

INTERNATIONAL STUDENT

Application for Admission

College Information and Application Form

F-1 VISA (INTERNATIONAL STUDENT) APPLICANTS
F-1 TRANSFER FROM ANOTHER COLLEGE
THOSE REQUESTING CHANGE TO F-1 VISA OR F-1 STATUS

VALENCIA
A BETTER PLACE TO START®

Steps to Take to Enroll at Valencia Community College

1. APPLY FOR ADMISSION

To complete the application process at Valencia you must provide the following before the application deadline (see deadlines below). Students are encouraged to submit their application well in advance of the deadline date to facilitate assessment and advising. Applications and documents not completed by the deadline will not be processed. Once the application is completed, it is recommended that you make copies of all documents you submit to the college. This will help with the processing of your paperwork with the U.S. Consulate and U.S. Citizenship and Immigration Service (USCIS).

TERM	STUDENTS NOT IN THE UNITED STATES	STUDENTS IN THE UNITED STATES	DATE STUDENT MUST REPORT TO VALENCIA
Fall '06	June 16, 2006	July 14, 2006	July 31, 2006
Spring '07	Oct 6, 2006	Nov 10, 2006	Dec 1, 2006
Summer '07	March 2, 2007	March 9, 2007	April 6, 2007

Valencia Community College Admissions and Application Fee

Please complete the enclosed application and submit to Valencia Community College. The application can be mailed or brought to the Answer Center on any Valencia campus. If you submit the application in person, the application should be brought to the International Student Services Office where a Valencia identification number will be assigned to you. You will then be able to take the application to the Business Office to pay the \$25 non-refundable application fee. If you are mailing the application to Valencia, be sure to enclose either a check or money order for the amount of \$25 in U.S. funds and send to:

- | | | | |
|---|---|---|--|
| <input type="checkbox"/> East Campus/
Winter Park Campus | Attn: International Admissions
Valencia Community College
701 N. Econlockhatchee Trail, MC: 3-13
Orlando, FL 32825 | <input type="checkbox"/> West Campus/
Osceola Campus | Attn: International Admissions
Valencia Community College
1800 S. Kirkman Road, MC: 4-8
Orlando, FL 32811 |
|---|---|---|--|

Official High School Transcripts with Evaluation

All applicants must provide official proof of high school equivalency as evaluated by an agency identified by the National Association of Credential Evaluation Services (NACES) and submit a copy of their transcript prior to being accepted and admitted to the college. A list of agencies can be found on the NACES Website: www.naces.com/members. The official copy of the evaluation must be mailed directly from the evaluation company to Valencia's address above. Please enclose a copy of your official high school transcripts. The evaluation must be completed document-by-document and submitted prior to acceptance to Valencia.

Official College or University Transcripts (if you have attended a previous institution)

Applicants who have previously attended international colleges/universities must have their transcript(s) evaluated and a copy of the transcript(s) sent directly to Valencia Community College. International credentials must be evaluated course-by-course by an agency identified by the National Association of Credential Evaluation Services (NACES) before credit can be granted. A list of agencies can be found at www.naces.com/members.

If you are transferring from an institution in the United States be sure to submit official college transcripts. Transcripts must be submitted in a sealed envelope from the college or university.

Declaration of Finances

- A.** Submit a signed notarized letter in English from your sponsor, parent, or guardian stating that he/she will provide you with approximately \$27,590 (U.S. Dollars) per academic year for college fees and other incidental expenses. Attached to this application is the Declaration of Finances form which should be completed and returned with the application.
- B.** Submit on bank letterhead in English, an official letter confirming the fact that your sponsor, parent or guardian has the financial resources to finance your college education. Funds in deposit must be shown in U.S. dollars.

Provide Proof of English Proficiency

TOEFL Exam – An official International TOEFL Score of 450 or better on the paper version, 133 or better on the computer version, or 44 or better on the internet based test should be sent directly to Valencia Community College and is required before you will be admitted or accepted to the college. Applicants who enroll in English for Academic Purposes (EAP) must present a TOEFL score of 450 or better on the paper version, or a score of 133 or better on the computer version, or 44 or better on the internet based test. Applicants who cannot locally obtain a bulletin and registration form should write or visit the TOEFL Website:

TOEFL
P.O. Box 6151, Princeton, NJ-USA 08541-6151
Website: www.toefl.org

LOEP Exam An appropriate score on the Level of English Proficiency (LOEP) exam is required prior to being accepted and admitted to the college. The LOEP exam can only be taken if you are presently in Orlando.

