



*Kankakee Community College*

*100 College Drive*

*Kankakee, IL 60901*

*p. 815.802.8100*

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## **Kankakee Community College International Admissions Packet of Information**

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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. For your convenience, in and out-of-country applicant checklists are included at the end of this packet which list the documentation you will be required to either upload in the application portal using the in or out-of-country applicant instructions form or send to KCC. Options for document shipment are explained on the last page of this information packet. Forms that must be mailed to KCC should be sent to:

Office of Admissions and Registration  
Kankakee Community College  
100 College Drive  
Kankakee, IL 60901-6505  
Attn: International Student Services

You may also contact us by:

Telephone: 815-802-8520

Fax: 815-802-8521

All documents must be received before the admissions deadline. Refer to applicant instructions within the application portal.

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## 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 a fall, spring, or summer term (eight-week).
- The current academic calendar is linked below:

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

### ADMISSION 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)

#### Change of Status

- **July 1** for fall semester
- **Nov. 1** for spring semester

***\*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. Review [Change of Status](#) on the Study in the States webpage and [Changing to a Nonimmigrant F or M Student Status](#) on the U.S. Citizenship and Immigration Services webpage.

### 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**
- **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. Scores must be from the last two years.
    - Official ACT scores for evaluation. The minimum admission score is an ACT English or ACT reading score of 19. Scores must be from the last two years.
    - Official SAT scores for evaluation. The minimum admission score is an SAT Verbal/Reading score of 480. Scores must be from the last two years.
  - **Applicants already in the United States** have the option to take a placement test at KCC (ACCUPLACER NEXT GEN) 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. Prepare for the test by visiting: [ACCUPLACER Next Gen Prep Info](#) (click on prepare for the exams tab). Email [testingcenter@kcc.edu](mailto:testingcenter@kcc.edu) or call [815-802-8530](tel:815-802-8530) to make an appointment. Bring photo identification such as a driver's license or passport with you to your appointment, and inform staff that you are an international applicant. These testing policies are subject to change.
  - **In the following circumstances and with appropriate documentation, applicants may qualify for admission without submitting test results for English proficiency requirements:**
    - Successful completion of English Composition I at an accredited US college or university
    - Earned a bachelor or master's degree from an accredited US college or university
    - Most US high school graduates are not required to submit proof of English proficiency. Applicants who graduated from a US high school who have not completed college-level English or math courses and cannot provide ACT or SAT test scores, will need to take KCC's reading and math placement exams to determine placement. KCC advisors use test scores to register students for appropriate courses.
    - Language proficiency requirements for applicants of who are citizens of predominately native-English speaking countries will be considered on a case by case basis.
    - **NOTE: Scanned documents do not satisfy testing requirements.** Official score reports must be sent directly from the testing company to KCC with attention to Admissions and Registration. International students must also satisfy all other college testing requirements. If students are unable to provide ACT or SAT math scores that meet [KCC's testing requirements](#) and they have not completed a college-level math course, they will be asked to take KCC's math placement exam upon arriving in the US and prior to registering for courses. Prepare for KCC's math placement exam, ALEKS by visiting: [ALEKS Prep Info](#) (click on prepare for the exams tab). Email [testingcenter@kcc.edu](mailto:testingcenter@kcc.edu) or call [815-802-8530](tel:815-802-8530) to make an appointment. Bring photo identification such as a driver's license or passport with you to your appointment, and inform staff that you are an international applicant. These testing policies are subject to change.

