

Prospective International Students and Sponsors

Capital Community College
Office of Admissions, Room 207
950 Main Street
Hartford, CT 06103
(860) 906-5000

Thank you for considering Capital Community College. Visit our web-site at www.ccc.commnet.edu for further information regarding college departments, academic programs, and news & events. Individuals whose official residence is outside the United States and who will be attending college on a student visa must submit their applications and other required documents for admissions at least three months prior to the start of the semester they wish to begin their studies. ***Capital Community College will accept completed International Student Packets March 1- May 30th for the fall semester and June 1-September 30th for the spring semester. By federal mandate, international students must maintain full-time status which translates to a minimum of 12 credit hours or four courses per semester.***

Note: Each student or exchange visitor issued an initial Form I-20 or DS-2019 on after September 1, 2004 is responsible for paying a fee to SEVP. Please visit <http://www.ice.gov> for the most current information. Only checks and money orders will be accepted. Make checks and money orders payable to “I-901 Student/Exchange Visitor Processing Fee.” A charge of 30 dollars will be imposed if payment of a fee is not honored by the bank on which it is drawn. Fees will not be refunded. Mail the form I-901 and payment to:

**I-901 Student/Exchange Visitor Processing Fee
P.O. Box 970020
St. Louis, MO 63197-0020**

Students who hold an I-20 from other institutions may transfer to Capital Community College. ***Transfer international students*** are strongly encouraged to submit paper work one month prior to the start of classes. Transfer international students must submit basic admissions and sponsor information along with special paperwork outlined under the section ***Transfer Information*** below. If you are not a transfer student and do not already hold an I-20 kindly disregard the transfer information and form. A complete admissions package can be obtained from the Office of Admissions at the above address. All international student applicants ***must*** submit the following information to the Director of Admissions:

A. Basic Admission Forms:

1. Submit a Capital Community College admissions application and a non-refundable twenty dollar (\$20.00) application fee. The admissions application must have a local United States mailing address and telephone number. If you wish to down load an application please visit our website: <http://www.ccc.commnet.edu/sched/>
2. Submit an official transcript in English of previous schooling with a high school diploma or authorized certificate of high school equivalency. These documents should include any earned degree or diploma, grades in all subjects studied, as well as a key to grades. If documents are issued in a language other than English, they must be accompanied by a notarized translation in English.

3. Applicants born *after* 1956 must submit proof of immunization against measles and rubella. This information is required for admission and registration at the college. If you wish to download an immunization form please visit our website:
<http://www.ccc.commnet.edu/sched/>

B. Sponsor Information:

1. Submit a notarized affidavit of financial support (Form I-134). Sponsors or prospective students can download the Form I-134 off of the Bureau of Citizenship and Immigration Services website at <http://www.immigration.gov/graphics/index.htm> under "Forms and Fees". The sponsor will be responsible for food, shelter, clothing, medical expenses, tuition and books during the student's stay in the United States.
2. In order to demonstrate the sponsor's ability to financially support the student, the sponsor must provide:
 - a. A letter from the sponsor's employer stating the sponsor's position, length of employment, and yearly salary
 - b. A copy of a current income tax return

Procedures and Estimated Fees:

Once all of the above information is received, applications will be evaluated and students will receive written notification of a decision from the Office of Admission. Before an I-20 can be issued, the total out-of-state tuition and fees for the entering semester must be paid. Current rates can be found on <http://www.commnet.edu/co/index.html>

The following are conservative estimates of expenses for a 12 month period. These figures are estimates only:

| | |
|--------------------------------|------------|
| Tuition and Fees (2 semesters) | \$8,001.00 |
| Books and Supplies | 800.00 |
| Room and Board | 7,500.00 |
| Transportation | 1,000.00 |
| Personal Expenses | 3,000.00 |
| Medical/Dental | 2,000.00 |
| Total: | 22,301.00 |

- In order to maintain International student status with immigration authorities, accepted international students must maintain full-time enrollment at the college (Four or more courses each semester).
- Please notify the Office of Admission if you currently hold a tourist visa (B-2) and wish to change your visa status to student (F-1).
- Please notify the Office of Admissions if you are applying as a transfer student. Exceptions regarding application deadlines may be considered on an individual basis.
- Capital Community College has no dormitories and makes no residency provisions.

Evidence of English Proficiency: Applicants from non-English speaking countries must certify English fluency with one of the following documents:

1. A student must obtain a minimum score of 173 on the computerized Test of English as a Foreign Language. (TOEFL) or 500 on the paper version. Information about this test may be obtained in the following ways:

On the Web: <http://www.ets.org/toefl/> (Most students can register from their home countries.)

By mail: Test of English as a Foreign Language
Educational Testing Services
P.O. Box 6151
Princeton, NJ 08541-6151 USA

By phone: (609) 771-7100

2. A minimum score of 85 on the Michigan Test of Language Proficiency.
3. A statement signed by a professor of English, cultural relations attaché, or a diplomatic or consular official of the United States, certifying that the applicant speaks English fluently and understands English sufficiently to succeed as a full-time student in a college in which English is used exclusively. If you are planning to travel outside the United States before you join Capital Community College, please note that you are required to re-enter on your new Form I-20.

Transfer Information: When transferring schools within the United States, a Form I-20 cannot be generated for you until your current institution releases your electronic file at the end of the session or semester. If you have not informed the Designated School Official at your current school of your pending transfer, contact him or her at once to expedite this process.

NOTE: Along with the basic admission and sponsor paperwork outlined above, it is essential transfer students submit the following:

a. The International Student Transfer Form filled out and signed by your PDSO or DSO (Enclosed)

b. Current I-20 from your home institution

c. Official Transcripts from your current institution