ENGLISH IS YOUR FIRST LANGUAGE If your native language is English, a TOEFL is not required.

Detach and complete application form and return it with your non-refundable \$25 application fee

NOTE: If you are interested in the Intensive English Program through Valencia Enterprises, you must complete their requirements for the SEVIS Form I-20. Please contact the Center for Global Languages directly at 407-582-6688 or visit their website at <http://www.centerforgloballanguages.com/> for admission information.

Completion of the SEVIS I-20 Request Form

Enclosed in this application packet is a form titled I-20 Request Form. This form should be completed and returned with the application. This form will be necessary in completing your I-20 to obtain your Student Visa.

Transferring International Student

All of the following must be completed if you are currently enrolled as an international student at another college or university within the United States seeking admission to Valencia Community College.

- A.** Applicants who have attended a regionally accredited institution of higher education in the U.S., and are looking to transfer to Valencia Community College, must submit an official transcript from each institution.
- B.** Applicants must contact the International Student Services Office and request a SEVIS Transfer Eligibility Form.
- C.** Applicants must provide original student copies of all I-20, Visa, Passport and I-94 documents before being accepted to the college.

When you have arrived at Valencia Community College you will be required to complete the following steps to finish the enrollment process with the college.

2. ASSESSMENT

Degree-seeking students must complete the College Placement Test (CPT). Proof of completed college courses in math and English may be substituted for portions of the assessment. Also, if you have taken the SAT or ACT within the last two years and obtained satisfactory scores as listed in the college's online catalog, you may waive assessment in those skill areas. Visit an Assessment Center (locations on back) to take the CPT. It is important that you prepare for the CPT since the assessment will determine your placement into either college-level or preparatory course work.

3. SIGN UP AND ATTEND ORIENTATION AND ADVISEMENT

After taking the assessment test, sign up for a **mandatory New Student Orientation**. To sign up for New Student Orientation, log into your Atlas account and click on the New Student Orientation link. If your official transcripts have not yet been received by Valencia, you must bring an unofficial copy of your transcript(s) with you to New Student Orientation for proper advisement. At orientation you will receive your CPT results, a Valencia catalog, and academic advising during which an educational advisor will help you develop an Education Plan and assist you with selecting classes.

In addition, all international students are required to attend an International Student Orientation which will provide information pertinent to immigration and study in the United States.

4. HEALTH INSURANCE

As part of the admissions process, students on a F-1 visa must purchase health insurance provided through Valencia and must maintain this health insurance coverage during their entire period of study at Valencia.

5. HOUSING AND MEALS

Valencia Community College does not provide on-campus housing. It is the student's responsibility to locate housing prior to the start of classes. Private accommodations can be found within driving distance of the college. Breakfast and lunch can be purchased at the Valencia Community College dining facilities at a reasonable cost.

6. EMPLOYMENT

F-1 Visa students may not be employed off-campus without authorization from an International Student Advisor and the United States Citizenship and Immigration Service (USCIS).

7. REGISTER FOR CLASSES - Check Credit Class Schedule for Dates and Times

You will register for classes online through Atlas using your personal Atlas account, which can be accessed within three days of receipt of your application or once you've been issued a Valencia I.D. number. To register via Atlas, go to atlas.valenciac.edu on any computer with Internet access or, visit an on-campus Atlas Access Lab (locations on back).

8. PAY FOR CLASSES

Pay for classes online or in person at the Business Office (locations on back). Credit card (VISA, AMEX, MC, Discover) and check payments are accepted in a drop box after business hours.

9. GO TO CLASS

Note: Students are required to attend the first day that each class meets or they may be withdrawn as a "no show" and will be liable for the cost of the class(es).

Please type or print in ink all information requested.

1 General Information

Name as it appears on your passport

Family Last Name		First Name		Middle Initial	Preferred Name	
Mailing Address			City	County	State	Zip Code
Country	Country of Citizenship		Country of Birth		Birth Date Mo / Day / Yr	
Telephone Number	E-mail Address					

Should your transcripts, test scores, etc. arrive under any name(s) other than those listed above, indicate name(s) here:

.....

Gender: F (2) M (1) **What is your native language?**

I will be enrolling in an English or mathematics course during my first term. Yes No

Date I plan to enroll at Valencia Community College (refer to enrollment steps at left for application deadline dates):

Year: Fall Term Spring Term Summer Term

Please select one of the following as your home campus: East Osceola West Winter Park

Do you currently have a Visa? Yes No If yes, what type? When does your Visa expire?
(Attach copies of both sides of I-94.)

