

Obtaining an F-1 Student Visa from Outside of the United States

Anne Arundel Community College welcomes applications from students from all countries. The college offers a number of associate degree programs and an English as a Second Language program for students needing to improve their English language skills. Non-immigrants with F-1 visas are required by the Department of Homeland Security (DHS) regulations to maintain a full course of study. A full course of study is 12 semester hours during the spring and fall semesters. Enrollment in the summer session is optional for students who begin a program of study during the fall semester.

The Admission Office will issue an acceptance letter and an I-20 form, Certificate of Eligibility for Nonimmigrant Student Status to international applicants who meet all of the requirements for admission to Anne Arundel Community College. Applicants must then submit the original I-20, acceptance letter, documentation of financial support with an I-901, (SEVIS processing fee form) or SEVIS payment receipt to the United States Consular Officer at the US Embassy in or near their country during their scheduled visa appointment. Please note that issuance of F-1 visa is determined by the US Embassy or Consulate in or near your home country.

Submit the following documents by the deadlines listed below to Anne Arundel Community College if you wish to apply for Certificate of Eligibility or Form I-20.

DEADLINES: July 1 for fall enrollment (begins August)
November 1 for spring enrollment (begins January)

- ❑ Anne Arundel Community College **F-1 International Student Admission Application**.
*There is **NO** application fee.*
- ❑ **Original official transcripts** from secondary and post secondary schools attended, which must be translated by a certified translator. The college transcripts must be evaluated by one of the following translating services: World Education Services, Educational Credentials Evaluators or American Association of Collegiate Registrars. Transcripts evaluated by any other organizations will not be accepted.
- ❑ **Test of English proficiency (TOEFL) scores** (www.toefl.org) or the AACC English placement test. An exemption from the English test may be given, if you have successfully completed an English course at an accredited US college or university or can show proof of completion from an accredited US agency. *If you are applying for admission to ESL program, TOEFL score is not required. All students admitted to AACC will still be required to take the AACC Placement test upon arrival.* The AACC Math Placement test is required for Associates of Arts or Associates of Science degree program applicants.
- ❑ **Documentation of financial support** for one academic year's tuition and living expenses. Submit a completed AACC Statement of Financial Resources form, and additional supporting documentation, including official bank statements or bank letters in English, not more than 3 months old, indicating that you are in possession of a minimum of \$19,600.00 in United States currency. Include an additional \$4,000 per dependent. If a sponsor supports you, submit their bank statement or an official letter from their bank demonstrating the possession of funds to serve as your financial support for up to one year of study. Please include a Notarized Affidavit of Support (form I-134) if the sponsor is residing in the US. Go to www.uscis.gov to download and print the I-134 form.

Two days after receiving your I-20, you must pay:

\$200 for SEVIS processing fee. Go to www.fmjfee.com to pay and obtain a receipt prior to your visa appointment. A SEVIS payment can only be submitted after receiving a form I-20 or Certificate of Eligibility from the college.

Estimate Expenses for One Academic Year

Tuition and fees	\$9,800*
<i>Books and supplies totaling \$800 are included in the tuition and fees (\$800)</i>	
Living and incidental expenses	8,000
Summer tuition fees	<u>1,800</u>
Total	\$19,600

*Tuition and fees are based on 15 credit hours of full-time enrollment at \$292 per credit hour and the estimated cost of textbooks and supplies. The tuition and fees for one academic year do not include housing. Anne Arundel Community College does not provide housing for students. All students are responsible for their own room and board. Tuition and fees may change without notice.

ACADEMIC PROGRAM OF STUDY/EDUCATIONAL GOAL

1. My goal is to earn an associate of arts (AA), associate of science (AS) or associate of arts in teaching (AAT) degree so that I can transfer to a four-year college or university. My program is: (please check only one).

