



Kankakee Community College

100 College Drive

Kankakee, IL 60901

p. 815.802.8100

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ADMISSION REQUIREMENTS AND PROCEDURES FOR INTERNATIONAL STUDENTS

Dear International Student:

Thank you for your interest in attending Kankakee Community College. We are pleased that you are considering us to help further your education. In the following pages, you will find information explaining the application requirements and materials for students seeking admission with an F-1 Visa or change to F-1 status.

Please read the following information carefully, make a note of all the required documents necessary to complete the admissions process, and observe the admissions deadlines. Options for document shipment are explained on the last page of this information packet. You may send your Admissions Forms to:

Office of Admissions and Registration
Kankakee Community College
100 College Drive
Kankakee, IL 60901-6505
Attn: Laura Gardner

You may also contact us by:

Telephone: 815-802-8520

Fax: 815-802-8521

Required forms may be sent electronically to one of the school officials below to start the admissions process. Official paper documents must be received before the I-20 can be issued. Refer to the application documents checklist on page 15.

E-mail:

Laura Gardner
Designated School Official
lgardner@kcc.edu

or

David Hermann
Principal Designated School Official
dhermann@kcc.edu

ADMISSIONS PACKAGE CONTENTS

GENERAL INFORMATION	1
POLICIES	1
ACADEMIC CALENDAR	1
ADMISSIONS DEADLINES	1
ELIGIBILITY AND REQUIREMENTS	2
APPLICANT ELIGIBILITY	2
<i>English as a Second Language (ESL)</i>	2
FINANCIAL CONSIDERATIONS	2
<i>Health Insurance</i>	3
ATHLETES	4
REQUIRED FINANCIAL DOCUMENTATION	4
<i>Payment of the application fee and tuition</i>	5
REQUIRED ACADEMIC RECORDS	5
EVALUATION OF EDUCATION CREDENTIALS / TRANSFER CREDITS	5
<i>Secondary schools</i>	5
<i>Colleges / Universities</i>	5
VISA INFORMATION AND SEVIS FEE	6
MAINTAINING VISA STATUS	8
<i>Work Restrictions under F-1 visa</i>	8
<i>Maintaining eligibility</i>	8
APPLICATION REQUIREMENTS	9
OUT-OF-COUNTRY APPLICANT INSTRUCTIONS	9
IN-COUNTRY APPLICANT INSTRUCTIONS (FOR CURRENT F-1 VISA STUDENTS)	10
<i>F-1 students transferring from another U.S. institution:</i>	10
ELIGIBLE DEGREE PROGRAMS FOR INTERNATIONAL STUDENTS	11
PREPARING TO ENTER THE UNITED STATES	12
PREPARATIONS	12
ARRIVING	13
<i>Arrival in the U.S. (from a student perspective)</i>	13
<i>Form I-94</i>	13
<i>Problems at the Port-of-Entry</i>	13
<i>Transportation to Kankakee</i>	14
ARRIVAL IN KANKAKEE	14
AT THE COLLEGE	14
OTHER CONSIDERATIONS	14
<i>Housing</i>	14
<i>Weather in Kankakee</i>	14
<i>More information</i>	14
CHECKLIST: SUMMARY OF REQUIRED APPLICATION DOCUMENTS	15
INTERNATIONAL STUDENT APPLICANT INFORMATION	16
INTERNATIONAL STUDENT AGREEMENT FORM	19
FINANCIAL VERIFICATION	21
SPONSOR'S AFFIDAVIT OF SUPPORT	21
F-1 STUDENT TRANSFER AUTHORIZATION FORM	22
SHIPMENT OF DOCUMENTS	24
INSTRUCTIONS: USING <i>UNIVERSITY EXPRESS MAIL SERVICES</i> FOR DOCUMENT SHIPMENT	25

GENERAL INFORMATION

POLICIES

The Kankakee Community College (KCC) board of trustees has established the following procedures and requirements for the admission of international (non U.S. resident) students. This policy is established to meet the U.S. Department of Homeland Security (DHS) requirements and to provide a program with academic integrity at the college while also assuring that the students' out-of-the-classroom experiences are regulated and appropriate for an international experience.

The college's board of trustees encourages having students from foreign countries study at KCC and believes that local students also will benefit by having students from other countries in their classes, as well as in the extracurricular aspects of the college's programs. The exposure to various cultures, perspectives, and interpersonal relationships makes KCC a richer place for pursuing higher education.

ACADEMIC CALENDAR

- Two 16-week semesters (Fall and Spring)
- Six-week and eight-week (condensed summer terms)

Fall Semester - late August through the middle of December

Spring Semester - early January through the middle of May

Summer Term (six-week) - late May through the end of June

Summer Term (eight-week) - early June through the end of July

- New students may only begin their studies at the college during a fall or spring semester.
- Transfer students from U.S. institutions may begin in any semester.
- The current academic calendar is linked below:

<http://www.kcc.edu/students/academics/Pages/academiccalendar.aspx>

ADMISSIONS DEADLINES

- New students applying from abroad
 - **July 1** for fall semester
 - **Nov. 1** for spring semester.
- Transfer students (in F-1 status) currently attending U.S. institutions
 - **Aug. 1** for the fall semester
 - **Dec. 1** for the spring semester
 - **May 1** for summer term (eight-week session).
- Visitors with valid B1/B2 visa status* and all other non-immigrant status applicants must contact the Admissions Office for the Admissions Form and change of status information.

***Please note that students who enter the U.S. on a visitor's visa will have to apply for a change of visa status after being accepted to the college.** This process can take several months, and students are not permitted to begin their studies until the change is approved. It is a good idea for prospective students to inform the consular officer of their intent to choose a school on the visit. It is advisable and usually takes less time to receive a student visa if students return to their home country and make a visa appointment with the U.S. embassy or consulate.

ACCEPTANCE

International applicants needing a Form I-20 will not be considered for acceptance until all required admissions documents are received in the Admission's Office. Once all documents have been received and approved, students will be issued a certificate for F-1 student status (Form I-20) along with their acceptance letter.

ELIGIBILITY AND REQUIREMENTS

APPLICANT ELIGIBILITY

Applicants must

- Be at least 17 years of age
- Have completed the equivalent of a United States secondary school education (12 years of formal education) and have the appropriate diplomas ([see page 4](#)).
- Have demonstrated English proficiency in one of the following ways:
 - Have a minimum TOEFL (Test of English as a Foreign Language) scores of 520 (paper), 190 (computerized), or 68 (Internet) are required. Students from English-speaking countries may be exempt from the TOEFL.
 - Successful completion of English Composition I at an accredited U.S. college or university
 - (For applicants already in the United States) Take a placement test at KCC (ACCUPLACER) to determine their English language level.
 - To be accepted, students must receive scores on the placement test that, as a minimum, place them into our Preparatory II (or higher) level English courses.
 - In-country applicants must also complete the mathematics portion of the placement test to determine math placement. Students applying from their home countries will be required to take a placement test upon arrival to determine course placement levels.

English as a Second Language (ESL)

- KCC does not offer a U.S. government approved, accredited intensive ESL program.
- Students who need to improve their English skills before entering college should attend an accredited intensive English program prior to applying to KCC.
- Students may transfer from an ESL program in the United States into KCC after acquiring the necessary language proficiency.

