



# *International Student Application*

**RETURN COMPLETED APPLICATION TO:**

**Admissions Office  
Jefferson Community College  
1220 Coffeen Street  
Watertown, New York 13601  
USA**

***Contact Information:***

***Chelsea Monroe, Director of Admissions***

***Phone (315) 786-2437 or Fax (315) 786-2349***

***[admissions@sunyjefferson.edu](mailto:admissions@sunyjefferson.edu) or [cmonroe@sunyjefferson.edu](mailto:cmonroe@sunyjefferson.edu)***

## *Jefferson Community College*

### *Frequently Asked Questions: International Students*

#### **Who is an international student?**

An international student is any student who is not a citizen of the United States (U.S.) and needs an F-1 (non-immigrant) student visa to study at Jefferson.

#### **What is the timeline and admissions procedure for international students?**

International applicants should submit all required documentation by June 15<sup>th</sup> for the fall semester (August) or November 15<sup>th</sup> for the spring semester (January) — international students cannot start in our summer term. A checklist of the admissions procedures for our international applicants is on the next page. An I-20 “Certificate of Eligibility for Non-Immigrant Students” will be issued along with your Jefferson acceptance letter.

#### **Does an international student have to attend full-time?**

Yes, international students must maintain full-time status (i.e., at least 12 credits per semester). Coursework must be completed in-person on campus.

#### **How much will it cost to attend Jefferson Community College, including tuition and housing?**

An estimate of one academic year of study at Jefferson is U.S. \$26,000; this includes full-time tuition, fees, room and board, and books. International students are required to submit certified documentation showing financial support to cover educational expenses for one year. All documentation must be dated within 6 months of the date of application and be in U.S. dollars.

#### **What other fees are associated with attendance?**

Regulation requires all prospective F and M students to pay the I-901 Student and Exchange Visitor Information System (SEVIS) fee before the Department of State issues you a visa. SEVIS is the web-based system used to monitor F and M students in the United States, as well as the schools that enroll them. For more information on the payment of this fee electronically, go to: [studyinthestates.dhs.gov/paying-the-i-901-sevis-fee](https://studyinthestates.dhs.gov/paying-the-i-901-sevis-fee)

#### **Is there financial aid available for international students?**

International students are NOT eligible for federal or state financial aid. However, they are eligible to apply to scholarships offered by our Jefferson Community College Foundation – for more information: [sunyjefferson.edu/scholarships](https://sunyjefferson.edu/scholarships).

#### **Can international students work while attending college?**

International students can work on campus; they are not allowed to work in the community. It is the responsibility of the student to locate on-campus employment and obtain approval from the international student advisor. Federal regulations severely restrict international student employment so students should not expect to subsidize their studies by earning income in the U.S.

#### **What information does SEVIS track and monitor?**

Jefferson must report to SEVIS all the information found on an I-20, including personal data, program of study, funding information, and certification for travel abroad. SEVIS requires we report when a student completes a program, is terminated or withdraws from a program, transfers in and out of the college, receives a program extension, or changes their address.

#### **Helpful websites:**

[sunyjefferson.edu/international](https://sunyjefferson.edu/international)  
[sunyjefferson.edu/scholarships](https://sunyjefferson.edu/scholarships)  
<https://studyinthestates.dhs.gov/>.

**Application Checklist**  
(Keep for your information)

All international applicants are required to:

- **STEP 1: Complete the International Student Application** (pages 3-4 of this packet), in addition to our [free online application for admission](#).
- **STEP 2: Submit your transcripts (high school & college).**
  - i. A copy of your high school transcript, translated into English if necessary. If our office is not able to verify your high school transcript, we may ask for an official copy and/or an evaluation.
  - ii. If you attend(ed) college outside of the U.S., we require an official copy of all college transcripts, translated into English if necessary, and an official course-by-course credit evaluation. You can order your credit evaluation from any NACES-approved credential evaluation company. Many students use [World Education Services \(WES\)](#) or [Educational Credential Evaluators \(ECE\)](#).
  - iii. If you are currently attending a high school or college in the U.S. as an F-1 student, we will need an official transcript from your current institution. Once admitted into Jefferson, you will need to transfer your SEVIS record from your current institution to Jefferson. We can then issue you a transfer I-20.
- **STEP 3: Show proof that you are proficient in English if English is not your first language.** We accept both the Test of English as a Foreign Language (TOEFL) and International English Language Testing System (IELTS).
  - i. TOEFL iBT score of 61 or higher is required. Testing information is available on [www.toefl.org](http://www.toefl.org).
  - ii. IELTS score of 5.5 or higher is required. Testing information is available on [www.ielts.org](http://www.ielts.org).
  - iii. Proof of successful study at an English-medium school in the U.S. or another English speaking country.
- **STEP 4: Provide verification of U.S. \$26,000 in financial resources to support your education;** financial aid is not available for international students studying at Jefferson.
  - i. You will need to complete the [SUNY International Student Financial Statement \(FSA-4\) form](#) and return it, as well as all official documentation of funding and required supplementary documents, with your completed application.
- **STEP 5: Provide a copy of your current passport.**  
Your passport must be valid for at least six (6) months beyond your period of stay in the U.S.

