBT) = 500 Paper Based Test For more information visit [www.toefl.org](http://www.toefl.org)
- IELTS = 6.5 For more information visit: [www.ielts.org/](http://www.ielts.org/)
- MELAB = 77 For more information visit: [www.cambridgemichigan.org/resources/melab](http://www.cambridgemichigan.org/resources/melab)

## **Evaluation of International Educational Documents**

As part of the admission process, the College requires all F-1 applicants (including F-1 transfer students) with educational credentials completed outside of the U.S. to apply for a professional equivalency evaluation. The purpose of the evaluation is to determine U.S. educational equivalency. The minimum educational requirement for admission to Ivy Tech Community College is the U.S. equivalency of a high school diploma.

For admission purposes, Ivy Tech Community College requires only a “general” or “document by document” evaluation.

Applicants requesting consideration or any international post-secondary education should request the “course by course” evaluation option.

Applicants may select from one of the three College-approved professional evaluation firms listed below to fulfill their evaluation requirement. All documents must be mailed directly to the evaluating institute. Please request to have an evaluation report mailed directly to the Ivy Tech campus you wish to attend:

### **Educational Credential Evaluators**

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

**World Education Service**

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

**AACRAO**

[www.aacrao.org/international](http://www.aacrao.org/international)

**Estimated Expenses for an Associate Degree 2014-2015  
(Based on Nine Months)**

F-1 international students are not eligible to receive any state or federal financial aid.

Below are the estimated expenses for a single student, exclusive of holidays, vacations or other travel expenses based on current economic standards. Personal lifestyle choices may increase cost considerably.

**Tuition\* for two (2) semesters:** \$7,812.00

All F-1 international students MUST register for a minimum of 12 credit hours AND must pay a per credit hour tuition fee of \$260.40.

**Fees:**

Technology fee of \$60 per semester \$120.00

International Student Fee, \$90 per semester \$180.00

SEVIS fee \$200.00

**Rent, food, transportation,** \$9,968.00

**personal supplies** for nine (9) months:

Room & Board (based on College Board) \$5,824

Transportation (Internal Revenue Service allowable rate) \$1808

Personal (Department of Labor) \$2,336

Student or sponsor(s) responsible for housing.

**Books & Supplies\*\*:** \$1,500.00

**Health Insurance:** (annual premium) \$1,199.00

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**Estimated TOTAL Expenses:** \$20,979.00

*\*Tuition and fee estimates are based on a course-load of 15 credits for both the fall and spring semesters. Tuition expenditures may vary depending on program of study, level of study, and number of credit hours. Students registering for summer term will incur additional tuition and fee expenses. The College reserves the right to increase fees at any time without prior notification. F-1 students must carry a full course of study (12 credits/semester) to maintain their status. Fees are subject to change without notice.*

*\*\*The cost of books and supplies varies by program and course. Estimated expenses do not reflect fees associated with distance education courses (the College charges a \$20 per credit hour distance education fee for Internet-based distance education courses).*

### **Estimated Dependent Expenses**

(In addition to above-estimated single student expenses)

Spouse's living expenses, not including insurance: (in addition to student expenses)	\$5,833.00
Each additional dependent's living expenses: <i>Student with spouse and/or child(ren) must purchase health insurance from the appropriate category below (annual premium):</i>	\$5,833.00
Health insurance for new student + spouse: (Mandatory)	\$3,427.00
Health insurance for student + eligible child(ren): (Mandatory)	\$2,763.00
Health insurance for student + spouse + eligible: Child(ren) (Mandatory)	\$5,192.00

### **Financial Requirements for Student Visas**

If you will need an F-1 student visa to attend Ivy Tech Community College, then you will need a Certificate of Eligibility (I-20) to obtain the visa. In addition to meeting admission and TOEFL score requirements, you must also document that you have sufficient funds to cover your education and living expenses for the entire period of your enrollment at Ivy Tech Community College. Government regulations require that you show enough money on deposit to pay for your first year's education and living expenses. See "Financial Information for International Students" for current estimates of costs at Ivy Tech Community College.

Because U.S. Citizenship and Immigration Services (USCIS) regulations limit the employment of non-immigrant international students and their families, you should not expect to use employment as a means of supporting yourself while enrolled at Ivy Tech Community College. You will therefore need to demonstrate support from other sources.

