



HOWARD
COMMUNITY COLLEGE

You Can Get There From Here.

International (F1) Student Application for Admission for Credit Degree and Certificate Programs





Dear Prospective International Student:

Thank you for your interest in Howard Community College (HCC). This application is for those interested in F1 admission (full-time study in the Fall and Spring semesters is required). Completion of the admissions process will result in the issuance of an I-20, the document required to apply for the F1 visa or F1 student status.

Application Deadlines

Semester/Term	Application Deadline*
Fall	June 1 for Overseas and Change of Status Applicants June 30 for Transfer Students in the USA
Spring	October 1 for Overseas and Change of Status Applicants November 15 for Transfer Students in the USA
Summer/Winter	F1 applications are <u>not</u> processed for Summer or Winter terms

*Application deadlines are strictly upheld

In order to understand the admissions requirements and process involved in receiving an I-20, please read the packet carefully and completely. This application packet contains:

- Detailed instructions regarding F1 admissions requirements
- Application for Admission
- Certification of Finances Form
- Sponsor's Affidavit of Room and Board
- Sponsor's Affidavit of Financial Support (copy as many as are needed)
- Checklist of Admissions Requirements (inside back cover)

Please note that admission is not granted and an I-20 cannot be issued until all requirements are met. Applicants are strongly encouraged to submit all forms and supporting documents together prior to the application deadline.

Office of Admissions and Advising
Howard Community College
10901 Little Patuxent Parkway
Columbia, MD 21044

E-mail: intlstudent@howardcc.edu

Phone: +1-443-518-4420

Website: www.howardcc.edu/admissions/apply/intl/index.html

To receive admission to Howard Community College and qualify for an I-20, all F1 applicants must meet the following requirements and submit all supporting documents:

1. International (F1) Student Application for Degree and Certificate Programs

- Please complete the entire application.

2. \$50 non-refundable application fee

- Checks only accepted from US banks; a money order is required for overseas applicants
- Fee is made payable to “Howard Community College”

3. Proof of English proficiency

OVERSEAS STUDENTS:

- Official TOEFL (Test of English as a Foreign Language) transcript
 - Please visit www.ets.org/toefl for information
 - Use HCC’s Institutional Code (**5308**) to have scores sent to HCC
 - Score requirements:
 - 74 or higher on the internet-based test (ibt)
 - 537 or higher on the paper-based version
 - 203 or higher on the computerized version

STUDENTS IN THE U.S.:

- Howard Community College English Placement Test score
 - Placement into *English-086 (Academic Advanced Reading for ESL Students)* or higher required for admission for non-native English speakers. Native speakers of English must place into *English-096 (Fundamentals of Academic Reading)* or higher for admission. **Placement test is only offered on HCC’s campus.**

– OR –

- Successful completion of *English-083 (Academic Intermediate Reading for ESL Students)* in HCC’s English Institute

4. Official secondary school transcripts and/or diploma verifying high school completion

- Documents must be in English
- Transcripts must be original documents (uncertified photocopies not accepted)

5. Official college/university transcripts

- Transcripts must be in English
- Transcripts must be original documents (uncertified photocopies not accepted)
- Students seeking transfer credit must have their foreign transcripts evaluated by an accredited foreign transcript evaluation agency

6. Visa/Immigration Documents

- All applicants must provide a copy of their passport ID page
- Applicants *in the U.S.* must also submit copies of all documentation regarding U.S. visas or immigration to the United States, including passport, visa, I-94 card, and previous I-20's (if applicable)

7. Financial Documents/Bank Statements

- All applicants must provide financial documentation showing available finances to pay for one year of study at HCC
- Bank statements must be original documents on bank letterhead (uncertified photocopies not accepted)
- Bank statements must be in English
- Bank statements must be current (dated within 3 months of the application deadline)
- Bank statements from checking and savings accounts are acceptable
- Current costs for one year of study at HCC are as follows:

ITEM	ESTIMATED EXPENSES	BASED ON
Tuition and Consolidated Fees	\$ 8,000*	Maximum full-time enrollment
Laboratory/Additional Fees	\$ 600	Additional fees listed as part of a course listing
Books	\$ 1,200	Costs vary
Personal Expenses	\$ 2,500	This is a minimal estimate depending on personal needs and interests.
Health Insurance	\$ 1,000	Applicants must provide proof of health insurance to cover medical care in the United States. Health insurance policies that cover medical evacuation are strongly recommended.
Room and Board	\$ 12,800	<i>HCC does not provide housing. Students must arrange room and board off-campus.</i>