**Student Housing:** Jefferson has East Hall, a 300-person suite-style residence hall that's located right on our campus. Applications are accepted on a first come, first served basis. Go to [sunyjefferson.edu/reslife](http://sunyjefferson.edu/reslife) for more information.

**Application Deadline:** These are highly recommended for the submission of all required documents:  
Fall – June 15<sup>th</sup>
Spring – November 15<sup>th</sup>

**Applications must be mailed OR emailed to:**

- Admissions Office  
Jefferson Community College  
1220 Coffeen St.  
Watertown, New York 13601
- [admissions@sunyjefferson.edu](mailto:admissions@sunyjefferson.edu)



### **Educational Background**

Please list all the secondary schools **and** post-secondary schools you have attended and/or are currently attending.

Name/type of school	Location	Dates Attended
_____	_____	_____
_____	_____	_____

Is English your native language?  Yes  No

If not, which English proficiency exam have you completed? \_\_\_\_\_ Score received: \_\_\_\_\_

### **Intended Program of Study at Jefferson Community College**

(See the [Academics section of our website](#) for a list of our available programs of study)

Program: \_\_\_\_\_ Degree: A.A.S. \_\_\_ A.S. \_\_\_ A.A. \_\_\_ Certificate \_\_\_

### **Financial Information**

International students must demonstrate financial means/support to cover your educational and living expenses while attending Jefferson before we can issue you a form I-20. Although you must only show proof for the first year of study, funding must be available for your entire course of study from your personal or sponsored funding sources. You must document financial support equal to or greater than our estimated cost of attendance of \$26,000. Tuition and fee estimates, as well as cost of living expenses, are subject to change without notice and will usually increase each year. Students must be prepared to meet these increases.

We will need you to complete the [FSA-4 form](#) and return it, as well as all official documentation of funding and required supplementary documents, along with this application.

### **Certification**

I certify that the information given is complete and accurate to the best of my knowledge. I agree to comply with any necessary regulations. I understand that any knowing or intentional falsification of the information I submit may be grounds for summary dismissal from my studies. Furthermore, I have read and I understand all the information provided on this application.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

### **Applications and all supporting documents must be mailed OR emailed to:**

- Admissions Office  
Jefferson Community College  
1220 Coffeen St.  
Watertown, New York 13601
- [admissions@sunyjefferson.edu](mailto:admissions@sunyjefferson.edu)

**Next Steps for International Applicants**  
**(Keep for your information)**

□ **STEP 1: Set up your I-20 shipment**

If you are not in the U.S. or Canada, please set up express shipment for your acceptance packet and I-20. Jefferson has partnered with an online service that allows students to easily set up shipping and track your package after it is sent.

- i. Go to <https://study.eshipglobal.com> (works best with Internet Explorer & Mozilla Firefox browsers)
- ii. Click on "Sign up" under the Students section
- iii. Register for an account by completing the online form. Have the your Jefferson student number, your mailing address, e-mail address, phone number, and credit card information ready.
- iv. Email [admissions@sunyjefferson.edu](mailto:admissions@sunyjefferson.edu) so we know to look out for your shipment information
- v. For any difficulties, use the "Help" link on the eshipGlobal site for step-by-step instructions

□ **STEP 2: Get your visa**

Once you receive your I-20, you should pay the I-901 SEVIS user fee at [FMJfee.com](http://FMJfee.com). You can then set up a visa interview at the [nearest U.S. embassy or consulate](#). Visit the website of the embassy or consulate you will visit, and follow the instructions on the site to:

- i. Pay your visa fee,
- ii. Obtain acceptable photographs,
- iii. Complete your online DS-160 visa application,
- iv. Get a list of all required documents you must bring, and
- v. Schedule your visa interview appointment

*Note: Canadian students do not require a visa, but they must pay the SEVIS fee and have the proof of payment and their I-20 ready when crossing the border to begin their studies.*

□ **STEP 3: Send vaccination records**

You must provide copies of official vaccination records from a physician or health clinic with an English translation. These records must show proof of two past measles, mumps or rubella (MMR) vaccinations. In place of a vaccination proof, lab work which shows immunity to measles, mumps and rubella is acceptable alternative proof. These can be sent to [healthoffice@sunyjefferson.edu](mailto:healthoffice@sunyjefferson.edu).

□ **STEP 4 (if applicable): Transfer Students in the U.S.**

If you are currently attending a high school or college in the U.S. as an F-1 student, contact your current school to initiate the transfer of your SEVIS record once you are admitted to Jefferson. Please download our [SEVIS Transfer-In Verification Form](#) to begin this process.

**Important Websites for International Students**

Homeland Security - Study in the United States: <https://studyinthestates.dhs.gov/>

Visa information: <https://travel.state.gov/content/travel/en/us-visas/study/student-visa.html>

Embassy and Consulate information: <http://www.usembassy.gov/>

Test of English as a Foreign Language (TOEFL): <https://www.ets.org/toefl>

International English Language Testing System (IELTS): <https://www.ielts.org/>

Educational Credential Evaluators (ECE): <https://www.ece.org/>

World Education Services (WES): <https://www.wes.org/>

Jefferson Community College: <https://www.sunyjefferson.edu/international>

Jefferson Community College Foundation Scholarships: <https://sunyjefferson.edu/scholarships>