Have you taken the TOEFL? Yes No If yes, which version of the TOEFL did you complete? Paper Computer Internet
TOEFL score (Please send official TOEFL score to Admissions Office)

Are you married? Yes No Do you plan to bring your spouse and/or children with you? Yes No If yes, complete the following:

Spouse's Name	Date of birth	Country of citizenship
Child's Name	Date of birth	Country of citizenship
Child's Name	Date of birth	Country of citizenship
Child's Name	Date of birth	Country of citizenship

2 High School Information

Which of the following have you completed? Please check one. High School Diploma G.E.D.

Please complete the following:

Name of high school presently attending or graduated from			Graduation Date (Mo/ Day/Yr)
City	County	State	Country

High School Equivalent Diploma (G.E.D.):	State Issuing G.E.D.	Date Issued (Mo/ Day/Yr)
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3 College and University Information

In order to receive accurate advising, all college/university transcripts must be received and evaluated prior to enrolling in classes.
Failure to list all previous institutions could result in dismissal from Valencia.

List all institutions/dates attended:

Enter official name of institution. *No abbreviations please.*
College/University Name and Campus

Dates Attended		City	State	Country
From	To			
Mo Yr	Mo Yr			
/	/
/	/
/	/

Finance Office Use

Office Use Only	
V#:	Campus of Record <input type="checkbox"/> E <input type="checkbox"/> W
ID generated by:	Data entry date:
Status:	Processed by:

Associate in Arts (A.A.)

- Accounting
- Architecture
- Art, Studio/Fine Art
- Biology
- Business Administration
- Chemistry
- Computer Science
- Dance Performance
- Economics
- Education (General Preparation)
- Articulated Engineering (Florida Institute of Technology)
- Articulated Engineering (Polytechnic University of the Americas)
- Articulated Engineering (University of Central Florida)
- Articulated Engineering (University of Florida)
- Articulated Engineering (University of Miami)
- Engineering (General)
- English
- French
- General Studiess
- Health Services Administration
- History
- Horticultural Science
- Humanities
- Human Resources Management
- Information Technology
- Interpersonal Communications
- Journalism
- Management Information Systems
- Marine Biology
- Marketing
- Mathematics
- Philosophy
- Political Science and Government
- Portuguese
- Psychology
- Public Administration
- Public Relations/Organizational Communication
- Radiologic Sciences
- Respiratory Care
- Sign Language Interpretation
- Social Sciences
- Sociology
- Spanish
- Statistics

Students who have earned a Bachelor's degree or an Associate in Arts degree from a regionally-accredited institution are not eligible to receive another Associate in Arts degree.

Associate in Science/Associate in Applied Science (A.S. /A.A.S.)

- Accounting Technology
- Baking and Pastry Management
- Building Construction Technology
- Business Administration
(Indicate Specialization):
 - Finance
 - Human Resources Management
 - Management
 - Marketing
 - Real Estate Management
 - Small Business Management
- Business Administration (Articulated)
- Civil/Surveying Engineering Technology
- Computer Engineering Technology
(Networking) (Indicate Specialization):
 - Cisco
 - Microsoft
- Computer Information Technology
- Computer Programming and Analysis
- Criminal Justice Technology
(Indicate Specialization):
 - Corrections
 - Law Enforcement
 - Probation/Parole
- Criminal Justice Technology (Articulated)
- Culinary Management
- Digital Media Technology
(Indicate Specialization):
 - Design and Development
 - Production and Presentation
- Drafting and Design Technology
- Electronics Engineering Technology
(Indicate Specialization):
 - Electronics
 - Telecommunication and Wireless
- Entertainment Design and Technology
(Indicate Specialization):
 - Live Show Production
 - Production Design
- Film Production Technology
(Indicate Specialization):
 - Cinematography
 - Post-Production
- Graphics Technology
(Indicate Specialization):
 - Graphic Design
 - Interactive Design
- Hospitality and Tourism Management
- Hospitality and Tourism Management (Articulated)
- Landscape and Horticulture Technology
(Indicate Specialization):
 - Horticulture
 - Landscape
- Medical Information Coder/Biller Administration
- Medical Office Administration
- Music and Sound Technology
(Indicate Specialization):
 - Music Performance and Sound
 - Sound Technology
- Office Administration
- Paralegal Studies (Articulated)
(Indicate Specialization):
 - Litigation
 - Transactional
- Restaurant Management

Non Degree Seeking:

- Transient Student - enrolled as a degree-seeking student at another insitution and wants to transfer Valencia credits to that insitution. (A Transient Student form is required.)*

International students are required to certify that they will have available the sum of \$27,590, for each year of study at Valencia Community College, excluding travel expenses. Additional family members, such as a spouse and/or child, will require certification of additional funds of \$3,500 per person.