#### **How to certify the necessary funds:**

Please carefully follow these instructions. The documents that you must provide vary depending on who will support you. Until all necessary financial support agreements and bank statements are received, signed and dated, Ivy Tech Community College cannot issue an official notice of admission or an I-20. Financial certification of funds must be complete and on file at the College no later than the published application deadline of the first semester of attendance.

***If you will be supported by personal funds from family or friends***, you must submit an Affidavit of Sponsor form and a bank statement from each individual providing you with financial support. Together, supporters' pledges must show that sufficient funds will be available for the full length of your educational program. Bank

statements must total the minimum amount needed to meet the “Total Cost for the Calendar Year” for the first year of study.

***If you will be living with family or friends while attending Ivy Tech Community College***, you must document this support on the *Affidavit of Free Room and Board* form. If you will support yourself fully throughout your program, you must submit the appropriate supporting documentation. Please see the Documentation of Financial Support section below for required documentation. You must show that you have available funds on deposit to cover the “Total Cost for the Calendar Year” for the duration of your studies. As an alternative, the College would accept a bank statement showing the total cost for the first year and documentation of a continuing source of the same amount of income, from an employer or from interest or dividends, for the duration of your degree program.

***If you will be partially self-supported and partially supported through other sources***, submit an *Affidavit of Sponsor* form and bank statement from each sponsor, including you. Your bank statement needs to show enough money on deposit to cover the promised support for the first year.

If you will be supported by a government agency, private business, school or other organization, please have your sponsor write a detailed letter (on official letterhead) which specifies the terms of financial support and includes the information requested on the *Affidavit of Sponsor* form.

### **Documentation of Financial Support**

All funding documentation must be completed, signed, dated and certified by a bank representative and returned to Ivy Tech Community College’s International Advisor before the College can provide you with a notice of admission and the documents necessary to obtain your visa. Refer to the enclosed Estimated Annual Expenses section in this packet for more details on financial requirements.

#### Documentation of Funds

1. Only original documents are accepted (photocopies and scans can be used to begin the process)
2. Your name and the sponsor’s name must be on all documents
3. All affidavits and bank statements to be dated within six months of the start of your proposed enrollment at Ivy Tech Community College
4. All documents must be written in English; the appropriate bank or government official must verify translations and certify bank documents
5. Bank funds must be translated into US dollars by the bank official

#### Bank Statements

Each personal sponsor (friends, family or self) must provide an official statement or letter from the bank showing dollars or type of currency on account totaling the total cost for one year of study. If you plan to bring family, your bank statement must show adequate funds for your family member(s) in addition to your own financial

requirements. You must either show enough funds on deposit or you must satisfactorily document a source of income equal to the total cost for the duration of your studies.

### **Affidavit of Support Instructions:**

All students must be able to demonstrate the ability to pay for their entire educational program. Unless you have enough cash to support yourself, your studies and your dependents while in the United States for your entire program, your cash will soon be exhausted. You will probably need a sponsor with an income to show that you can finance the entire educational program. A student may have more than one sponsor, however each sponsor must submit an affidavit.

- A student that sponsors him or herself, either partly or in full is required to file the affidavit. Bank statements from the past six months in the student's name must be provided.
- Students that are sponsored by a private or government scholarship board must provide a letter stating how much money is to be given and for how many years.
- If the sponsor is a parent, family member, family friend, U.S. resident and/or other, they must complete the attached Affidavit of Sponsor.

All questions on the affidavit forms must be answered. Affidavits must be signed by the sponsor in the presence of a notary public, the notary public must sign, and the official seal of the notary public must be on the affidavit. There is notary public in all U.S. embassies and consulates. In the U.S. most bank tellers are notaries, as are most lawyers and accountants. There are notaries in all countries though the names of them may be different. They are officials licensed by the national or regional government to take sworn statements for the courts of law or to witness contracts and property deeds.

When a family member or friend near the school gives a student a free place to live and/or meals, the student needs far less in cash from other sponsors. The family member or friend must complete and return the Affidavit of Free Room and Board.