## 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 \$40,896 (without dependents)**
- Additional funds required for optional summer courses

Tuition	\$25,560 (\$852.01x30 credits)/year
Books and Supplies	\$1,800/year
Housing and Food	\$9,312/year
Transportation & other living expenses for single students	\$4,224/year
<b>Total (without dependents)</b>	<b>\$40,896</b>
<b>For each dependent living with student, add:</b>	<b>\$7,712/year</b>
<i>*cost of health insurance not included in the</i> <b>\$40,896</b>	

### Tuition

- The Out-of-State Tuition Rate effective Summer 2022 for international students (on F-1 visa) is **US \$852.01** per credit hour.
- Additional fees may apply to specific areas of study (technology fees and laboratory fees).
- The Board of Trustees reserves the right to change tuition and fees without notice.
- Tuition increases are typically approved in March for the following academic year. Therefore, it is recommended that summer and fall applicants do not submit financial documentation any earlier than the April 1 prior to their intended term of enrollment.
- **For payment options and deadlines, see page 5 of this packet for more information.**

### Health insurance

International students are required to have health insurance. See page 4 for more information.

### Personal property insurance

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.

### Academic scholarships

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

### Athletic scholarships

The amount of KCC athletic scholarships will be deducted from the required \$40,896. The remaining balance is the amount of money students will be required to declare on bank statements or an official bank letter. See example below.

\$40,896  
- \$25,560 (athletic scholarship: 30 credit hours x out-of-state rate of \$852.01)  
\$15,336

## HEALTH INSURANCE

International students are required to have health insurance. **Students must provide proof of insurance for each semester before registering for classes and participation in athletic practices or games. 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.** **NOTE:** KCC does not have a Student Health Center.

- **Please watch this video about health care in the United States by clicking on the link below:**  
[Health Care in the US](#)
- 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)
- 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.
  - Some KCC students have purchased health insurance from the providers below.
    - [International Student Insurance](#)
    - [ISO Student Health Insurance](#)
    - [Student Secure](#)
- **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 your coach if you have questions about requirements, and the Athletic Department for recommendations. Proof of insurance is required before course registration and participation in athletic practices or games.**
  - Visitors Insurance (**Global Care Plus Sports**): <https://www.visitorsinsurance.com/global-care-sports-care-plus.asp>
  - ISP International Student Protection (Pioneer Elite Plans):  
<http://intlstudentprotection.com/schools/kankakee-community-college/>
  - HCC Medical Insurance Services (<http://www.hccmis.com/f1-visa-insurance/>): (Elite & Select Plans) StudentSecure Select [http://www.hccmis.com/downloads/ss\\_brochure.pdf](http://www.hccmis.com/downloads/ss_brochure.pdf)

## 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

Applicants will be asked to submit the following financial documents in the application portal:

- **Financial Verification and Sponsor's Affidavit of Support Forms**
  - The Financial Verification form is in KCC's in-and-out-of-country applicant instructions in the application portal.
  - Applicants must submit an Affidavit of Support signed by the owner of each bank account (the financial sponsor). The link to the form is in KCC's in-and-out-of-country applicant instructions in the application portal. The form must be notarized by a notary public, bank official, or individual authorized to certify documents and accompanied by an 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.
- **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
  - Be on official bank letterhead
  - Indicate funds in U.S. dollars
  - Be written in English
  - Be current within six months of the intended beginning semester
  - Have an original signature by a bank official authorized to certify documents
  - Have an official stamp/seal**See an example [here](#)**

### NOTES:

1. **Financial support may come from personal accounts, private scholarships, sponsoring agencies, the student's family, or any dependable source.**
2. **Applicants applying from abroad for an F-1 visa:** The U.S. Embassy or Consulate will need an **original** bank statement. Be sure to obtain **two original** statements from the bank. Send one to KCC by uploading it in the application portal 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](mailto:paypal@kcc.edu)** and email receipt of payment to KCC's designated school official at [dso@kcc.edu](mailto:dso@kcc.edu)

If you require additional information about payment, please contact:

**Beth Nunley (KCC Accounting Office)** 815-802-8142 [bnunley@kcc.edu](mailto: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.
- KCC payment options can be found [here](#).
- KCC payment deadlines can be found [here](#).
- The KCC "Nelnet" payment plan allows students to spread the tuition payments over the months of the semester for a US \$25 fee. More information about the Nelnet payment plan can be found [here](#).