FINANCIAL CONSIDERATIONS

International students and their families or financial sponsor assume all responsibilities for student expenses. Required funding for one academic year (Fall and Spring Semesters):

- A minimum of **US \$28,400**.
- Additional funds required for optional summer courses

Tuition

- The Out-of-State Tuition Rate effective Summer 2017 for international students (on F-1 visa) is **US \$700.60** per credit hour
- Additional fees may apply to specific areas of study (technology fees and laboratory fees).
- Minimum tuition and fees average about **US \$16,900** per academic year.
- In special circumstances, students with hosts residing in the college district may qualify for in-district tuition rates. The Board of Trustees reserves the right to change tuition and fees without notice.

Books and supplies

Books and supplies for one year are estimated at an additional **US \$1200**.

Academic scholarships

International students are allowed to apply for merit-based scholarships for their second year of study.

Living expenses (Estimates)

- Housing and food **US \$6000 / year**
- Transportation & other living expenses for single students (no dependents) **US \$4300 / year**
- For each dependent living with student additional expenses **US \$5,920 / year**
- Health insurance (see below for details)
- Optional consideration: personal property insurance to reimburse students for loss or damage to electronics, textbooks, and personal items. It is suggested that property insurance be purchased in the United States.

Health Insurance

International students are required to have health insurance. **Students must provide proof of insurance for each semester before registering for classes. Insurance must be pre-paid for the whole semester. Time-payment plans are not permitted.** Health insurance coverage is very important because of the high cost of health care in the United States and because **international students are not allowed to use public health services.**

- Health insurance may be purchased in the student's home country or in the United States.
- The cost--an average of **US \$700** per academic year (estimate)
 - Prices may range from about \$45 a month for "budget" policies to about \$85 a month for "select" policies (for college-age students)

Please watch this video about health care in the United States:

http://www.internationalstudentinsurance.com/explained/us-healthcare-system-video.php?utm_source=yesmail&utm_medium=email&utm_term=eic_newsletter_june14&utm_content=1109388&utm_campaign=eic_newsletter

- Here is a link to a website that offers a variety of different student health plans.
<http://www.visitinsurance.com/>
- Below is a link for an internet tool that compares international student health plans.
Comparison tool: <http://www.nriol.net/foreign-student-health-insurance/>
(You may select a language to view the site.)
- **IMPORTANT: Read the insurance brochures carefully.**
 - It is important to compare more than the cost of the policy.
 - Examine the "Exclusions" (the illnesses and injuries that the policy will not pay for).
 - Compare the amounts you must pay for "deductibles," "co-insurance," office visits, hospital emergency room, and prescriptions.
 - Buying a better insurance plan can save many thousands of dollars in case of illness or injury. (Note: KCC does not have a Student Health Center.)

- Some KCC students have purchased health insurance from the company below:
<https://www.compassstudenthealthinsurance.com/?gclid=COn8p4GYrKsCFcG8KgodEkAD6Q>
- **College athletes must ensure that their insurance policy will cover intercollegiate athletic injuries. The Athletic Department will set requirements for minimum coverage, and athletes will be informed of those requirements. The policies below offer some coverage for athletic injuries. Consult the Athletic Department for recommendations.**

Visitors Insurance (Global Care Plus Sports)

<https://www.visitorsinsurance.com/global-care-sports-care-plus.asp> (Plan covers a maximum of \$10,000)
<https://www.visitorsinsurance.com/webroot/pdf/International-Student-Insurance-sport-care-policy-brochure.pdf>

ISP International Student Protection (Pioneer Elite Plans)

<http://intlstudentprotection.com/schools/kankakee-community-college/> (Plans cover a maximum of \$10,000 - \$20,000 for athletic injuries)

HCC Medical Insurance Services (<http://www.hccmis.com/f1-visa-insurance/>): (Elite & Select Plans)
StudentSecure Select http://www.hccmis.com/downloads/ss_brochure.pdf (Plans cover up to \$5,000 for athletic injuries)

ATHLETES

KCC offers the following sports: basketball, volleyball, baseball, softball and soccer. Only head coaches from the different sports may recruit an international student to play for their teams. Please go to <http://www.kcc.edu/athletics/Pages/default.aspx> for more information about the teams and the head coaches. Division I & II coaches may offer a tuition waiver for their athletes, though it is not guaranteed.

REQUIRED FINANCIAL DOCUMENTATION

Submit the following documents with the Admissions Form:

- **Financial Verification / Sponsor's Affidavit of Support**
 - The affidavit pledges that the support will be continuous for the duration of the student's studies. Original Financial Affidavits of Support with authentic signatures must be hand-stamped or sealed by a bank official or an individual authorized to certify documents and submitted to KCC with proof of financial support. Students must submit an Affidavit of Support signed by the owner of each account.
- **Proof of financial support: Original** (paper) **bank statement** or **original** certified letter on official bank letterhead as evidence of sufficient funds to support the student's studies in the U.S. All bank documents must
 - Indicate funds in **U.S. dollars**
 - Be written in **English**
 - Be current within six months of the intended beginning semester.

NOTES:

1. **Financial support may come from personal accounts, private scholarships, sponsoring agencies, the student's family, or any dependable source.**
2. The U.S. Embassy or Consulate will also need an **original** bank statement. Be sure to obtain **two original** statements from the bank. Send one to KCC and keep one to submit to the U.S. Embassy when applying for a student visa. **Financial documents should also be carried in hand luggage when entering the U.S.**

Payment of the application fee and tuition

- KCC accepts payment in U.S. currency, personal check from a U.S bank, certified check from a foreign bank, Visa, MasterCard, or Discover credit cards.
- ***If you are paying by credit card, be sure to notify your credit card company that you are making a charge in the United States.***

Application fee

The application fee (\$250 new students / \$65 for current F-1 students transferring within the United States) may be mailed with the application packet, or payment may be made by credit card. **For students outside the United States**, it is recommended that payment be made through PayPal. **Have payments sent to the following PayPal account:** paypal@kcc.edu and email receipt of payment to KCC's designated school official, Laura Gardner at lgardner@kcc.edu.

If you require additional information about payment, please contact:

Beth Nunley (KCC Accounting Office) 815-802-8142 bnunley@kcc.edu

Tuition and fees

- Tuition and fees are due a few weeks before the beginning of each semester if students enroll in classes during early registration ("Pre-registration") periods.
- During regular registration, close to the beginning of a semester/term, payment is due at the time of enrollment.
- The KCC "FACTS" payment plan that allows students to spread the tuition payments over the months of the semester for a US \$25 fee.
 - It is recommended that students establish a U.S. bank account, especially if they will use the FACTS payment plan.
- Students are responsible for knowing their government's policy about sending money to the U.S.

REQUIRED ACADEMIC RECORDS

All official academic records from each secondary school and college/university attended should be submitted. Academic records must include an explanation of the grading or marking system. **Credentials in a language other than English must be accompanied by a certified English translation; both the foreign and the English language versions are required.** Please notify the Admissions Office if official documents cannot be submitted for any reason.

