Dear Prospective International Student:

Thank you for your interest in Howard Community College (HCC). This application is for those interested in F1 admission for Associate Degree Study (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

<table>
<thead>
<tr>
<th>Semester/Term</th>
<th>Application Deadline*</th>
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</table>
| **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 not processed for Summer or Winter terms** |

*Application deadlines are strictly upheld. All supplemental items are required by the deadline.*

Please note that admission is not granted and an I-20 cannot be issued until all requirements are met. In order to understand the admissions requirements and process involved in receiving an I-20, please read the following information carefully and completely:

**Room & Board/Transportation Information:** Howard Community College does not have student housing accommodations on campus. HCC students are responsible for finding their own place to live off-campus and arranging their own transportation to campus each day without any assistance from HCC staff. New international students in Maryland cannot get a Maryland Driver’s License before the start of their first semester, and local bus services to HCC (especially outside of Howard County) are inadequate. It is strongly recommended that students have local family support to assist with these arrangements.

**Financial Aid/Scholarship Information:** HCC does not provide any type of financial support or scholarships for F1 students. Students must verify that they have available funding or sponsorship for the duration of their studies at HCC.

**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.
Students must complete the following steps for admission as an international (F1) student:

1. **Submit an International (F1) Student Application for Associate Degree Study**
   - Please complete the entire application and submit it online ([www.howardcc.edu/gorecruiter](http://www.howardcc.edu/gorecruiter))

2. **$50 non-refundable application fee**
   - Fee can be paid online with a credit or debit card when submitting the F1 Application

3. **Testing/English Proficiency Requirement**
   
   **OVERSEAS APPLICANTS:**
   - Official TOEFL (Test of English as a Foreign Language) transcript
     - Please visit [www.ets.org/toefl](http://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

   **APPLICANTS IN THE U.S.:**
   - Howard Community College English Placement Test
     - 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. The placement test is offered only on HCC’s campus.

     – OR –

   - Successful completion of English Composition at another U.S. college/university

     – OR –

   - Successful completion of *English-083 (Academic Intermediate Reading for ESL Students)* or *English-086 (Academic Advanced Reading for ESL Students)* in HCC’s English Institute

4. **Official high school diploma or completion certificate verifying high school graduation**
   - Must include English translation, if applicable
5. **Official college/university transcripts**
   - U.S. transcripts must be official (in a sealed envelope issued by the college/university, or electronic format sent directly to HCC by the college/university)
   - Transcripts from outside of the U.S. must include English translation, if applicable
   - Students seeking transfer credit from outside of the U.S. must have their foreign transcripts evaluated by an accredited foreign transcript evaluation agency. For details, please visit [www.howardcc.edu/admissions-aid/apply-for-admission/intl/intltranscript.html](http://www.howardcc.edu/admissions-aid/apply-for-admission/intl/intltranscript.html).

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, and previous I-20’s (if applicable)

7. **Bank Statements and Affidavit of Sponsorship (verifying ability to pay for first year of study)**
   - All applicants must provide bank statements showing available finances to pay for the first year of study at HCC (payment is expected every semester for duration of study)
   - Bank statements must be original documents on bank letterhead – documents can be uploaded, but HCC reserves the right to require submission of the original document before final admission is granted
   - Bank statements must be current (prepared within 3 months of the application deadline)
   - Bank statements must be in English, or include English translation
   - Bank statements from checking and savings accounts are required
   - Current costs for one year of study at HCC are as follows:

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<thead>
<tr>
<th>ITEM</th>
<th>ESTIMATED EXPENSES</th>
<th>BASED ON</th>
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<tbody>
<tr>
<td>Tuition and Fees</td>
<td>$9,300</td>
<td>Maximum full-time enrollment</td>
</tr>
<tr>
<td>Books</td>
<td>$2,400</td>
<td>Costs vary</td>
</tr>
<tr>
<td>Personal Expenses</td>
<td>$4,200</td>
<td>This is a minimal estimate depending on personal needs and interests.</td>
</tr>
<tr>
<td>Health Insurance</td>
<td>$1,000</td>
<td>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.</td>
</tr>
<tr>
<td>Room and Board</td>
<td>$17,100</td>
<td><strong>HCC does not provide housing. Students must arrange room and board off-campus.</strong></td>
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**Minimum Total Cost:** $34,000*