TRANSFER PREP DEGREE PROGRAMS MINIMUM 60 CREDITS REQUIRED

- American Studies Option.....AA.AMS.AMS
- Business Administration Transfer.....AS.BPA.ADM

Computers

- Computer Information Systems Option.....AS.CPS.CIS
- Computer Science Transfer.....AS.CPS.SCI
- Management Information Systems Option.....AS.CPS.MIS

Education

- Teaching (Early Childhood A.A.T.).....AAT.EDU.EARLYCHILD
- Teaching (Elementary A.A.T.).....AAT.EDU.ELEM
- Teaching Chemistry (Secondary A.A.T.).....AAT.EDU.SEC-CHEM
- Teaching Mathematics (Secondary A.A.T.).....AAT.EDU.SEC-MATH
- Teaching Physics (Secondary A.A.T.).....AAT.EDU.SEC-PHYS
- Teaching Spanish (Secondary A.A.T.).....AAT.EDU.SEC-SPA

Engineering Transfer.....AS.EGR.EGR

Fine Arts Options

- Art History/Museum Education Option.....AA.FA.AH-ME
- Dance Option.....AA.FA.DANCE
- Film Studies Option.....AA.FA.FILM
- Graphic Design.....AA.FA.GRAPHIC-DESIGN
- Music Option.....AA.FA.MUSIC
- Theater Arts Option.....AA.FA.THEATER
- Visual Arts Option.....AA.FA.VISUAL

General Studies Transfer.....AA.GEN.STDS

Law

- Law and Jurisprudence.....AA.LGS.JURIS-TRANS

Liberal Arts Option.....AA.LIBERAL.ARTS

Mathematics.....AS.MATH.MATH

Medical

- Gerontology.....AS.HUS.GERONTOLOGY
- Medical Technology Option.....AS.SPM.MED-TECH
- Nursing Option.....AS.NUR.TRANS
- Pre-Dental Hygiene Option.....AS.SPM.PD-HYG

- Pre-Medical/Pre-Dental Option.....AS.SPM.PM-PD
- Pre-Optometry Option.....AS.SPM.PRE-OPT
- Pre-Pharmacy Option.....AS.SPM.PRE-PHAR
- Pre-Physical Therapy Option.....AS.SPM.PRE-PT
- Pre-Veterinary Option.....AS.SPM.PRE-VET

Science

- Astronomy Option.....AS.SPM.AST
- Biology Option.....AS.SPM.BIOL
- Chemistry Option.....AS.SPM.CHEM
- Environmental Science Option.....AS.SPM.ENVI
- Physics Option.....AS.SPM.PHYS
- Plant Science – Botany Option.....S.SPM.PS-BOT
- Plant Science – Horticulture Option.....AS.SPM.PS-HORT

Undeclared.....AA.GEN.UND-TRAN

2. My goal is to earn an associate of applied science (AAS) so that I can prepare for a career or possible transfer* to a four-year college or university. My program is:

Interior Design

- Architecture Option.....AAS.ACH.ARCH
- Construction Management Option.....AAS.ACH.CSTN-MGMT
- Interior Design Option.....AAS.ACH.INT-DSGN

Business

- Business Enterprise Systems.....AAS.BES.ENTPRS-SYS
- Business Management.....AAS.BMT.MGMT
- Financial Accounting.....AAS.BPA.FIN-ACCT
- Fire Management.....AAS.BPA.FIRE-MGMT

Communication Arts

- Interactive Technologies Option.....AAS.CAT.INTR-TECH
- Media Production Option.....AAS.CAT.MEDIA

Computers

- Computer Network Management.....AAS.CIS.CNM
- General Technology.....AAS.CIS.GEN-TECH
- Information Systems Security.....AAS.CIS.ISS
- Personal Computer Systems Technology Option.....AAS.CIS.PC-SYS
- Programming/Analysis Option.....AAS.CIS.PROG
- Web Technologies.....AAS.CPS.WEB-TECH

Education

- Early Childhood Development.....AAS.EDU.ECD

Electronic Engineering Technology

- Electronics Option.....AAS.EGR.ELEC
- Telecommunications Option.....AAS.EGR.TELE

Hotel/Restaurant Management

- Culinary Arts Operations Option.....AAS.HRM.CULINARY
- Hospitality Business Management.....AAS.HRM.HSP-BMGT

Human Services

- Addiction Counseling.....AAS.HUS.ADDICTION
- Human Services.....AAS.HUS.HUS
- Law and Social Practice.....AAS.HUS.LAW-SOC