EVALUATION OF EDUCATION CREDENTIALS / TRANSFER CREDITS

Secondary schools

Proof of graduation from a secondary school, high school transcripts, and a copy of the results of any terminal or qualifying examination taken or certificates obtained should be submitted to KCC. ***Note: After acceptance, students must also submit these credentials to an evaluation agency in the U.S. to certify equivalency to a U.S. high school education. Students should do this before departing their home countries. Individual students will be notified if they must have their transcripts evaluated before acceptance to the college. (See evaluation information, page 6.)***

Colleges / Universities

If you wish to transfer college/university credit to KCC: After arrival, a "Request for Evaluation of Transfer Credit Form" must be submitted to the Admissions Office. Transfer credit equivalency will be determined after all transcripts are received.

To receive credit from a previously attended U.S. institution of higher education, the institution must be accredited by one of the regional accrediting agencies recognized by the U.S. Department of Education. As a general rule, in order to receive transfer credit, the course must be a credit-bearing college-level course with a minimum grade of 2.0, based on a 4.0 scale.

All transcripts from outside of the United States must be evaluated by a private evaluation agency at the student's expense. (If the transcript is in a language other than English, it must also be translated.) KCC will only accept evaluations from agencies affiliated with the National Association of Credential Evaluation Services (NACES) for out-of-country institutions. **Request that an original evaluation document be sent to KCC directly from the evaluation agency.** A list of member agencies can be found at www.naces.org/members.htm. Agencies that KCC evaluators are familiar with are:

<p>1. Educational Credential Evaluators, Inc. www.ece.org</p> <p>P.O. Box 514070 Milwaukee, WI 53203-3470</p> <p>Phone: (414) 289-3400 Fax: (414) 289-3411 e-mail: eval@ece.org</p>	<p>2. World Education Services, Inc. www.wes.org</p> <p>P.O. Box 5087 Bowling Green Station New York, NY 10274-5087</p> <p>Phone: (212) 966-6311 Fax: (212) 739-6100 e-mail: info@wes.org</p>	<p>3. Educational Perspectives www.edperspective.org</p> <p>(Via US Mail) P.O. Box 618056 Chicago, IL 60661-8056</p> <p>(Via Courier: DHL, FedEx, etc.) 134 N. LaSalle St., Suite 100 Chicago, IL 60602</p> <p>Phone: 312-421-9300 Fax: 312-421-9353 e-mail: info@edperspective.org</p>
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VISA INFORMATION AND SEVIS FEE

Prospective International Students Outside the United States

For an overview of the process of coming to the U.S. to study, consult the following U.S. government website:

<http://www.ice.gov/sevis/students/>

At KCC, to be considered for the Form I-20, completed International Student Admissions forms and all other required documents must be received in the Admissions Office prior to the admissions deadline.

- After receiving the Form I-20 from KCC, the student must schedule an interview with a U.S. consular office to apply for the F-1 student visa. **Check the U.S. Embassy website in your country for the procedures to follow. Students will be required to pay a fee to the U.S. Department of State for the visa appointment.**
- Students must carefully review their Form I-20 immediately after receiving it. If the student has a passport, the information in the passport should match the information on the Form I-20.
 - If the student does not have a passport, he or she should ensure his or her passport application has the same name as that on the Form I-20.

- If the I-20 information is wrong, the student should ask for a replacement form with corrected information.
- Students should review student visa information at the U.S. Department of State website at http://travel.state.gov/visa/temp/types/types_1268.html
- **The Department of Homeland Security (DHS) requires a fee payment for SEVIS** (a database that stores student information) **before** going to the U.S. Embassy for the student visa. The fee can be paid on-line using a credit card or by Western Union by filling out the Form I-901. For additional information about paying the fee, go to the following websites:
 - Information about paying the fee : <http://studyinthestates.dhs.gov/students/sevis-i-901-fee>
 - Video tutorial: <http://studyinthestates.dhs.gov/2013/10/i-901-sevis-fee-payment-tutorial>
 - The form can be found at www.FMJfee.com.
- Prospective students who have paid their required I-901 SEVIS fee can access [FMJfee.com](http://www.fmjfee.com) on their mobile devices. While users still need the printed receipt for their I-901 SEVIS fee payment, they can conveniently check the status of their I-901 SEVIS fee payment. The mobile-friendly site will provide users news and updates regarding the I-901 SEVIS fee, as well as answers to I-901 SEVIS fee frequently asked questions. To access the site, enter the URL into your mobile device: www.fmjfee.com.
- **The student must bring his/her passport, I-20, KCC acceptance letter, proof of the I-901 SEVIS fee payment, all original documents of financial support, evidence of intent to return to the home country upon completion of the program, and a photo for the visa, if it is granted.**
- When applying for the F-1 visa at the embassy, students should be aware that they are applying for **temporary** stays in the United States. **They MUST NOT state that they wish to remain in the United States, and they must document their intent to return to their last country of residence after their studies are complete.**
- **Students must assume responsibility for the accuracy of their records and check their travel and admission papers when they are issued.** Correcting mistakes immediately is quicker and cheaper than delaying, and it prevents confusion. By accepting the conditions of their visa from the U.S. government, students have made legal commitments and need accurate records to verify their compliance.
- At the embassy or consulate, the signed I-20 will be taken and placed in a sealed envelope. Do not open this envelope. The envelope will be opened by the border inspector upon arrival in the United States.

Current F-1 Students Enrolled in Another U.S. Institution

International students with F-1 status who are transferring to KCC from another U.S. high school, college or university must submit the **KCC Transfer Authorization** form to the current school and submit forms and documentation to the Admissions Office at KCC. **Contact with KCC must be made at least 30 days prior to the beginning of the semester.** A temporary I-20 may be issued by KCC to indicate that a transfer is pending. The final I-20 showing that the transfer is complete will not be issued until all required admissions documents have been received and the student has registered in classes at KCC.

MAINTAINING VISA STATUS

Work Restrictions under F-1 visa

- Students with an F-1 visa may work “on campus” up to 20 hours a week without prior approval from the government. Students are not permitted to work more than 20 hours a week “on campus,” except during the summer.
- Students **cannot** work “off campus,” without receiving authorization from a Designated School Official (DSO) and the U.S. Citizen and Immigration Services (USCIS).
 - Unauthorized employment is considered a violation of status and could result in deportation.
 - *Note: Due to the current economy, it has been difficult to find on-campus employment for international students. We encourage you to be prepared to support yourself with family or sponsorship funds during your stay at KCC.*

Maintaining eligibility

- International students are required to **maintain a minimum full-time academic load of 12 semester hours** of passing credit for each fall and spring semester. They are not allowed to withdraw from classes if it would result in a part-time load, and they must inform a Designated School Official (DSO) of any change in enrollment. If the student has a problem with a class resulting from initial difficulties with the English language (during the first semester only) or a serious health problem, the student **MUST** consult with a DSO to see if they qualify for an exception to the regulation.
- International students are required to **obtain a DSO’s signature of approval for registration every semester** of enrollment at KCC.
- International students must **maintain a 2.0 grade point average (GPA)** on a 4-point scale to remain in good academic standing.
- International students must **inform the DSO of any change in major**.
- International students must **inform the DSO of any change of address within 10 days of making the change**. Any violation may result in suspension and the revocation of the F-1 student visa.
- International students must **submit forms to the Internal Revenue Service (IRS) each year**, even if they do not have employment.

It is the policy of KCC that **new students should plan to arrive on campus one week prior to the beginning of classes**. This will allow students time for orientation, placement testing, and course scheduling. F-1 visas allow students to enter the U.S. 30 days before the program start date.