- It is recommended that students establish a U.S. bank account, especially if they will use the Nelnet payment plan.
- Students are responsible for knowing their government's policy about sending money to the U.S.

## REQUIRED ACADEMIC RECORDS

Request and submit **official** transcripts (and translations into English) of all college(s) and high school credit earned in foreign countries. **All official academic records from each secondary school and college/university attended must be submitted regardless of intent to transfer or evaluate.** Request 2 sets of official academic records – one set for KCC and one set to submit to an evaluation agency. 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. Translations will be accepted from your academic institution, [University Language Services](#), or another certified translation service. Credentials must be sent in a sealed envelope with your institution's name on it. The seal, stamp, or signature of an official officer at the institution should overlap the back flap of the sealed envelope. See example [here](#).

## EVALUATION OF EDUCATION CREDENTIALS/TRANSFER CREDITS

### Secondary schools

**Secondary:** Submit credentials (high school transcripts, and a copy of the results of any terminal or qualifying examination taken or certificates) in a sealed envelope from your high school/secondary education institution and certified English translations to KCC. Academic records must include an explanation of the grading or marking system. **Credentials/transcripts must show proof of graduation from high school including graduation date (month, day, year). If your transcript does not include a graduation date, an official letter from the high school will be required in addition to your credentials/transcripts. The letter must be on school letterhead and include your first and last name, date of birth, the name, address, and phone number of the high school, and the month, day, and year of graduation with a signature from school administration. Have the letter mailed to the address on the first page of this document.**

KCC also accepts electronic transcripts as official if the transcript is received by KCC directly from a third party service. The third party services KCC has experience with are:

- Parchment
- National Student Clearinghouse
- E-Scrip Safe
- Credential Solutions
- Scribble

If the website needs an email address for KCC, they can use [admissions@kcc.edu](mailto:admissions@kcc.edu) or [transcripts@kcc.edu](mailto:transcripts@kcc.edu) .

**Note:** Do not send original diplomas or school records that cannot be replaced. Send certified copies or transcripts issued for this purpose. Do not send original translation documents. Please submit complete, legible copies.

**After acceptance, students must also submit these credentials and translations to an evaluation agency in the U.S. to certify equivalency to a U.S. high school education and request that the agency send the official report to Kankakee Community College. Each agency states the academic documents they require on their website. Students should do this before departing their home countries. Official evaluation reports must be submitted to KCC no later than the end of your first term.** Individual students will be notified if they must have their transcripts evaluated before acceptance to the college.

**US high school graduates and graduates from Canadian high schools** do not need to submit transcripts to an evaluation agency. Request that your official US or Canadian high school transcripts are mailed to KCC.

### Colleges / Universities

**Applicants that have completed foreign college coursework:** 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 a private evaluation agency. Agencies are listed in this International



Admissions Packet. It is recommended that you submit 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.

**International student athletes that have completed foreign college coursework:** will need to submit their official evaluation of high school and college coursework with US GPA equivalents to KCC before being allowed to participate in athletic games. It's recommended that these students choose either the Course-by-Course Evaluation by Educational Perspectives: <https://www.edperspective.org/student-credential-evaluations.php> or the High School and University Level Course-by-Course evaluation by Educational Credential Evaluators: <https://www.ece.org/ECE/Individuals/Education-Reports> .

**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. Have your official, final transcripts sent to KCC and submit a [transcript evaluation request](#) to KCC's Admission and Registration Office.