Law

- Cybercrime.....AAS.LEN.CYBR-CRME
- Forensic Studies.....AAS.LEN.FORNESC.SCI
- Homeland Security Manage.....AAS.HLS.HMLD.SEC-MGT
- Juvenile Justice.....AAS.CJS.JUV-JUST
- Law Enforcement and Criminal Justice.....AAS.LEN.LEN
- Police Academy Option.....AAS.LEN.POL-ACAD
- Social Justice Option.....AAS.LEN.SOC-JUS

Medical (selective admission)**

- EMT-Paramedic.....AA.GEN.EMT-P
- Histotechnology Option†.....AA.GEN.HISTOTECH
- LPN to RN Upward Mobility Option.....AA.GEN.RN
- Nursing (RN).....AA.GEN.RN
- Physical Therapist Assistant.....AA.GEN.PTA
- Radiologic Technology.....AA.GEN.RAD
- Therapeutic Massage.....AAS.IHE.TH-MASS

Medical (open admission)

- Medical Assisting.....AAS.MDA.MDA

Paralegal Studies

- Business Option.....AAS.PARA.BUSN
- General Practice Option.....AAS.PARA.GENL
- Litigation Option.....AAS.PARA.LITG

Undeclared.....AA.GEN.UND-CAR

3. My goal is to earn a certificate, which requires fewer hours than an associate of applied science degree, so that I can update my job skills. My program is:

Architecture and Interior Design

- Architectural CAD Option.....CRT.ACH.CAD
- Architectural Illustration Option.....CRT.ACH.ILLN
- Construction Management Option.....CRT.ACH.CSTN-MGMT
- Interior Design Option.....CRT.ACH.INT-DSGN

Business

- Advertising/Marketing Option.....CRT.BMT.ADV-MKT
- Business Communications Option.....CRT.BMT.COMM
- Business Office Management Option.....CRT.BMT.OFF-MGMT
- Computer Information Systems Option.....CRT.BMT.CIS
- Economics/Finance Option.....CRT.BMT.ECO-FIN
- Electronic Commerce Option.....CRT.BMT.E-COM
- EMS/Fire/Rescue Management Option.....CRT.BMT.EMS-MGMT
- Financial Accounting Option.....CRT.BMT.FIN-ACCT
- Health Care Professionals Option.....CRT.BMT.HEA-CARE-PRF
- Hotel Front Desk Management Option.....CRT.BMT.FRTDESK.MGMT
- Hotel/Restaurant Management Option.....CRT.BMT.HRM-MGMT
- Human Resources Option.....CRT.BMT.HUM-MGMT
- Small Business Option.....CRT.BMT.SML-BUS
- Total Quality Management (TQM) Option.....CRT.BMT.TQM

Communication Arts Technology

- Graphic Design Option.....CRT.CAT.GR-DSGN
- Photography Option.....CRT.CAT.PHOTO
- Video Production Option.....CRT.CAT.VIDEO

Computers

- C Language Option.....CRT.CIS.CLANG
- Computer Network Management.....CRT.CIS.CNM
- Electronic Office Option.....CRT.CIS.ELEC-OFF
- General Technology.....CRT.CIS.GEN-TECH
- Help Desk Specialist Option.....CRT.CIS.HELP-DESK
- Information Systems Security.....CRT.CIS.ISS
- Personal Computer Technician Option.....CRT.CIS.PC-TECH
- Scientific Programming Option.....CRT.CIS.SCI-PROG
- Systems Option.....CRT.CIS.SYSTEMS
- UNIX/LINUX System Administrator Option.....CRT.CIS.UNIX-SA
- Visual Basic Option.....CRT.CIS.VB
- World Wide Web Programming and Design.....CRT.CIS.WWW-PROG