**AFFIDAVIT OF SUPPORT**

I hereby attest that I am willing and able and will provide no less than  
US \$ \_\_\_\_\_ in cash to the student named below for each year of study at Ivy  
Tech Community College.

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

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

Relationship to Student (write "Self" if student is the sponsor) \_\_\_\_\_

Full Mailing Address \_\_\_\_\_

\_\_\_\_\_

Email \_\_\_\_\_



**AFFIRMATION OR OATH**

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

Signature of sponsor \_\_\_\_\_

Name of sponsor, printed \_\_\_\_\_

SWORN AND SUBSCRIBED ME THIS \_\_\_\_\_ of \_\_\_\_\_ 20\_\_\_\_\_  
(day) (month) (year)

Signature of Notary \_\_\_\_\_ {SEAL}

**NOTE: If you are self-sponsoring then you do not need to have this document notarized**

**AFFIDAVIT OF FREE ROOM AND BOARD**

(TO BE COMPLETED ONLY BY A PERSON WHO OWNS OR  
RENTS THE PROPERTY).

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

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

Address; including room or apartment, number of 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.

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

Signature of sponsor \_\_\_\_\_

Name of sponsor, printed \_\_\_\_\_

SWORN AND SUBSCRIBED BEFORE ME THIS \_\_\_\_\_ OF \_\_\_\_\_ 20\_\_\_\_\_

Signature of Notary \_\_\_\_\_ {SEAL}

## SEVIS Information

Please review the attached information regarding the new **SEVIS\*** fee which went into effect on September 4, 2004.

If you are applying for an “initial” F-1 visa **from outside the U.S.**, or if you are applying for a **change to F-1 status from another visa category**, you will need to pay the SEVIS fee.

SEVIS fees and other government fees are subject to change without notice. Please visit [www.ice.gov](http://www.ice.gov) for current fee information. Ivy Tech Community College is not responsible for any SEVIS fees, airline tickets, or other expenses that have been incurred by the student if the student is unable to make it to campus in time to attend classes.

\***SEVIS** stands for Students and Exchange Visitor Information System

### SEVIS Fee Information for F-1 Students

Effective September 1, 2004, F-1 visa applicants are required to pay a one-time fee of \$200 to supplement the administration and maintenance costs of the **Student and Exchange Information System (SEVIS)**. The following information specifically addresses fee issues for F-1 students.

#### Who pays the SEVIS fee?

- Prospective students with “initial attendance” I-20’s dated on or after 9/1/2004 who are applying for an “initial” F-1 visa **from outside the United States.**
- Prospective students with “initial attendance” I-20’s dated on or after 9/1/2004 who are applying for **a change to F-1 status from another visa category.**
- Current F-1 students in the U.S. filing for reinstatement after being out of status more than 5 months, and who are issued an I-20 issued for reinstatement that is dated on or after 9/1/2004.

#### Will other F-1 students in the U.S. have to pay?

No, unless the student’s circumstances change so that he or she fits one of the categories mentioned above.

#### What about my F-2 dependents?

F-2 dependents do not have to pay the fee.

#### Do I have to pay if I transfer to another school, travel outside the U.S. or renew my visa?

The SEVIS fee is not required when transferring schools, changing to another degree program or level, requesting a program extension, renewing an F-1 visa or using F-1 program benefits such as practical training. If you are in status when you travel internationally and are not physically outside of the U.S. for more than five months, you will not be required to pay the fee.

### **When do I pay the SEVIS fee?**

The fee must be paid at least 3 business days prior to applying for your visa, or applying for admission at a U.S. port-of-entry for those exempt from the visa requirement. The fee must be paid prior to submission of a change or status petition or reinstatement application.

### **Can I pay the SEVIS fee at a university, consulate or port of entry?**

No. The SEVIS fee can be paid at <https://www.fmjfee.com/i901fee/>.

### **How do I pay the fee?**

#### To Pay Online

Go to <https://www.fmjfee.com/i901fee/>.