### EVALUATION AGENCIES

**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 [HERE](#). Agencies that KCC evaluators are familiar with are:

<p><b>1. Educational Credential Evaluators, Inc.</b>  <a href="http://www.ece.org">www.ece.org</a></p> <p>P.O. Box 514070          Milwaukee, WI 53203-3470</p> <p>Phone: (414) 289-3400          Fax: (414) 289-3411          e-mail: <a href="mailto:eval@ece.org">eval@ece.org</a></p>	<p><b>2. World Education Services, Inc.</b>  <a href="http://www.wes.org">www.wes.org</a></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: <a href="mailto:info@wes.org">info@wes.org</a></p>	<p><b>3. Educational Perspectives</b>  <a href="http://www.edperspective.org">www.edperspective.org</a></p> <p><b>(Via US Mail)</b>          P.O. Box 618056          Chicago, IL 60661-8056</p> <p><b>(Via Courier: DHL, FedEx, etc.)</b>          134 N. LaSalle St.,          Suite 100          Chicago, IL 60602</p> <p>Phone: 312-421-9300          Fax: 312-421-9353/e-mail: <a href="mailto:info@edperspective.org">info@edperspective.org</a></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.

- 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.
- 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. You may find the locations for student visa issuance at the [U.S. Department of State website](#). Students will be required to pay a fee to the U.S. Department of State for the visa appointment.

- **Citizens of Canada and Bermuda** do not require visas to enter the United States as students, although they must present a valid Form I-20 at the time of admission. For more information see [information for Citizens of Canada and Bermuda](#). In addition, carefully read the information [here](#) and [here](#).
- **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](http://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](http://www.fmjfee.com).

### ***Preparing for your interview at the U.S. Embassy***

- Once a student schedules their visa interview appointment, they should bring the following documents to the present to the consular officer in addition to any other required documentation: I-20 (Certificate of Eligibility for Nonimmigrant Student Status), his/her passport, “Nonimmigrant Application” confirmation page, 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. See [here](#) and [here](#) for more information about preparing for a visa interview.
- 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 SHOULD 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. The form can be accessed in the online application portal using the in or out-of-country applicant instructions. **Contact with KCC must be made at least 30 days prior to the beginning of the semester.** KCC will not issue an I-20 until an applicant fulfills all international admissions requirements (including submitting documentation), is accepted, and their SEVIS record is transferred to KCC by their current school. SEVIS records should not be transferred until after an applicant is officially accepted for admission and the applicant, transfer-in school, and transfer-out school have decided on a transfer release date for the SEVIS record. For more information about the transfer process for international

applicants, see [here](#).

## MAINTAINING VISA STATUS

### ***Working in the US***

- Carefully review [Working in the US](#) on Study in the State's webpage
- 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 break or summer annual vacation with supervisor approval.
- 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.
- An academic hold is posted on international students' record each semester, and **students may need to see a DSO to take off the hold before they can register for classes.**
- 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, email or phone 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 at least two weeks 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 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.***

## 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.

**NOTE:** KCC health career programs are competitive entry. This means, that programs have separate admissions, academic and residency requirements. The curriculum of record for students applying to, but not yet accepted into, competitive entry health careers programs is the Associate in General Studies. You may apply to become an international student at KCC, but it does not guarantee entry into health career programs.

For detailed descriptions of the programs listed below, see [Programs of Study by Area](#).

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

# PREPARING TO ENTER THE UNITED STATES

## PREPARATIONS

**For information on how to prepare to study in the United States, visit “[Education USA](#),” a U.S. Department of State website.\*** [\*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.

- **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.

## 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 found [here](#). (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.)

### Form I-94

When you enter the United States, an electronic Form I-94 record is created. The Form I-94, “Arrival/Departure Record,” is a Department of Homeland Security (DHS) document issued to nonimmigrant aliens at the time of lawful entry into the United States at an air or sea port of entry. The Form I-94 is evidence of a nonimmigrant’s term of admission and used to document legal status in the United States, including length of stay and departure. 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](http://studyinthestates.dhs.gov/student-forms?form=Form_I-94) and <https://i94.cbp.dhs.gov/i94/#/home>

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 and it’s during regular business hours, the immigration officer should contact one of KCC’s Designated School Officials (contact information is on the first page of this packet). If you should encounter problems at the port-of-entry and it is after business hours, the immigration officer should call the Kankakee Community College campus at the numbers below.