\$ 26,100	Minimum Total Cost <u>if student will pay for local Room and Board</u>
\$ 13,300	Minimum Total Cost <u>if Room and Board will be provided by U.S. Sponsor</u> (Please include Sponsor's Affidavit of Room and Board)

*Tuition and fees are subject to change

Dependent Information: Students accompanied by a spouse and/or child must provide proof of ***additional*** financial support as follows:

- ***Additional \$6,800 per year of support for a spouse***
- ***Additional \$3,400 per year of support for each child***

INTERNATIONAL (F1) STUDENT LEARNING PROGRAM CODES

TRANSFER PROGRAMS

Associate of Arts Degrees

Arts and Science

- 271 - Accounting
- *** - Aging Services (choose an option)
 - 249a - Aging Services Management
 - 249b - Gerontology
- 140 - American Studies
- 141 - Anthropology
- 241 - Arabic
- *** - Art (choose an option)
 - 269a - Art - Studio Art
 - 269b - Art - Architecture
 - 269c - Art - Interior Design
- *** - Arts Administration (choose an option)
 - 205a - Arts Administration - Interdisciplinary Arts
 - 205b - Arts Administration - Visual Arts
 - 205c - Arts Administration - Performing Arts
 - 205d - Arts Administration - Media Arts
- *** - Art History (choose an option)
 - 204a - Art History - Art History/Research
 - 204b - Art History - Research/Studio
- 163 - Athletic Training
- 202 - Bioinformatics
- 71 - Biotechnology
- *** - Communication Studies (choose an option)
 - 206a - Communication Studies - Professional & Business
 - 206b - Communication Studies - Journalism & Media
 - 206c - Communication Studies - Interpersonal & Organizational Communications
 - 206d - Communication Studies - Speech & Written Communications
- 253 - Conflict Resolution
- *** - Criminal Justice (choose an option)
 - 90a - Criminal Justice
 - 90b - Criminal Justice - Computer Forensics Option
- 142 - Dance Performance
- *** - Digital Arts (choose an option)
 - 258a - Digital Arts-Gaming & Simulation Design
 - 258b - Digital Arts-Multimedia Design
 - 258c - Digital Arts-Web Design
 - 258d - Video/Digital Arts-Multimedia Design
- 164 - English
- *** - Environmental Science (choose an option)
 - 125a - Environmental Science
 - 125b - Ecological Technology Design
- *** - Exercise Science (choose an option)
 - 165a - Exercise Science
 - 165b - Exercise Science-Sports Coaching
 - 165c - Exercise Science-Sports & Fitness Management
 - 165d - Exercise Science-Martial Arts
- 244 - Film Studies
- 259 - Film & Video Pre-Production
- 143 - Global Economics
- 260 - Graphic Design

- 167 - Health Care Management & Administration
- *** - Health Education (choose an option)
 - 169a - Health Education - Community & School Health
 - 169c - Health Education - Complementary Medicine and Holistic Health
- 228 - History
- 144 - Horticulture
- *** - Human Services (choose an option)
 - 170e - Human Services - Chemical Dependency
 - 170f - Human Services - Developmental Disabilities
 - 170g - Human Services - Human Services
- *** - Interdisciplinary Studies (choose an option)
 - 145a - Interdisciplinary Studies - Diversity Studies
 - 145b - Interdisciplinary Studies - Fine Arts Studies
 - 145c - Interdisciplinary Studies - Women's Studies
- 146 - International Studies
- 48 - Liberal Arts
- 49 - Life Sciences
- *** - Mathematics (choose an option)
 - 160a - Mathematics-Pure Mathematics, Applied Mathematics
 - 160b - Mathematicss-Actuarial Sciences
- 67 - Music
- *** - Music Technology¹
 - 261a - Music Technology-Audio Recording
 - 261b - Music Technology-Composition
- *** - Nutrition (choose an option)
 - 251a - Nutrition-Dietetics
 - 251b - Nutrition-Food Science
 - 251c - Nutrition-Nutritional Science
- 232 - Philosophy and Religious Studies
- 262 - Photography
 - 50 - Physical Sciences
 - 68 - Pre-Allied Health
 - 51 - Pre-Dentistry
 - 52 - Pre-Medical Technology
 - 53 - Pre-Medicine
- 126 - Pre-Nuclear Medicine Technology
 - 54 - Pre-Optometry
 - 55 - Pre-Pharmacy
 - 56 - Pre-Veterinary Medicine
 - 57 - Psychology
- 250 - Public Health
 - 58 - Social Sciences
- 236 - Sociology
- 203 - Spanish
- *** - Television and Radio Production (choose an option)
 - 263a - Television and Radio Production-Television Production
 - 263b - Television and Radio Production-Radio Production
 - 263c - Television and Radio Production-Television and Radio Production
- *** - Theater (choose an option)
 - 237a - Musical Theater
 - 237b - Performance
 - 237c - Technical
 - 237d - Generalist