#### To Pay By Mail

1. Obtain a Form I-901 “Fee Remittance for Certain F, J and M non-immigrants.” Download the form from [www.FMJfee.com](http://www.FMJfee.com)
2. Complete the form I-901. Be sure to write your name exactly as it appears on your I-20 form.
3. Prepare a check, international money order or foreign draft (drawn on U.S. banks only-see Note) in the amount of \$100 USD, made payable to “The Department of Homeland Security.”
4. Mail the completed I-901 and payment to the address listed on Form I-901.
5. A Form I-797 receipt notice should be mailed within 3 days of processing the fee. Be sure to make copies of your receipt, and keep it with your other important immigration documents.
6. It can be paid by you or by a third party, inside or outside the U.S.

### **Will the DHS keep a record of my payment on file?**

Fee payments should be entered into your permanent immigration (SEVIS) record but it is strongly recommended that you retain a copy of your fee receipt (Form I-797) to use as needed.

### **I applied to more than one school, and have more than one I-20 form.**

### **What happens if I pay the SEVIS fee for one school, and then I change my mind and decide that I want to attend the other school? Is my paid SEVIS fee transferable?**

Yes. But you must submit the I-20 form with the SEVIS ID number that you listed on the I-901 form with you to the U.S. consulate/embassy. For change of status or reinstatement applications, please see the next question.

### **What do I need to do to apply for an F-1 visa, change of status or reinstatement?**

Obtain the appropriate form I-20 from a DHS-approved school. Pay the SEVIS fee by mail or online.

Make a copy of the I-797 (mail) or computer receipt (online) for your records.

Submit a copy of the I-797 or computer receipt with your visa, change of status or

reinstatement application. Students who are exempt from visa requirements, such as Canadians, should take a copy of the SEVIS fee receipt to present at the port of entry with the appropriate I-20. It will not be possible to pay the fee at the port of entry.

**What do I need to do to apply for an F-1 visa, change of status or reinstatement?**

For change of status or reinstatement questions, if you previously paid the SEVIS fee while attending a different school, you should submit a copy of that school's I-20 form with your application.

**What if my F-1 visa application is denied?**

The SEVIS fee will not be refunded. However, if you reapply for a new F-1 visa within 12 months of the denial, you will not have to pay the fee again.

NOTE: Many foreign banks are able to issue checks or money orders drawn on a U.S. bank. You may therefore obtain a check from: a) a bank chartered or operated in the United States; b) a foreign subsidiary of the U.S. bank; or c) a foreign bank that has an arrangement with a U.S. bank to issue a check, money order, or foreign draft that is drawn on a U.S. bank.

IVY TECH COMMUNITY COLLEGE—Lafayette

School Code: CHI214F10279004

**International Student Transfer Verification Form**

(Please complete this form only if you are presently at a U.S. Institution)

**To be completed by student:**

Name of Student \_\_\_\_\_  
Last (Family)                      First                      Middle

Local Address \_\_\_\_\_

I permit the information requested below to be forwarded to Ivy Tech Community College.

Signature \_\_\_\_\_ Date \_\_\_\_\_

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**To be completed by the DSO at institution presently attending:**

1. What is the student's visa type? \_\_\_\_\_
2. What semester or quarter did the student last complete at your institution? \_\_\_\_\_, 20\_\_\_\_.
3. What is the last USCIS authorized date for completion of studies in student's current degree program?  
\_\_\_\_\_  
(Month/Day/Year)
4. What is the level of education student last pursued? \_\_\_\_\_
5. Please indicate any Practical or Academic Training granted to this student: \_\_\_\_\_  
\_\_\_\_\_
6. To the best of your knowledge, is the student in good standing based on USCIS regulations? Yes No  
If no, please explain: \_\_\_\_\_
7. Comments \_\_\_\_\_

Printed Name \_\_\_\_\_ Phone w/ Ext. \_\_\_\_\_

Fax Number \_\_\_\_\_ Email \_\_\_\_\_

Signature \_\_\_\_\_ Today's Date \_\_\_\_\_

Title \_\_\_\_\_ Institution \_\_\_\_\_

Student's SEVIS ID # \_\_\_\_\_

**Please do not release student in SEVIS until you receive an International Student Transfer Release Form and our acceptance letter from Ivy Tech Community College.**

**Please return this form to:**

**Ivan Hernandez, Director of Admissions**

**Email: [ihernand@ivytech.edu](mailto:ihernand@ivytech.edu) (preferred)**

**Fax: 765-269-5214**