NOTE: If students plan to book round-trip travel arrangements, be careful to consult the college academic calendar to determine the end date of final exams:

<http://www.kcc.edu/students/academics/Pages/academiccalendar.aspx>

Students should also book flights early for best prices. Students are expected to be on campus until after their last scheduled exam. Students should check with their professors early in the semester for exam dates, if they wish to depart the earliest possible. Professors are unlikely to permit students to have exams on alternate dates. The current final exam schedule is at the following link: <http://www.kcc.edu/students/academics/Pages/finalexamschedule.aspx>
Returning students are also expected to arrive in time for their first day of classes. Professors may require students to drop their courses if they arrive late.

APPLICATION REQUIREMENTS

OUT-OF-COUNTRY APPLICANT INSTRUCTIONS

Admission and registration for classes is prohibited prior to the completion of items listed below.

All admissions materials listed below must be submitted to Admissions and Registration before a decision is made regarding your application to KCC. Please make sure the application packet is complete before mailing it to our office or your admissions information will not be processed. The processing time for an I-20 is approximately 3 to 4 weeks from the date your completed application is received.

1. Complete the **International Student Admissions Application**.
2. Read and sign the **International Student Agreement Form**.
3. Submit a **US \$250 recording fee** to KCC (non-refundable). See pages 4-5 for more information.
4. Submit **one passport-sized photograph**, or e-mail a digital passport photo image.
5. Submit the financial **Financial Verification / Affidavit of Support** demonstrating capital adequate to pay the costs of attendance and living expenses for one full academic year. This form must be hand-stamped by a bank official or an individual authorized to certify documents and accompanied by an **original** (paper) bank statement(s) which is less than six months old. The bank statement must indicate in **U.S. dollars** the total amount available from personal funds, family funds from abroad, or funds from any other source. **Scanned documents do not satisfy the official financial document requirements.** See pages 4-5 for more information.
6. Submit **official TOEFL (Test of English as a Foreign Language) scores** for evaluation. The minimum admission score is 520 (paper), 190 (computerized), or 68 (Internet). Successful completion of English Composition I at an accredited U.S. college or university will also satisfy this requirement. Official ACT or SAT scores may also be accepted. **Scanned documents do not satisfy these requirements. Official score reports must be sent directly from the testing company to KCC.** Students from English-speaking countries may be exempt from the TOEFL. International students also must satisfy all other college testing requirements.
7. Request and submit **official transcripts** (and translations into English) of all college(s) and high school credit earned in foreign countries. Academic records must include an explanation of the grading or marking system. Credentials must show proof of graduation from high school. **(Note: Do not send original diplomas or school records that cannot be replaced. Send certified copies or transcripts issued for this purpose.)** See pages 4-5 for more information.
8. Provide a **copy of valid passport**.

After Acceptance

9. If hosted by a district resident, submit the "live-in-guest" tuition waiver request form. (Forms are available from the Admissions Office.)
10. Submit **proof of health insurance prepaid for the semester** (required before course registration). (See [pages 3-4](#) for links to information about companies providing health insurance to international students. **NOTE: Time-payment options are not permitted.**)
11. Transcript Evaluation: Send a copy of your international transcript(s) to one of the approved [NACES organizations](#) (see pages 5- 6) to confirm degrees and/or credits from transcripts. **The documents should be submitted for evaluation before departing your home country. The official transcript evaluation must be received by the college no later than the end of your first semester of enrollment.**

IN-COUNTRY APPLICANT INSTRUCTIONS (FOR CURRENT F-1 VISA STUDENTS ONLY)

Admission and registration for classes is prohibited prior to the completion of items listed below.

All admissions materials listed below must be submitted to the Director of Admissions and Registration before a decision is made regarding your admissions to KCC. Please make sure your admissions packet is complete before mailing it to our office or your admissions information will not be processed. The processing time for an I-20 is approximately 3 to 4 weeks from the date your completed application is received.

1. Complete the **International Student Admissions Application**.
2. Read and sign the **International Student Agreement Form**.
3. Submit a **US \$65 recording fee** to KCC (non-refundable) before the application deadline. *[Note: International students intending to transfer from another U.S. institution for a KCC health career program may receive a refund if they are not accepted into the health program, and they choose not to transfer.]* See pages 4-5 for more information.
4. Submit **one passport-sized photograph** or e-mail a digital passport photo image.
5. Submit the financial **Financial Verification / Affidavit of Support** demonstrating capital adequate to pay the costs of attendance and living expenses for one full academic year. This form must be hand-stamped by a bank official or an individual authorized to certify documents and accompanied by an **original** (paper) bank statement(s) which is less than six months old. The bank statement must indicate in **U.S. dollars** the total amount available from personal funds, family funds from abroad, or funds from any other source. **Scanned documents do not satisfy the official financial document requirements.** See pages 4-5 for more information.
6. Submit **official TOEFL (Test of English as a Foreign Language) scores** for evaluation. The minimum admission score is 520 (paper), 190 (computerized), or 68 (Internet). Official ACT or SAT scores may also be accepted. **Scanned documents do not satisfy these requirements. Official score reports must be sent directly from the testing company to KCC.** Successful completion of English Composition I at an accredited U.S. college or university will also satisfy this requirement. Another option for in-country applicants: take the academic placement test used by the college (ACCUPLACER) instead of the TOEFL with the minimum scores as stated on [page 2](#) of this document. Students from English-speaking countries may be exempt from the TOEFL. International students must also satisfy all other college testing requirements.
7. Request and submit **official transcripts** (translated into English) of all college(s) and high school credit earned in foreign countries. Academic records must include an explanation of the grading or marking system. Credentials must show proof of graduation from high school. **(Note: Do not send original diplomas or school records that cannot be replaced. Send official certified copies or transcripts issued for this purpose.)** See pages 4-5 for more information.
8. Provide a **copy of valid passport**.
9. Submit a **copy of most recent visa** (even if expired).
10. Submit a **printout of the I-94 document (or a photocopy of both sides of the I-94 card issued prior to May 2013)**.
11. Submit **proof of health insurance prepaid for the semester** (required). (See [pages 3-4](#) for links to information about companies providing health insurance to international students.)

F-1 students transferring from another U.S. institution:

Complete all of the "In-Country Applicant" items listed above, and the following additional items:

12. Provide a **copy of current I-20 document**; list I-20 expiration date.
13. Request **official transcripts from previous U.S. schools** attended, showing cumulative GPA of 2.0 or above on a 4.0 scale.
14. Submit the **International Student Transfer Verification Form** (**Section I** is completed by student; **Section II** is completed by the International Student Advisor/DSO from the current school. This form is found on page 22-23 of this packet.

After Acceptance

15. If hosted by a district resident, submit the "live-in-guest" tuition waiver. (Waiver request form is available from the Admissions Office.)

16. Send a copy of your international transcript(s) to one of the approved [NACES organizations](#) (see pages 5-6) to confirm degrees and/or credits from transcripts. *The official transcript evaluation must be received by the college no later than the end of your first semester of enrollment.*

Note: *Students who, for whatever reason, are out-of-status must attempt to correct the issue at the most recently attended institution before KCC will consider their application.*

Eligible Degree Programs for International Students

This chart shows programs of study available at KCC. It includes associate degree programs for those planning to transfer to a university to pursue four-year bachelor's degrees (A.A., A.S., A.E.S., and A.F.A.) and occupational programs for more immediate entry into the workforce (A.A.S. and A.G.S.). Students with A.A.S. and A.G.S. degrees may also be eligible to complete bachelor's degrees through university cooperative agreements and "Two-plus-two" or "capstone" programs.