Evenings	5 PM - 8 PM	815-802-8100
Late Evenings / Weekends		815-802-8190 (Campus Police)

## 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.***

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, visit [Study in the States – Form I-515A Overview](#).

## 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, click [here](#).

**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.reliablelimoinc.com](http://www.reliablelimoinc.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)**. You can make an appointment by emailing [dso@kcc.edu](mailto:dso@kcc.edu) .

## AT THE COLLEGE

When you come to meet the Designated School Official/International Student Advisor, times will be scheduled for orientation and placement testing. After testing, the academic advisor will work with you to schedule classes for the semester. Orientation is required for all new international students. **If you arrive at least two weeks 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.

### ***Location and Transportation***

Kankakee is a rural city with limited public transportation. River Valley Metro Mass Transit District serves all or part of Kankakee, Bourbonnais, Bradley and Aroma Park. For more information, see [here](#).

### ***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/>



## Shipment of Documents Express Mail and Other Options

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### Application Documents

For application documents that must be mailed, 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/default.asp>) Follow the instructions for “Student/Scholars.” Shipments are transported by FedEx, UPS, or DHL. The KCC International Student Advisor/Designated School Official can give you the KCC student identification number required for the shipment.

### Acceptance Documents

After acceptance, KCC will issue an acceptance letter and the Form I-20. You will be notified by e-mail of your acceptance. KCC will ship your documents to you according to the selection you made on your international admissions application. If shipping abroad, KCC will send your documents using University Express Mail Services (UEMS). UEMS will allow you to receive your acceptance letter and I-20 through DHL, UPS, or FedEx in 3-5 days. Students pay the shipping costs associated with this service. You will enter your credit card information (Visa, MasterCard, or Discover cards only) when requesting to receive documents on the shipping service website.

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

To use University Express Mail to send or receive documents:

1. Go to the website: <https://study.eshipglobal.com/default.asp>
2. Create an account by [registering](#) (there is no fee to register)
3. Verify your account by using the email that was sent to you from University Express Mail
4. After you verify your account go back to the website and [sign-in](#)
5. After you log in, choose “send documents to university” to send admissions paperwork to KCC or “receive documents from university” to request your acceptance letter and I-20
6. Follow the instructions provided (choose university, confirm address, select carrier, confirm payment, request confirmed)
7. KCC will be notified and process your request

\*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.**





*Kankakee Community College  
100 College Drive  
Kankakee, IL 60901  
p. 815.802.8100  
f. 815.802.8101*

- 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 [studentsupport@eshipglobal.com](mailto:studentsupport@eshipglobal.com)



## Checklist: Summary of Required Application Documents

Below is a list of documents that in and out-of-country applicants will be asked to upload while completing the in or out-of-country applicant instructions in the application portal. If documents need to be submitted by mail, it will be noted in red.

Forms that must be mailed to KCC should be sent to:

Office of Admissions and Registration  
 Kankakee Community College  
 100 College Drive  
 Kankakee, IL 60901-6505  
 Attn: International Student Services