Designing and Drafting Technology (Computer-aided)..... CRT.EGR.CAD

Education

- Child Care.....CRT.EDU.CHILD-CAR

Special Education Support

- Emotional Disturbance Option.....CRT.EDU.SES.EMOTION
- Autism Spectrum Disorders Option.....CRT.EDU.SES.AUTISM
- Speech and Language Option.....CRT.EDU.SES.SP-LG
- Preschool/Early Childhood Option.....RT.EDU.SES.PRES-EC
- Mental Retardation Option.....CRT.EDU.SES.MENTAL
- Learning Disabled Option.....CRT.EDU.SES.LD
- Behavioral Support Services Option.....CRT.EDU.SES.BEH-SUP
- Teaching Paraprofessional.....CRT.EDU.PARA-TEACH

Electronic Engineering Technology

- Electromechanical Option.....CRT.EGR.ELEC-MECH
- Electronics.....CRT.EGR.ELEC
- PC Repair Option.....CRT.EGR.PC-REPAIR
- Telecommunications Option.....CRT.EGR.TELE
- Financial Accounting.....CRT.BPA.FIN-ACCT
- Gerontology.....CRT.HUS.GERONTOLOGY

Hotel/Restaurant Management

- Baking and Pastry.....CRT.HRM.BAK-PASTRY
- Culinary Arts Operations Option.....CRT.HRM.CULINARY
- Food Service Operations ManagementOption.....CRT.HRM.FOOD-SERV
- Hotel Restaurant Management: Catering Operations.....CRT.HRM.CATERING

Human Services

- Human Services.....CRT.HUS.HUS
- Human Services Direct Support.....CRT.HUS.DIRSUP

Law

- Cybercrime.....CRT.LEN.CYBR-CRME
- Juvenile Services Institutional Support Staff.....CRT.CJS.JJ-INSTSUP
- Juvenile Services Resident Adviser.....CRT.CJS.JJ-RESADV
- Law Enforcement and Criminal Justice.....CRT.LEN.LEN
- Police Academy Option.....CRT.LEN.POL-ACAD

Medical (selective admission)*

- EMT Intermediate.....AA.GEN.EMT-INTER
- EMT-Paramedic.....AA.GEN.EMT-CRT
- Physician Assistant.....AA.GEN.PA

Medical (open admission)

- Managed Care Operations.....CRT.IHE.MGMT-CARE
- Medical Assisting.....CRT.MDA.MDA
- Medical Coding.....CRT.IHE.MED-CODE
- Patient Care Technician.....CRT.NUR.PCT
- Pharmacy Technician.....CRT.IHE.PHAR-TECH
- Therapeutic Massage.....CRT.IHE.TH-MASS

Paralegal Studies (requires minimum of Associate's degree)**

- Business Option.....CRT.PARA.BUSN
- General Practice Option.....CRT.PARA.GENL
- Litigation Option.....CRT.PARA.LITG
- Nursing Paralegal Option (requires Nursing degree).....CRT.PARA.NURS

Publication/Design on the Internet

- Graphic Design Option.....CRT.CAT.PDI
- Programming Option.....CRT.CPS.PDI

Retail Management.....CRT.BPA.RETAIL-MGMT

- Science Laboratory Management.....CRT.SCLLAB-MGMT
- Women's Studies.....CRT.WMS.STDS
- Undeclared.....AA.GEN.UND-CRT

4. My goal is to take English as a Second Language(ESL) courses in order to improve my language skills before taking credit courses.

- English as a Second Language.....CRT.ESL.ESL

CERTIFICATION

In completing and submitting this application, I agree to accept and abide by the policies and regulations of Anne Arundel Community College concerning drug and alcohol abuse and understand that the unlawful use of drugs or alcohol will subject me to the penalties contained in those policies and regulations. I understand that it is my responsibility to maintain "in status" with my current visa status. I also certify that the information I have given on this form is true, accurate and complete.