University Transfer Programs	Occupational and Technical Programs
<p><u>Associate in Arts (A.A.)</u></p> <p><i>Programs of Study</i></p> <p>General (Flexible curriculum to prepare for a variety of university majors, including pre-professional programs)</p> <p>Criminal Justice</p> <p>English</p> <p>Elementary Education</p> <p>History</p> <p>Mass Communications</p> <p>Political Science</p> <p>Psychology</p> <p>Secondary Education</p> <p>Sociology</p> <p>Visual Arts</p>	<p><u>Associate in Applied Science (A.A.S.)</u></p> <p><i>Fields of Study</i></p> <p><i>Program Choices</i></p> <ul style="list-style-type: none"> • Specific tracks <p>Agriculture/Horticulture</p> <p>Agri-Hort-</p> <ul style="list-style-type: none"> • Business • Horticulture • Manufacturing Technology • Production <p>Business / Information Technology</p> <p>Business</p> <p>Office Professional</p> <p>Education</p> <p>Child Development--</p> <ul style="list-style-type: none"> -Director/Administrator Option -Education Option <p>Paraprofessional Educator/Teacher's Aide</p> <p>Health Careers</p> <p>Medical Laboratory Technology</p> <p>Nursing—Registered</p> <p>Paramedic</p> <p>Physical Therapist Assistant</p> <p>Radiography</p> <p>Respiratory Therapist</p> <p>Human and Public Service</p> <p>Law Enforcement</p> <p>Paralegal/Legal Assistant Studies</p> <p>Industry and Technology</p> <p>Air Conditioning & Refrigeration</p> <p>Automotive Technology</p> <p>Computer Graphic Technology</p> <p>Construction Management</p> <p>Electrical Technology</p> <p>Manufacturing Technology-</p> <ul style="list-style-type: none"> • Industrial Maintenance • Machine Tool • Transportation/Warehousing/ Distribution/ Logistics • Manufacturing Technology & Welding <p>Welding Technology</p>
<p><u>Associate in Science (A.S.)</u></p> <p><i>Programs of Study</i></p> <p>General (Flexible curriculum to prepare for a variety of university majors, including pre-professional programs)</p> <p>Agriculture</p> <p>Biological Sciences</p> <p>Business</p> <p>Chemistry</p> <p>Mathematics</p> <p>Physics</p>	
<p><u>Associate in Engineering Science (A.E.S.)</u></p> <p>Engineering</p>	
<p><u>Associate in Fine Arts (A.F.A.)</u></p> <p>Visual Arts</p>	
General Studies	
<p><u>Associate in General Studies (A.G.S.)</u></p> <p>General (<i>Not typically designed for university transfer.</i> Flexible curriculum that allows the combination of general education and occupational / technical courses.)</p>	

PREPARING TO ENTER THE UNITED STATES

PREPARATIONS

- **Hand-carry all immigration documents and keep them in a secure location.** You will need to present the documents to the immigration officer at the port-of-entry. You will not be able to get your checked luggage before arrival processing. If you do not have your documents available, it will delay processing and may result in denial of entry into the United States.
- **Do not carry large amounts of cash.** It is a good idea to have a debit card (VISA or MasterCard) or traveler's cheques in U.S. dollars to access or transport your funds. Automatic Teller Machines (ATMs) are readily available for cash withdrawals. Usually, there is a small fee for using an ATM. If you carry currency from your own country, you will also pay a fee for currency exchange.
- **What is the Form I-94, and why is it important?**
 - The Form I-94 is your Arrival/Departure Record. The Form I-94 is a critical document. It shows that you have been legally admitted to the United States, the class of admission, and the authorized period of stay.
 - It is very important that the information on the form is correct. This information is entered into a system that shows arrival and departure information.
 - Inconsistencies between the information on the Form I-94 and SEVIS records can cause problems when different government systems interact. For example, if a student applies for a Social Security number to work on campus, discrepancies can cause issues with immigration status verification.
(Additional information about the Form I-94 and how to print the document from the internet is in the "Arriving" section on page 13.)

For information on how to prepare to study in the United States, visit "Education USA," a U.S. Department of State website:*

http://www.educationusa.info/5_steps_to_study/undergraduate_step_1_research_your_options.php

[*This website also has information posted in several languages.]

Another website sponsored by the U.S. government is available to help international students interested in studying here. It is called "**Study in the States**" at

<http://studyinthestates.dhs.gov/students>

Click the "**Students**" tab.

ARRIVING

Arrival in the U.S. (from a student perspective)

We want your arrival in the United States to go as smoothly as possible. Please review the information on the U.S. government website below for information about what to expect at the port of entry.

<http://studyinthestates.dhs.gov/2013/04/here-to-help-what-to-expect-at-a-port-of-entry-with-a-us-customs-and-border-protection-officer>

Form I-94

- When you enter the United States, an electronic Form I-94 record is created. You will receive a stamp in your passport that indicates your date of entry, your visa classification (F-1), and the date you must leave the U.S. As an F-1 student, your departure date will be indicated as “D/S”—for “Duration of Status.” That means that you are authorized to remain in the United States as long as you follow the rules to maintain your student status. More information about the I-94 and how to print a copy (if you need it for a specific purpose) is at the following websites:

http://studyinthestates.dhs.gov/student-forms?form=Form_I-94

<https://i94.cbp.dhs.gov/i94/#/home>

If you cannot locate your I-94 number online, go to this web page:

https://help.cbp.gov/app/answers/detail/a_id/1696/kw/help%20with%20finding%20I-94

- If you entered the United States before May 2013, you received **the departure portion of CBP Form I-94** from the immigration officer. You must keep the Form I-94 **and your passport in your possession at all times until you depart the United States.** It is your responsibility to ensure that your I-94/I-94W is turned in to Customs and Border Protection (CBP) at the end of your visit to the United States. You may also turn the form in to an airline agent, if the CPB does not collect it.

Problems at the Port-of-Entry

- If you should encounter problems at the port-of-entry, the immigration officer should call the Kankakee Community College campus at the numbers below. During the day, they will be able to connect the call to a KCC Designated School Official, either Laura Gardner or David Hermann. After business hours, campus security will be able to contact one of the DSOs for a return call.

Monday-Friday	8 AM - 5 PM	815-802-8500
Evenings	5 PM - 8 PM	815-802-8100 (Campus Security)
Late Evenings / Weekends		815-802-8190 (Campus Security)

- **Form 515-A**

“As an F or M student, if you arrive at a U.S. port of entry and do not have all your signed required documents, have not paid the I-901 SEVIS Fee on your current Form I-20, “Certificate of Eligibility for Nonimmigrant Student Status,” or have a Student and Exchange Visitor Information System (SEVIS) status issue, the U.S. Customs and Border Protection (CBP) officer may deny your entry into the United States. **As an alternative, the officer has discretion to issue you a Form I-515A. This document allows you to have temporary admission into the United States for 30 days. To maintain your nonimmigrant student status, you must address your Form I-515A within the time provided to you.**” (Emphasis added.)