Please indicate your relationship to the student. I am: Father Mother Brother/Sister Other

This is to verify that I, (Sponsor) _____, will be responsible for the educational and/or living expenses of (Student) _____, each year while he/she is attending Valencia Community College. I certify that the total amount of money that I have available for educational expenses at Valencia Community College is \$ _____, in U.S. dollars.

Please indicate the source(s) for your educational expenses.
Use exact amounts in U.S. dollars.

FAMILY	\$ _____
GOVERNMENT SPONSOR	\$ _____
PERSONAL SAVINGS	\$ _____
OTHER	\$ _____
TOTAL	\$ _____

Average expenses for a full-time Valencia student

Tuition and Fees (full-time student taking 15 credits for two terms)	\$ 7,450
Books & Supplies	\$ 1,500
Health Insurance (12 month coverage, paid annually)	\$ 1,000
Living Expenses *	\$ 17,640
TOTAL	\$ 27,590

STUDENT AND/OR SPONSOR MUST PROVIDE AN ORIGINAL **BANK LETTER IN ENGLISH** ON BANK LETTERHEAD VERIFYING FINANCIAL SOURCES IN U.S. DOLLARS. (BANK STATEMENTS ARE NOT ACCEPTABLE.)

* The actual amount of support required varies from student to student. The college does not offer student housing, so your living expenses will be determined by whether you rent a single room, apartment or house, and whether you live by yourself or with other students. We have estimated \$17,640 in living expenses (rent, utilities, food, transportation, etc.) for one year.

I do hereby swear and affirm that the above information is true. I understand that a false statement in this affidavit will subject me to penalties for making a false statement pursuant to Florida Statutes, and that a false statement in this affidavit may subject the above named student to the penalties of making a false or fraudulent statement.

STUDENT'S SIGNATURE: _____ DATE: _____

SPONSOR'S SIGNATURE: _____ DATE: _____

NOTARY:

Before me personally appeared _____,
who states that he/she executed the above instrument of his/her own will
and accord, with full knowledge of the purpose thereof.

Sworn to and subscribed before me
this _____ day of _____, 2_____.

SIGNATURE OF NOTARY: _____

SEAL

I understand that this application is for admission to Valencia Community College and is for the term indicated on this application. I also understand and agree that I will be bound by the college's regulations concerning application deadline dates and admissions requirements. I further agree to the release of any transcript, student record or test scores to this institution (including any SAT-I, SAT-II and ACT score reports that this institution may request from the College Board or ACT).

I certify that all the information given in this application is complete and accurate, and I understand that to make false or fraudulent statements within this application or residency statement may result in disciplinary action, denial of admission and/or invalidation of credits or degrees earned. I understand, with my signature, that while attending Valencia Community College, I agree to uphold all federal and state laws, county and municipality ordinances, and rules, regulations, policies and procedures of Valencia Community College. I also certify that I have answered all questions on this application accurately and that all documentation provided is accurate.

In accordance with §1001.64(8)(a), F.S., Valencia Community College may consider the past actions of any person applying for admission or enrollment and may deny admission or enrollment to an applicant because of misconduct if determined to be in the best interest of the college. Valencia reserves the right to refuse admission or re-enrollment or to place conditions on admission or re-enrollment of applicants and students who Valencia determines would be disruptive of the orderly process of the college's programs, would interfere with the rights and privileges of other students or employees, and/or would represent a safety risk to Valencia students, employees or property. Applicants/students have the right to appeal any decision to the vice president for student affairs within seven calendar days of the date the notice was received.

.....
Applicant's Signature (Required)

.....
Date

.....
Parent's Signature (If applicant is under the age of 18 years)

.....
Date

If I am admitted as a student to Valencia Community College:

1. I understand that as an international student I will pay the non-Florida resident tuition rate for the entire length of my studies at the college. I am not eligible for financial aid.
2. I will obtain permission from the U.S. Citizenship and Immigration Service (USCIS) to attend Valencia Community College.
3. I will enroll and complete the courses in English (reading, writing and speaking) that are appropriate for the major I have selected. I will not drop or add any classes without talking to the International Student Advisor.
4. I understand that I must meet full-time requirements (a minimum of 12 credits) in order to maintain my student status with the U.S. Citizenship and Immigration Service (USCIS). Falling below full-time status will jeopardize my immigration status.
5. EMPLOYMENT: F-1 Visa students may not be employed off-campus without authorization from an International Student Advisor and the U.S. Citizenship and Immigration Service (USCIS).