Business Administration

- 03 - Accounting, Business Administration, Fashion Merchandising
- 229 - Information Systems Management - Office Systems
- 230 - Information Systems Management - Programming and Technical Systems
- 173 - International Business

Computer Science

- 33 - Computer Science

Engineering

- 23 - Engineering

Associate of Science in Engineering

- 256 - Computer Engineering
- 257 - Electrical Engineering

Entrepreneurship

- 239 - Entrepreneurship

General Studies

- 07 - General Studies
- 156 - General Studies - Business/Technology Emphasis
- 166 - General Studies - General Studies for Certificate Students
- 157 - General Studies - Science Emphasis

Information Technology

- *** - Information Technology (choose an option)
 - 171a - Information Technology - PC/Network/Net
 - 171b - Information Technology - Programming
 - 171c - Information Technology - Cisco
 - 171e - Information Technology - Web Development Option
 - 171f - Information Technology - Computer Forensics Technology
- 231 - Network Security

Teacher Education (see AAT)²

- 130 - Early Childhood Education
- 131 - Elementary Education
 - *** - Secondary Education
 - 35a - Secondary - Humanities/Arts
 - 35b - Secondary - Social Sciences
 - 35c - Secondary - Math/Science

Associate of Arts in Teaching³

- 254 - Early Childhood Education/Early Childhood Special Education
- 255 - Elementary Education/Elementary Special Education
- 207 - Secondary Education - Chemistry
- 247 - Secondary Education - English
- 208 - Secondary Education - Mathematics
- 209 - Secondary Education - Physics
- 210 - Secondary Education - Spanish

¹ Pending Approval by NASM

² Should be selected by students preparing for transfer to an out-of-state 4-year institution

³ Should be selected by students preparing for transfer to a Maryland 4-year institution

INTERNATIONAL (F1) STUDENT LEARNING PROGRAM CODES

CAREER PROGRAMS

I-20's are NOT issued for Certificate programs. However, Certificates may be earned in conjunction with Associate degrees.

Architectural and Construction Management

- 242 - Architectural and Construction Management (AAS)
- 243 - Architectural and Construction Management Certificate

Biomedical Engineering

- 06 - Biomedical Engineering (AAS)
- 76 - Biomedical Engineer Specialist Certificate
- 36 - Biomedical Engineer Field Technician Certificate

Business Management

- *** - Business Management (AAS) (choose an option)
 - 37a - Business Management
 - 37b - Business Management - Financial Planning
 - 37d - Business Management in the Virtual Environment
- 225 - Business Management - Professional Coaching (AAS)
- 214 - Business Management - Entrepreneurship Certificate
- 212 - Business Management - Professional Coaching Certificate
- 213 - Business Management - Professional Organizational Coaching Certificate
- 248 - Business Management in the Virtual Environment Certificate
- 150 - E-Commerce/E-Business Certificate
- 28 - Financial Planning Certificate
- 11 - Retailing Certificate

Computer-Aided Design (CAD) Technology

- 72 - CAD Design Technology (AAS)
- 70 - CAD Technology Certificate

Computer Support Technology

- 118 - Computer Support Technology (AAS)
- 151 - CISCO Certified Network Associate (CCNA)/CISCO Certified Network Professional (CCNP) Certificate
- 180 - PC Maintenance (A+ Certification) with Network Emphasis Certificate