This means that you have 30 days to submit the proper documentation to the U.S. Government. **When you arrive on campus, tell the Designated School Official (DSO) at the college that you have received the Form I-515-A.** The DSO will advise you on meeting the requirements.

- “The Student and Exchange Visitor Program (SEVP) will send “Intent to Terminate” notices to students and exchange visitors and their dependents who have failed to comply with the Form I-515A directive by the specified deadline. Recipients of the “Intent to Terminate” notices will have 14 days, as of the date the letter is sent, to respond to the Form I-515A. Failure to comply will result in the termination of their SEVIS record. For more information, please download the [Form I-515A Termination Procedure on ICE.gov.](#)” For more information, follow the links in the paragraphs above, or follow the link below to the source website, Study in the States.

Source: <https://studyinthestates.dhs.gov/what-is-a-form-i-515a>

Transportation to Kankakee

The most convenient door-to-door transportation to Kankakee would be by **taxi or private limousine service**. For an estimate of taxi fares, check the following web site:

[https://www.taxifarefinder.com/main.php?city=Chicago&from=O'Hare+International+Airport+\(ORD\)&to=Kankakee+Community+College%2C+Kankakee%2C+IL%2C+United+States&toCoord=41.09850759999999,-87.85048289999997](https://www.taxifarefinder.com/main.php?city=Chicago&from=O'Hare+International+Airport+(ORD)&to=Kankakee+Community+College%2C+Kankakee%2C+IL%2C+United+States&toCoord=41.09850759999999,-87.85048289999997)

Limousine services can be acquired at both O'Hare and Midway airports. Another option is to arrange for a pickup by a limousine from the Kankakee area. One local limousine company is:

Reliable Limo

815-935-5856

www.reliablelimo.com

ARRIVAL IN KANKAKEE

After you have arrived at your lodging and rested, you **must come to the college to check in with a Designated School Official (DSO) in the Student Services Office**. For your convenience, it is preferred that you call 815-802-8500 to make an appointment, if possible. When you call for the appointment, please tell the receptionist you are a new international student checking in.

AT THE COLLEGE

When you come to meet the International Student Advisor, times will be scheduled for Orientation and placement testing. After testing, the advisor will work with you to schedule classes for the semester. **If you arrive at least one week before classes begin, you will have time to complete the activities to prepare for the start of classes and to become settled in your accommodations.** (*Please note:* Your visa will allow entry to the U.S. up to 30 days before the program start date indicated on the Form I-20.)

OTHER CONSIDERATIONS

Housing

Kankakee Community College does not have campus housing, so students must make their own arrangements for room and board. The campus is served by public transportation.

Weather in Kankakee

Kankakee, Illinois gets 39 inches of rain per year. The US average is 39 inches. Snowfall is 24 inches. The average US city gets 26 inches of snow per year. The number of days with any measurable precipitation is 109.

On average, there are 186 sunny days per year in Kankakee-Bradley Metro Area, Illinois. The July high is around 85° F. The January low is 16° F. (*Source:* "Sperling's Best Places,"

<http://www.bestplaces.net/climate/city/illinois/kankakee>)

Students will need warm clothing, such as heavy coats, sweaters, hats, and gloves, in the fall and winter. These items may be brought from the home country, but purchasing them in the U.S. will save baggage space.

More information

For more information on the Kankakee area, visit the following web sites:

The City of Kankakee: <http://www.citykankakee-il.gov/>

Kankakee County: <http://www.visitkankakeecounty.com/>

Checklist: Summary of Required Application Documents

The following items must be submitted to complete your application. **Please Note: Admission to KCC is not final until all required documents are on file and a letter of acceptance has been issued.**

✓	ITEM
	Copy of valid passport
	One passport sized photograph or email a digital passport photo image to lgardner@kcc.edu
	International Student Application Form
	International Student Agreement Information
	US \$250 recording fee (home-country applicants) / US \$ 65 (transfer applicants) to KCC (non-refundable). If paying by credit card using PayPal, send receipt of payment to lgardner@kcc.edu . See pages 4-5 for more information.
	Financial Affidavit of Support signed by owner of each bank account. Original Financial Affidavits of Support with authentic signatures must be hand-stamped or sealed by a bank official or individual authorized to certify documents and submitted to KCC with proof of financial support (see section below) before the admissions deadline. <i>Scanned or copied documents do not satisfy this requirement.</i> See pages 4-5 for more information.
	Proof of financial support adequate to pay the costs of attendance and living expenses for one full academic year (\$28,400*). <i>Scanned or copied documents do not satisfy this requirement.</i> Acceptable documents: _____ Original official bank statement(s) on official bank letterhead, in English (or accompanied by an English translation) , with amounts indicated in U.S. dollars , signed and notarized. _____ An official letter on bank letterhead, signed and notarized) in English (or accompanied by an English translation) that states the balance of the account in US dollars. The documents must: _____ be dated less than 6 months before the intended beginning semester _____ indicate in U.S. dollars the total amount available from personal funds, family funds from abroad, or funds from any other source available to the student or sponsor. _____ be written in English or be accompanied by a certified translation <i>[*Estimated expenses: Tuition - \$16,900/ Housing & Food - \$6000 / Books, supplies \$1200 / Transportation, Misc. – \$4,300]</i>
	Official TOEFL (Test of English as a Foreign Language) scores (sent directly from ETS). The minimum admission score is 520 (paper), 190 (computerized), or 68 (Internet). Required if student's first language is not English. Official score report must be received directly from ETS to KCC before acceptance. Send photocopy with application or email to lgardner@kcc.edu (In-Country Applicants: For the substitution of ACT, SAT, or placement test scores, see page 8.)
	Official transcripts or certified copies (and English interpretations) of all college(s)/universities and high school credit earned in foreign countries. Academic records must include an explanation of the grading or marking system. Credentials must show proof of graduation from high school. When regional or national examinations are required for graduation, official test results (including evaluation scale) must be submitted. Note: After acceptance, students must also submit these credentials to an evaluation agency in the U.S. to certify equivalency to a U.S. high school education. Students should do this before departing their home countries. Individual students will be notified if they must have their transcripts evaluated before acceptance to the college. Do not send original diplomas, grade reports, or documents that cannot be replaced. See pages 4-6 for more information.
	Proof of pre-paid U.S. health insurance coverage (1 semester minimum) is required before registering for classes. Provide photocopy or email insurance policy and card to lgardner@kcc.edu and your coach (if you're an athlete). (Estimated cost: \$700 USD/year) Athletes: must ensure that their insurance policy will cover intercollegiate athletic injuries. The Athletic Department will set requirements for minimum coverage, and athletes will be informed of those requirements. See pages 3-4 for more information.
In-Country Applicants Only	
	KCC Transfer Authorization Form (students in F-1 status transferring to KCC from another US high school, college, or university)
	Provide a copy of current I-20 document; list I-20 expiration date (students in F-1 status transferring to KCC from another US high school, college, or university)
	Request official transcripts from previous U.S. schools attended, showing cumulative GPA of 2.0 or above on a 4.0 scale. (students in F-1 status transferring to KCC from another college, or university). Scanned or copied documents do not satisfy this requirement.
	Printout of the I-94 document (or copy of I-94 form card--front and reverse)
	Copy of most recent visa (even if expired)
Send your complete Admissions Packet to: Office of Admissions and Registration Kankakee Community College 100 College Drive Kankakee, IL 60901-6505 Attn: Laura Gardner	

International Student Applicant Information Kankakee Community College

PERSONAL INFORMATION

Name:

Family Name

Given Names (First name)

Type of Applicant:
(choose one)

New F-1 Visa Student

Transfer

Change of Status

Returning

E-mail Address:
(required)

Please print clearly

Telephone:

Country Code + Telephone Number

US telephone number

Is your US telephone a cell phone number? YES _____ NO _____

Current Home Country Address:

Permanent Foreign (Home) Country Address (number, street, floor, apt.#, etc.)