Student's Signature _____ **Date** _____



TOEFL Score Information

Admission to Regular Status: ENG 115

550	Written equivalence
213	Computer equivalence
79	Internet-based equivalence

Admission to Intermediate and Advanced Level in ESL prior to associate degree

450	Written equivalence
133	Computer equivalence
45	Internet-based equivalence

Admission to Beginning Level in ESL prior to associate degree

435	Written equivalence
123	Computer equivalence
41	Internet-based equivalent

For information about test dates, locations, forms and registrations, go to the website:

<http://www.toefl.org>

TOEFL/TSE SERVICES
P.O. Box 6151
Princeton, NJ 08541-62151

Email: toefl@ets.org

Exceptions are made for the students who meet one of the following criteria:

1. Anne Arundel Community College Placement Test
2. English college transfer credit from an accredited U.S. agency, college or university.
3. Completion of the Anne Arundel Community College's ESL program
4. SAT Score in Critical Reading of 510 or above
5. ACT Score in English of 18 or above
6. Are a national of the English speaking countries of Australia, Canada (excluding Quebec), Ireland, United Kingdom, New Zealand and the Caribbean.



Anne Arundel Community College

Admissions and Enrollment Development, SSVc, Suite 100
101 College Parkway
Arnold MD 21012

Telephone number 410-777-2677 Fax number 410-777-4022

AFFIDAVIT OF FINANCIAL SUPPORT FOR INTERNATIONAL STUDENTS

*(This form must be completed by sponsor living **outside of the United States** and submit to the college along with original copy of bank statement or official letter from your bank)*

I hereby swear that I will take full responsibility of _____
(Student's full name in print)

for all his/her educational, including living and incidental expenses while attending Anne Arundel Community College.

Signed in the presence of a Notary: _____
(Sponsor's signature)

Sponsor print full name: _____

Address: _____
(Number/Street) (City) (State) (ZIP)

(County) (Telephone)

NOTARY PUBLIC

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

My Commission Expires:

(Notary Public Signature)



Maintenance of Student F-1 Status Agreement Form

Name _____ Student ID No. _____

Program of Study _____ I-20 St/End Date _____

To maintain F- I status, students must:

Maintain a valid passport. Your passport must be valid for at least 6 months after the time of submission of the Maintenance of Student F-1 Status Agreement Form.

1. Attend AACC, the school you are authorized to attend. You must attend the school that the United States *Department of Homeland Security (DHS)* last authorized for attendance. To determine this, look for this information on the DHS stamp in the upper right corner of the I-20ID.
2. Apply for an extension of program before the expiration date on the I-20. Students must apply 30 days before the program's end date on the I-20 form.
3. Follow the **DHS** procedures for changing from one program or educational level to another, for example, a change from the English as a Second Language degree to an Associate's or Bachelor's degree.
4. Follow the **DHS** procedures for transferring from one school to another.
5. Limit on-campus employment to 20 hours a week while school is in session. Full-time on-campus employment is permitted during vacation periods such as summer, as long as the student was enrolled full-time during the preceding terms and intends to be enrolled full-time the following term.
6. Refrain from off-campus employment without authorization. Limit off-campus employment to 20 hours per week while school is in session. The student must obtain authorization for off-campus employment based on hardship or for part-time practical training.
7. Enroll in no more than one online course per semester.
8. Report a change of address to DHS and DSO within 10 days of the change.
9. Pursue a full-time course of study and make normal progress towards the completion of the course of study: *Full-course of study and full-time study* are defined in the regulations as follows:
 - a. An undergraduate student must be enrolled in at least 12 credit hours per term or the equivalent as determined by the district director in the school approval process.
 - b. A student enrolled in a postsecondary language liberal arts, fine arts, or other nonvocational program which confers associate or other degrees must be enrolled in at least 12 clock hours of instruction a week or its equivalent as determined by the district director in the school approval process.

I have reviewed the regulations governing maintenance of visa status and have read page two of my I-20 form. I accept and will abide by the USCIS regulations and all of Anne Arundel Community College policies concerning federal and state F-1 student compliance guidelines.

I also certify that I know and understand the information on the Maintenance of Status Form and that I understand that it is my responsibility to notify not only the Records and Registration Office but also the Admission Office of any change in information contained in my initial application and current records. I also understand that the information I am submitting to the Admission Office is both accurate and complete and that I am aware that I may be subject to imposed USCIS sanctions for not being in compliance with my F-1 status.