Culinary Management

- *** - Culinary Management (AAS) (choose an option)
 - 233a - Culinary Management-Professional Baking and Pastries
 - 233b - Culinary Management-Professional Cooking
 - 233c - Culinary Management-Professional Cooking and Pastries Dual Option
- 264 - Culinary Management-Baking and Pastries Certificate
- 265 - Culinary Management-Professional Cooking Certificate

Early Childhood Development

- 89 - Early Childhood Development (AAS)
- 87 - Early Childhood Development Certificate

Electronics Technology

- 18 - Electronics Technology (AAS)
- 64 - Electronics Technology Certificate
- 25 - Telecommunications Technology (AAS)
- 24 - Telecommunications Technology Certificate
- 181 - Wireless Communications Technology (AAS)

Entrepreneurship

- 240 - Entrepreneurship (AAS)

Exercise Science

- 196 - Personal Training Certificate
- 245 - Martial Arts Studies Certificate

Health Care for the Professional

- *** - Health Care for the Professional (AAS) (choose an option)
 - 168a - Health Care for the Professional-Cardiovascular Technology
 - 168b - Health Care for the Professional-Emergency Medical Services
 - 168c - Health Care for the Professional-Massage Therapy
 - 168d - Health Care for the Professional-Radiologic Technology

Hospitality Management

- *** - Hospitality Management (AAS) (choose an option)
 - 178b - Hospitality Management-Casino Management
 - 178c - Hospitality Management-Food and Beverage
 - 178d - Hospitality Management-Lodging Management
- 266 - Hospitality Management-Casino Management Certificate
- 267 - Hospitality Management-Food and Beverage Certificate
- 268 - Hospitality Management-Lodging Certificate

Human Services

- 183 - Mental Health Certificate
- 184 - Chemical Dependency Certificate
- 185 - Developmental Disabilities Certificate

Information Technology

- 187 - E-commerce Designer Certificate
- 188 - Internet Professional Certificate
- 189 - Web Developer Certificate
- 190 - Webmaster Certificate

Network Administration

- Network Administration (AAS)
 - 112a - Network Administration/Network Engineer (AAS) - Microsoft Networking Option
- 192 - Network Security Administration (AAS)
- 124 - Microsoft Certified Systems Engineer (MSCE) Certificate - Windows 2000 Certificate
- 193 - Network Security Administration Certificate

Office Technology

- *** - Office Technology (AAS) (choose an option)
 - 191a - Office Technology - Office Management/Supervision
 - 191b - Office Technology - Office Assistant
 - 191c - Office Technology - Legal Office Assistant
 - 191d - Office Technology - International Office Assistant
- 152 - Medical Transcriptionist Certificate
- 45 - Legal Office Assistant Certificate
- 44 - Office Assistant Certificate

STUDENT AND DEPENDENT INFORMATION

NAME

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Last or Family

--

First

Middle

Jr. Sr. III

Please check one:

- I plan to come alone
- I plan to be accompanied by the following dependents (spouse or children):

Name: Last, First	Gender (m/f)	Date of Birth (mm/dd/yy)	Country of Birth	Country of Citizenship	Relationship

FINANCIAL INFORMATION

I will be using the following sources of support to fund my education at Howard Community College (check all that apply):

Amount Available

- Self. Original bank statements in English are required. US \$ _____
- Sponsor(s) providing funding. **Each sponsor will need to complete an Affidavit of Support.** Please copy as many as needed and give one to each sponsor.

Name _____	Relationship _____	US \$ _____
Name _____	Relationship _____	US \$ _____
Name _____	Relationship _____	US \$ _____
- Sponsor providing room and board (valued at \$12,800). **This sponsor needs to complete the form on the reverse side.** US \$ _____
- Other (scholarship, government support, etc. –supporting documents required) US \$ _____

TOTAL SUPPORT AVAILABLE: Must be equal to or greater than the total required **TOTAL US \$ _____** for student and dependents. Please refer to the application section titled “Admissions Requirements” for additional information about financial certification.

APPLICANT’S UNDERSTANDING AND SIGNATURE

I certify that the information on this form is true and accurate. I understand that even though I am documenting financial support for one academic year, I am responsible for tuition and living expenses for the duration of my stay at Howard Community College. I understand that I may not work off-campus without first receiving employment authorization. I also understand that I may not work for my sponsor as a condition of my support. I understand that on-campus employment cannot be guaranteed.