City

Region, state, province, etc.

Postal code

Country

Country of Citizenship:

City of Birth:

Country of Birth:

Date of Birth: Month _____ Day _____ Year _____

Gender: Male _____

Female _____

Home country contact person:

(In case of emergency while you are in the U.S.)

Family Name

Given Names (First name)

Telephone of emergency contact:

Country Code + Telephone Number

City

Province and Country

Address while attending KCC (if known):

Street Address

City

State

Postal code

Is this a host family's address? YES _____ NO _____

ACADEMIC INFORMATION

Planned enrollment date:

Fall Semester (August)
20 _____

Spring Semester (January)
20 _____

Summer Term (May)
20 _____

Note: New students applying from abroad may only begin their studies at the college during a fall or spring term.

Degree – CHOOSE ONE OF THE THREE OPTIONS BELOW

(See page 12 for more information)

1. Transfer Degree (to prepare you to transfer to a four-year university)

Associate in Art (A.A.): _____
(Program of Study)

Associate in Science (A.S.): _____
(Program of Study)

Associate in Engineering Science (A.E.S.)

Associate in Fine Arts (A.F.A.)

2. Occupational Degree: _____
(Program of Study)

3. Associate in General Studies (A.G.S.)

Name of High School Attended: _____ to _____
Years attended

Date of graduation

Have you completed college coursework at a foreign institution? YES _____ NO _____

Foreign College Courses: If you are pursuing a degree or would like to receive college credit for college courses completed in a foreign country, please see information about evaluation agencies on pages 5-6 of this packet. Courses you took at another college or university that pertain to your program of study may count toward your degree. To determine if these courses are eligible, submit a [transcript evaluation request](#) to KCC's Admissions and Registration Office in addition to a course-by-course evaluation conducted by the private evaluation agency. It is recommended that you request an evaluation of your transcripts by an evaluation agency prior to registering for courses at KCC. Registering prior to the completion of the official evaluation may have financial aid and course implications.

Please note: Completing an evaluation does not guarantee transfer of college credit to Kankakee Community College.

LANGUAGE PROFICIENCY (TOEFL, ACT, or SAT Scores)

TOEFL Score: _____	ACT Scores: Reading _____ English/ Writing _____ Math _____	SAT Scores: Reading _____ English/ Writing _____ Math _____
---------------------------	---	---

NOTE: Official score report must be received directly from ETS before acceptance. Send photocopy with application.

TRANSFER STUDENTS CURRENTLY IN THE UNITED STATES

Name of current institution: _____

Address of institution: _____

_____ City _____ State _____ Zip Code

SEVIS # _____ **I-94#** _____

WHERE YOU WOULD LIKE US TO SEND THE I-20/ADMISSION DOCUMENTS?

After acceptance by KCC, we will issue you an acceptance letter and the Form I-20. You will be notified by email of your acceptance. You may choose one of the following three options for KCC to ship your documents to you. Please indicate your choice below.

1. **Send to a US address by the US Postal Service (choose one of the options below)**

- I want my I-20 sent by regular US mail to my residence
- I want my I-20 sent by regular US mail to a US address, other than my own. Name of person that lives at the address listed below: _____

First Name

Last Name

Address to send I-20/Admission Documents (number, street, P.O. box, etc.)

City

State

Zip Code

2. **Send by Regular Overseas Mail – OVERSEAS MAY TAKE 4-6 WEEKS**

Address to send I-20/Admission Documents (number, street, P.O. box, etc.)

City

Region, state, province, etc.

Postal code

Country

3. **Send by Express Mail – KCC uses an express mail service (see page 24) that will allow you to receive your acceptance letter and I-20 through DHL, UPS, or FedEx in 3-5 days. This is the quickest method to receive your I-20/Admission documents. Please see page 25 for instructions on how to use University Express Mail.**



International Student Agreement Form Kankakee Community College

Maintaining Legal F-1 Status (For complete information, please read page 3 of your I-20.)

1. **Passport & Visa:** You must always keep your passport and immigration status valid.
2. **Travel:**
 - You must see a **Designated School Official (DSO) before leaving the United States.**
 - A DSO must sign your Form I-20 before you leave the United States. This signature is valid for one full year, but it must also be valid 6 months beyond the date you plan to re-enter the U.S.
3. **Work:**
 - Students with F-1 status, may work “on campus” in part-time positions. Part-time is considered 20 hours or less per week.
 - You are not allowed to work “off campus” unless you have permission from a DSO and the U.S. Citizen and Immigration Services (USCIS).
4. **Enrollment:** You must register for at least 12 credit hours for both fall and spring semesters.
5. **Address Change: You must notify a KCC DSO in writing of any change of address within 10 days.**

**Note: The DSO will notify the Department of Homeland Security (DHS) through the SEVIS system. This will satisfy your legal obligation to notify DHS of your address change.*
6. **Change of major:** You must **notify a KCC DSO of a change of major** within 10 days, so that a new I-20 can be issued
7. **IRS Forms:** You must submit forms to the Internal Revenue Service (IRS) in early spring whether or not you have worked. (See the International Student advisor for more information).

KCC Policies

1. **Attendance:** You are expected to regularly attend your KCC courses. Instructors have the right to reduce your grade by one letter if your absences exceed how many credits the course is worth. For instance, if you're taking ENGL 1613, which is worth 3 credits (refer to the last digit of course number), and you're earning an A and miss class more than 3 times, the instructor can reduce your grade to a B. If you know you're going to miss class, notify the instructor. Permission to make up work because of excused absences is at the instructor's discretion.
2. **Grades:** You must maintain at least a 2.0 (“C” or 70%) Grade Point Average (on a 4.0 scale) or higher.
3. **Tuition:** The tuition and fees are assessed at the “out-of-state” rate. Some students may receive the in-district tuition rate under special circumstances by submitting proof of “live-in-guest” status. If your guest status should change or you move outside of our district boundaries, KCC may assess the out-of-state charge until the proper documentation is received to re-apply for the in-district rate.
4. **Health insurance:** You must have health insurance and show proof of insurance, pre-paid in full, for each semester before registration.
5. **“Hold” on Registration:** An academic hold will be posted on your record each semester, and you must see a DSO to take off the hold before you can register for classes.
6. **Course Schedules and Changes:** The international student academic advisor or the DSO will approve your courses and any schedule changes each semester. Athletes must also have the approval of their courses and any schedule changes from their coach. This ensures compliance with NJCAA regulations. If you have questions or concerns about a course, talk to the international academic advisor and DSO immediately.