I understand that failure to meet the above conditions may result in cancellation of my enrollment at Valencia Community College. I also understand that failure to meet these conditions will result in notification to the U.S. Citizenship and Immigration Service (USCIS) that I am out of status.

.....
Applicant's Signature (Required)

.....
Date

.....
Parent's Signature (If applicant is under the age of 18 years)

.....
Date

Student Services at Valencia Community College

The Answer Center is your resource for information regarding admissions, academic advising, assessment, records, and graduation. Most of your questions can be answered in the Answer Center, located on all four campuses. East Campus: Bldg. 5, Rm. 211; West: Bldg. SSB, Rm. 106; Osceola: Bldg. 1, Rm. 150; Winter Park, Rm. 1-210.

International Student Services is your resource for questions regarding academic advising, the admissions process, and student visa status. East Campus: Bldg. 5, Rm. 217; West Campus: Bldg. SSB, Rm. 106.

The Information Station is where you can go for campus tours and directions, admissions forms and general information. Located adjacent to the entrance of the Student Services area on all four campuses.

The Business Office is the location to pay any fees you owe to the college, including application fees and tuition. Business offices are located on East Campus: Bldg. 5, Rm. 214; West: Bldg. SSB, Rm. 101; Osceola: Bldg. 1, Rm. 155; Winter Park: Rm. 1-206.

Assessment is where you can take the CPT test. East Campus: Bldg. 5, Rm. 237; West: Bldg. SSB, Rm. 235; Osceola: Bldg. 1, Rm. 127; Winter Park: Rm. 1-140.

Student Services is where you can go for assistance with issues that are more complex and involve academic advising and orientation. East Campus: Bldg. 5, Rm. 210, 407-582-2310; West: Bldg. SSB, Rm. 110, 407-582-1343; Osceola: Bldg. 1, Rm. 140, 407-582-4139; Winter Park: Rm. 1-140, 407-582-6814.

Student Development is where to find information about campus clubs and organizations. This is also the place to get your photo I.D. East Campus: Bldg. 5, Rm. 212; West: Bldg. 4, Rm. 103; Osceola: Bldg. 1, Rm. 131; Winter Park: Rm. 1-122.

LifeMap is a student's plan of action for achieving educational and career goals. It's your road map for figuring out what to do when, and which Valencia resources could help. See the Valencia Student Handbook for information on how to get started.

Atlas is Valencia's web-based portal that allows you to enroll for classes online, view your schedule and academic history, get information on college events, e-mail other students and faculty, and more.

The Atlas Access Lab provides computer access to your Atlas account. East Campus: Bldg. 5, Rm. 213; West: Bldg. SSB, Rm. 142; Osceola: Bldg. 1, Rm. 151; Winter Park: Rm. 1-210.

Campus Security offices will issue you a parking decal. East Campus: Bldg. F; West: SSB-170; Osceola: Bldg. L; Winter Park: 1st Floor Security Desk.

The Bookstore can help you with your textbook and school supply needs. The bookstore also sells CPT review packets. East Campus: Bldg. 5, Rm. 120; West: Bldg. 1, Rm. 142; Osceola: Bldg. C; Winter Park: Rm. 1-101.

BREAKDOWN OF ESTIMATED STUDENT EXPENSES

EXPENSES	FALL SEMESTER	SPRING SEMESTER	ACADEMIC YEAR TOTAL
Tuition and Fees *	\$ 3,725	\$ 3,725	\$ 7,450
Books & Supplies	\$ 750	\$ 750	\$ 1,500
Health Insurance (paid annually)	\$ 500	\$ 500	\$ 1,000
Living Expenses **	\$ 8,820	\$ 8,820	\$ 17,640
TOTAL	\$ 13,795	\$ 13,795	\$ 27,590

* Average for a full-time student taking 15 credits; current tuition subject to change July 1, 2006

** The actual amount of support required varies from student to student. The college does not offer student housing, so your living expenses will be determined by whether you rent a single room, an apartment, or a house, and whether you live by yourself or with other students. We have estimated \$17,640 in living expenses (rent, utilities, food, transportation, etc.) for one year.