Student's signature _____ Date _____

College Official _____ Date _____



Anne Arundel Community College

Admissions and Enrollment Development, SSV, Suite 100
101 College Parkway
Arnold MD 21012

Telephone Number 410-777-2677 Fax Number 410-777-4022

Statement of Financial Resources Form

Part I - APPLICANT

This form is to certify that you will have the estimated sum to cover your educational plus living and incidental expenses for each and every year of study at Anne Arundel Community College. A form I-20 (Certificate of Eligibility) cannot be issued to you until you have been academically and financially admitted to the college.

Name of applicant:

Family (Last Name) as it appears on your passport _____ Given (First) Name _____ Middle Name _____

Country of Citizenship _____ Country of Birth _____ Date of Birth _____

I plan to come to the U.S. with qualifying dependents. Qualifying dependents are a spouse and/or children. (please list all dependents below)

Name	Date of Birth	Country of Birth	Country of Citizenship	Relationship

Estimate Expenses for One Academic Year

Tuition and fees	\$9,800*
<i>Books and supplies totaling \$800 are included in the tuition and fees (\$800)</i>	
Living and incidental expenses	8,000
Summer tuition fees	1,800
Total	\$19,600

*Tuition and fees are based on 15 credit hours of full-time enrollment at \$292 per credit hour and the estimated cost of textbooks and supplies. The tuition and fees for one academic year do not include housing. Anne Arundel Community College does not provide housing for students. All students are responsible for their own room and board. Tuition and fees may change without notice.

Please complete lines 1 through 4 below, indicating the specific source or sources and exact amount available to cover one academic year of study. You must provide documented evidence such as original official bank statements and/or a letter from a bank, which cannot be more than 3 months old, documenting available funds in US dollars of at least **\$19,600**. You must submit an AACC Affidavit of Financial Support or Form I-134 notarized stating the type of support to be provided if supported by a sponsor. An I-134 form must be used by U.S. sponsor and can be obtained from the Admission Office or at <http://uscis.gov>. Add an additional **\$4000** per dependent. Investment portfolios, mortgage appraisals, and similar statements are not acceptable.

U.S. Dollars

- | | | |
|---------------|---------------------------|---|
| 1. | Personal funds of student | \$ _____ |
| 2. | Family funds from abroad | \$ _____ |
| 3. | Funds from other sources | \$ _____ |
| 4. | Support by sponsor | \$ _____ |
| Total: | | (Must total \$19,600) \$ _____ |

Please request additional set of originals of your financial documents to prove that you have sufficient funds to the United States Consular and INS officials upon entry to the U.S.

Statement of Financial Resources Form

Part II -SPONSOR

List of financial documentations attached:

This is to certify that I, the undersigned, have agreed to provide the funds indicated above to the applicant for the purpose of full-time study at Anne Arundel Community College including living and incidental expenses while in the United States ,and that I am submitting the required verification indicating the availability of these funds.

Sponsor's Family (Last) Name

Given (First) Name

Middle Name

Address

Sponsor's Signature/date

Telephone

This is to certify that the information given on this form is complete and accurate to the best of my knowledge. I am fully aware that false or misleading statements will result in an automatic denial of admission.

Student's Signature/date

Please return completed forms and supporting documents to:

**Anne Arundel Community College
Admissions and Enrollment Development
Attn: International Student Adviser
Student Services Center, Suite 100
Anne Arundel Community College
101 College Parkway
Arnold MD 21012 USA**



Anne Arundel Community College

Admissions and Enrollment Development, SSVc Suite 100
101 College Parkway,
Arnold, MD 21012

Tel 410-777-2677 Fax 410-777-4022

Sworn Promise of Free Room and Board

(Cash value to the student of \$ 8,000 US Dollars)

To be completed only by the person who owns or rent the property in the U.S. A copy of lease or deed must accompany this affidavit.

I, _____ promise to pay living expenses or provide free room and board for _____ while attending Anne Arundel Community College. I will not require any type of service to be performed in exchange for this benefit. I have attached proof of income and deed.

MY relationship to the student is _____
(Parent, spouse, brother, sister, relative, friend)

I swear that the information I have provided above is true and correct.

Sponsor's signature _____ Date _____

NOTARY PUBLIC

Sworn and subscribed before me on this _____ day of _____, _____.

My Commission Expires: _____

Signature of Notary _____ Date _____