- 7. **Travel:** You must check-in with the international student advisor/designated school official prior to and after returning from travel. Upon return, submit your most recent I-94. Check-in is required during the first week of every term.
- 8. **Financial Aid/Scholarships:** No Financial Aid is available from KCC, but students may be eligible for some merit-based scholarships after one year.
- 9. **Campus Regulations:** You must abide by the Code of Campus Affairs and Regulations as stated in the current college catalog.

I, (full name, printed) _____ have carefully read and understand all information above and hereby certify that the financial information provided herein is true and correct.

Student's Signature _____ **Date:** _____



Financial Verification

International students or their sponsor must provide evidence of sufficient funds available to financially support two full semesters of study at Kankakee Community College. The sponsor must sign the affidavit, and it must be hand-stamped or sealed by a bank official or an individual authorized to certify documents.

Please print.

Student Name _____

Are you financially independent? _____ Yes _____ No

- If yes, do you have at least \$28,400 (U.S. Dollars) per academic year available to you?
_____ Yes _____ No

(If yes, see "Required Financial Documents" below. If you answered No to either of the above, the International Student "Sponsor's Affidavit of Support" must be completed by your sponsor(s). See below.)

I, (full name, printed) _____ have carefully read and understand all information above and hereby certify that the financial information provided herein is true and correct.

Student's Signature _____ Date: _____

Sponsor's Affidavit of Support

I, _____, who resides at
(Name of sponsor)

(Address of sponsor)

Being duly sworn, depose and say that it is my intention to support

(Name of student)

who resides at _____
(Home country address of student)

and who comes to the United States to study at Kankakee Community College, that I am willing and able to maintain and support the prospective student; and that this affidavit is made by me for the purpose of assuring the college that the student I am sponsoring will not find it necessary to appeal to the college for financial support.

(Signature of sponsor)

(Date)

Address of sponsor _____

Relationship to student _____

REQUIRED FINANCIAL DOCUMENTS

This document must be accompanied by an original official bank document showing a minimum balance of US \$28,400. The following documents are acceptable.

- Original official bank statement(s) on official bank letterhead, in English (or accompanied by an English translation), with amounts indicated in U.S. dollars, signed and notarized.
An official letter on bank letterhead, signed and notarized) in English (or accompanied by a certified English translation) that states the balance of the account in US dollars.

NOTE: Scanned or faxed documents do not fulfill the original financial document requirement.



F-1 Student Transfer Authorization Form

Applicant: Complete the top section of this form with your name and signature and present it to your International Student Advisor/DSO at the school you currently attend. Please have the Designated School Official (DSO) complete, scan and e-mail this form to Laura Gardner, DSO (lgardner@kcc.edu).

To be completed by the student:	
Family Name:	First Name:
Date of Birth (mm/dd/yy):	
SEVIS ID number:	
Current U.S. Address:	
State:	Zip/Postal Code:
Email address:	Phone:
I authorize a DSO at my previous/current school to complete section B to transfer the supervision of my non-immigrant status to Kankakee Community College.	
(Your OPT employment authorization ends on the date your SEVIS record is released.)	
Student's Signature:	Date:

To be completed by the Int'l Student Advisor/DSO before issuance of acceptance letter:	
Name of Institution:	
Address:	
State:	Zip/Postal Code:
Designated School Official (DSO):	
Email address:	Phone:
SEVIS School Code:	



To the best of your knowledge, is the student in status and eligible for an active transfer to KCC?

YES NO (If not, please notify the student and do not transfer their record)

IF NO, PLEASE EXPLAIN:

Three horizontal grey bars for explaining the answer.

The student is currently: IN STATUS / OUT OF STATUS

** KCC will not accept the transfer of terminated SEVIS records caused by a pattern of repeated violations or where a willful failure on the part of the student resulted in the need for reinstatement.*

What will be/was the last date of attendance at your school? (mm/dd/yy)

Was the student authorized for Optional Practical Training or Curricular Practical Training?

YES NO

Full-time Part-time

List dates:

Degree level:

SEVIS Transfer Details

SEVIS Release Date:

KCC semesters:

Fall term starts: third Monday in August
 Spring term starts: first Monday in January
 Summer (8 week term) starts: first Monday in June

DSO Signature:

Today's Date:

Note: The Kankakee Community College SEVIS School Code is CHI214F00515000

DSO: Thank you for your assistance. If you have any questions, please contact the DSO/ International Student Advisor at (815) 802-8513 or lgardner@kcc.edu .



Shipment of Documents Express Mail and Other Options

Application Documents

When you send your application documents to KCC, you may use the shipping method of your choice.

You may also use the express mail service used by KCC, which offers competitive rates: “University Express Mail Services.” (<https://study.eshipglobal.com>) Follow the instructions for “Student/Scholars.” Shipments are transported by FedEx, UPS, or DHL. The KCC International Student Advisor can give you the KCC student identification number required for the shipment.

Acceptance Documents

After acceptance by KCC, we will issue an acceptance letter and the Form I-20. You will be notified by e-mail of your acceptance. You may choose the following options for KCC to ship your documents to you. Please notify a DSO at KCC of your shipment choice within 5 days.

- 1) Send to a U.S. address by the U.S. Postal Service
 - If you want your I-20 sent by regular U.S. mail, to your own residence. There is no additional expense to you.
 - If your I-20 will be sent to a U.S. address, other than your own residence, notify the Admissions office. Include the name of the person who lives at that address.
- 2) Send by Regular Overseas Mail—Overseas mail may take 4-6 weeks.
 - If you want your I-20 sent by regular overseas mail, there is no additional expense to you.
 - Your I-20 will be sent by regular overseas mail to the address indicated on your application.
- 3) Send by Express Mail—KCC uses an express mail service (listed above) that will allow you to receive your acceptance letter and I-20 through DHL, UPS, or FedEx in 3-5 days.
 - To use this option, you must notify us within 5 days by e-mail.
 - Sending your documents through express mail is at YOUR expense. You will enter your credit card information (Visa, MasterCard, or Discover cards only) when requesting the service online on the shipping service website.
 - To request express mailing of your documents, go to the following website. (It works best with Internet Explorer & Mozilla Firefox browsers.)
<https://study.eshipglobal.com>

NOTE: To arrange for KCC to ship your documents by express mail, you must use the website provided above—do not go through the DHL, UPS, or FedEx websites directly. If you choose Express Mail, all communication will go through the University Express Mail Services (eShipGlobal), who will notify us that you have arranged for your I-20 to be sent by express mail.



Instructions: Using *University Express Mail Services* for Document Shipment

- Go to the website: <https://study.eshipglobal.com>
- Create your own user name and password in order to create an account.
- To request a shipment from KCC, you will need
 - your KCC Student ID number (which we will provide you)
 - mailing address
 - e-mail address
 - telephone number
 - credit card information
- You may request shipment either to your foreign address, or to a U.S. contact address.
 - **If your I-20 will be sent to a U.S. contact address, include the name of the person who lives at that address.**
 - Pay close attention to the information submitted, as errors in the credit card information or submitting incorrect or incomplete address information will result in a delay in the mailing of your I-20.
 - If you experience any difficulty in registering and processing the shipment, please use the “Help” link in the site for step-by-step instructions.
 - If you have additional questions about how to use this service, please e-mail support@eshipglobal.com