✓	ITEM
	Passport-sized photograph
	Copy of valid passport
	Affidavit of Support form with each financial sponsor's original signature. Link to form is provided within the application portal in the in and out-of-country applicant instructions.
	<p>Proof of financial support adequate to pay the costs of attendance and living expenses for one full academic year. See example of original certified bank letter <a href="#">here</a>.</p> <p><b>Acceptable documents:</b>  <b>Original (paper) official bank statement <u>OR</u> Original certified letter on official bank letterhead</b> as evidence of sufficient funds to support the student's studies in the U.S.</p> <p><b>All bank documents must:</b></p> <ul style="list-style-type: none"> <li>• be on official bank letterhead</li> <li>• indicate funds in U.S. dollars</li> <li>• be written in English</li> <li>• be current within six months of the intended beginning semester</li> <li>• have an original signature by a bank official have an official stamp/seal</li> </ul>
	Demonstrate English Proficiency – see page 2 of this packet. <b>Scanned documents do not satisfy testing requirements. Official score reports must be sent directly from the testing company to KCC.</b>
	<p>Request <b>official</b> transcripts and certified English translations of all college(s) and high school credit earned in foreign countries be sent to KCC. <b>All official academic records from each secondary school and college/university attended must be submitted regardless of intent to transfer or evaluate.</b> Academic records must include an explanation of the grading or marking system. <b>Credentials/transcripts must show proof of graduation from high school including graduation date (month, day, year). If your transcript does not include a graduation date, an official letter from the high school will be required in addition to your credentials/transcripts. The letter must be on school letterhead and include your first and last name, date of birth, the name, address, and phone number of the high school, and the month, day, and year of graduation with a signature from school administration. Have the letter mailed to the address on the first page of this document.</b> When regional or national examinations are required for graduation, official test results (including evaluation scale) must be submitted.</p> <p>If you have not graduated high school before applying, submit unofficial transcripts until you graduate. After</p>



	<p>you graduate, request that your official transcripts and English translations are sent to KCC <b>BEFORE</b> the international admissions deadline.</p> <p>Credentials must be sent in a sealed envelope with your institution's name on it. The seal, stamp, or signature of an official officer at the institution should overlap the back flap of the sealed envelope. See example <a href="#">here</a>.</p> <p>Request 2 sets of official academic records – one set for KCC and one set to submit to a National Association of Credential Evaluation Service evaluation agency. See pages 6 and 7 of this packet for more information.</p> <p><b>US high school graduates and graduates from Canadian high schools</b> do not need to submit transcripts to an evaluation agency. Request that your official US or Canadian high school transcripts are mailed to KCC.</p> <p><b>Scanned documents do not satisfy academic credential requirements.</b> Academic credentials/transcripts must be mailed to KCC. KCC also accepts electronic transcripts as official if the transcript is received by KCC directly from a third party service. See page 6 for more information.</p>
	<p>Submit application fee to KCC (non-refundable). \$65 for transfer students in US; \$250 for new students</p>
<p><b>In-Country/Transfer Applicants Only:</b> In addition to all of the documents listed above, you must also submit the documents below.</p>	
	<p>KCC Transfer Authorization Form (a link to the form will be provided in the application portal in applicant instructions)</p>
	<p>Copy of current I-20 Form</p> <p><b>Note:</b> Students' SEVIS records auto complete 60 days after the program end date listed on their I-20. Please keep this in mind as you want your SEVIS record to be in active, not complete status, when it's transferred to KCC.</p>
	<p>Copy of most recent visa (even if expired)</p>
	<p>Copy of I-94 (Arrival/Departure Record). To get a copy of your most recent I-94, go <a href="#">here</a>. You'll need your passport.</p>
	<p>Request official transcripts from previous U.S. schools attended are mailed to KCC. <b>Scanned documents do not satisfy academic credential requirements.</b> Academic credentials/transcripts must be mailed to KCC. KCC also accepts electronic transcripts as official if the transcript is received by KCC directly from a third party service. See page 6 for more information.</p>

**After Acceptance, both in and out-of-country applicants will need to upload the following documentation in the application portal:**

	<p>Proof of health insurance prepaid for the semester (estimated cost: \$700 USD/year). Students may elect to extend coverage for a full academic year. Documents required before course registration and participation in athletic practices or games. <b>Time-payment plans are not accepted. Athletes: must ensure that their insurance policy will cover intercollegiate athletic injuries.</b> The Athletic Department will set requirements for minimum coverage, and athletes will be informed of those requirements. See page 4 of this packet for more information.</p>
	<p>Host Family Form (a link to the form will be provided in the application portal in applicant instructions)</p>