*Costs are subject to change*
Purpose of Financial Documentation:

Applicants must demonstrate 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 $34,000 USD is available to pay for the first year of 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) **Current Bank Statement (Checking/Savings Account)**
   Applicants must submit an official bank statement (on bank letterhead) with a minimum balance of $34,000 USD to qualify for an I-20. The bank statement must be prepared within the following dates:

<table>
<thead>
<tr>
<th>Bank Statement Preparation Dates</th>
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<tbody>
<tr>
<td><strong>Fall</strong></td>
</tr>
<tr>
<td>Overseas/Change of Status applicants: March 1 – June 1</td>
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<tr>
<td>Transfer/Change of Level applicants: March 30 – June 30</td>
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<tr>
<td><strong>Spring</strong></td>
</tr>
<tr>
<td>Overseas/Change of Status applicants: July 1 – October 1</td>
</tr>
<tr>
<td>Transfer/Change of Level applicants: August 15 – November 15</td>
</tr>
</tbody>
</table>

b) **Sponsor’s Affidavit of Support**
   Submit one form for each sponsor providing a bank statement. Sponsor’s name must match the name of the account holder on the bank statement. *Original bank statements in English and on bank letterhead must accompany each Affidavit of Support.*

c) **Sponsor’s Affidavit of Room and Board (if applicable)**
   U.S. Sponsors providing FREE room and board (housing and meals) need to complete and sign the Sponsor’s Affidavit of Room and Board.

Business, Government, or Organization Sponsorship
Students using business, government, or organization sponsorships must provide official documentation that confirms such support is available and the amount of the support. Business accounts are only accepted with a letter from the bank indicating the name of the person who controls the business account, and an Affidavit of Financial Support signed by the account controller.

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
Other Important Information:

**Overseas Applicants:**
After completing admission to Howard Community College, an HCC Designated School Official will prepare the document required to apply for an F1 student visa at a U.S. Embassy, called an I-20. We can ship the I-20 using standard U.S. mail, or we can give the I-20 to a local sponsor who can ship it using the method of your choice. Students are required to pay the I-901 fee (www.fmjfee.com) and follow the instructions in their HCC Acceptance Package to apply for an F1 visa from their embassy or consulate. If approved for the F1 visa, students can arrive in the U.S. up to 30 days before the program start date on the I-20.

**Change of Status Applicants:**
After completing admission to Howard Community College, an HCC Designated School Official will prepare the I-20. Students are required to pay the I-901 fee (www.fmjfee.com) and then submit an I-539 application to the USCIS. HCC staff cannot provide I-539 filing guidance; we recommend seeking the services of an immigration attorney if you require assistance with the I-539 application.

*Please note the following important information regarding changing visa status:*

- I-539 applications currently require more than 6 months for processing.
- Applicants with F2 status can begin classes before F1 status is approved, but are authorized only for part-time enrollment (11 credits or less per term). Applicants with J or H status can begin classes before F1 status is approved with no restrictions.
- Applicants with B1/B2 status cannot start classes until the change to F1 status has been approved, which requires filing an additional application (and fee) to extend B1/B2 status.
- Applicants with B1/B2 status who are approved for F1 status after the term has started must wait until the next starting term to begin classes (which can delay enrollment for up to two terms).
- Students who are approved for F1 status do not receive an F1 visa. The F1 status will be terminated the next time the student departs the U.S., and the student will not have an F1 visa to re-enter the U.S.
- I-539 applications filed before the applicant is present in the U.S. for 90 or more days are generally denied.

Due to the complicated and time-consuming nature of this process, HCC strongly recommends that students apply for an F1 visa at a U.S. embassy.

**Transfer Applicants:**
After completing admission to Howard Community College, you will receive an HCC acceptance letter and we will work with you to have your I-20 transferred to HCC.

**Change of Level Applicants from HCC’s English Institute:**
After completing your application, you will receive an HCC acceptance letter for Associate Degree Study and we will create a new I-20 with your new degree program information.

Please contact intlstudent@howardcc.edu if you have any questions, we look forward to meeting you!