Applicant’s Signature: _____ Date: _____



**International (F1) Student
U.S. Sponsor's Affidavit of Room and Board**

For sponsors in the United States providing Room and Board

I, _____, will be providing room and board at the following
(Sponsor's name)

address: _____
(United States Address)

for _____ while he/she studies at Howard Community College.
(Student's name)

I understand that the student may not work for me as a condition of my support; this includes child care, housekeeping, or work in off-campus businesses of any kind. I also understand that if a student were to work and regularly provide services to me as a condition of my sponsorship it could seriously jeopardize the student's immigration status.

Sponsor's Signature _____ Date _____

Purpose of Financial Documentation:

Applicants must complete the Certification of Finances Form in order to explain how they will pay for the first year of academic and living expenses while enrolled at Howard Community College. *Students are expected to have available funding or sponsorship for the duration of their studies at HCC. HCC does not provide any type of financial support or scholarships for F1 students.*

Required Finances: F1 students must verify that at least \$26,100 is available to pay for their academic and personal expenses. *Please be certain that you and your sponsors are able to accept the financial responsibility of being a full-time student in the U. S.*

Supporting Documents:

a) **Certification of Finances Form**

Applicants must complete the Certification of Finances Form to explain how they will pay for the first year study at HCC. *HCC does not provide any type of financial support or scholarships for F1 students.*

b) **Sponsor's Affidavit of Support**

Submit one form for each sponsor providing a bank statement. Sponsor's name must match the name appearing on the bank statement. *Original bank statements in English and on bank letterhead must accompany each Affidavit of Support.* Bank statements must be dated within 3 months of the application deadline. *If providing a business/company bank statement, a letter from the bank must also be included indicating that the sponsor is the account holder.*

c) **Sponsor's Affidavit of Room and Board (if applicable)**

U.S. Sponsors providing room and board (housing and meals) need to complete and sign the Sponsor's Affidavit of Room and Board.

Government, Business, or Organization Sponsorship

Students meeting all or part of their expenses through government, business, or organization sponsorships must provide official documentation that confirm such support is available and the amount of the support.

Employment: F1 students **may not** work off-campus without approval from USCIS and **may not** depend on **any** form of employment (including childcare, working for a family or business) to cover their expenses. F1 students are allowed to work on-campus; however, employment is **not** guaranteed and those funds may not be used toward the certification of finances.

Dependent Information: Students accompanied by dependents (spouse and/or child) must provide proof of *additional* financial support as follows:

- *Additional \$6,800 per year of support for a spouse*
- *Additional \$3,400 per year of support for each child*

PLEASE BE SURE YOU HAVE INCLUDED THE FOLLOWING DOCUMENTS:

- _____ Signed International (F1) Student Application Form
- _____ \$50.00 Application Fee
- _____ TOEFL Scores (sent to HCC directly from ETS) or HCC Placement Test Results
- _____ Official Secondary School Diploma and/or Transcripts
- _____ Official College/University Transcripts (if applicable)
- _____ If in the U.S., copies of current and previous visa/immigration documentation – Passport, Visa, I-94, and previous I-20's (if applicable)
- _____ Signed International (F1) Student Certification of Finances Form
- _____ Sponsor's Affidavit of Room and Board (if room and board is provided by sponsor)
- _____ Affidavit of Support (one from each financial sponsor)
- _____ Financial Statement(s)

RETURN COMPLETED APPLICATION TO:

International Student Admissions
Office of Admissions and Advising
Howard Community College
10901 Little Patuxent Parkway
Columbia, MD 21044-3197
USA

Students are admitted to HCC in one of the following categories and will need to complete additional requirements as follows:

OVERSEAS STUDENTS: need to pay the I-901 fee and follow instructions in their admissions letter in order to receive an F1 (student) visa from their embassy or consulate.

HCC CHANGE OF LEVEL EI STUDENTS: need to receive an Eligibility form from their EI advisor and bring the form to HCC International Student Admissions.

TRANSFER STUDENTS: need to submit a Transfer Eligibility form to their current international advisor and return the form to HCC International Student Admissions.

CHANGE OF STATUS STUDENTS: need to complete additional forms and pay additional fees associated with submission of a change of status.

OTHER USEFUL WEBSITES:

U.S. Citizenship and Immigration Services Website: <http://uscis.gov/>
SEVIS Website: <http://www.ice.gov/graphics/sevis/index.htm>
I-901 Form Information: <https://www.fmjfee.com/>