

**INTERNATIONAL UNDERGRADUATE APPLICATION**  
**FOR APPLICANTS SEEKING AN F1 STUDENT VISA**

We welcome your inquiry into our admissions requirements at Columbia State. The Office of Admissions is responsible for processing all applications for international students; therefore, all questions or concerns should be directed to this office. To expedite the processing of your file without delays, please follow the directions and submit only the acceptable documents to our office.

**THE DEADLINES FOR COMPLETED FILES FOR F-1 VISA STUDENTS ARE LISTED BELOW. A COMPLETED FILE MEANS THAT ALL REQUIREMENTS MUST HAVE BEEN MET BEFORE THESE DATES. APPLICANTS SEEKING AN F-1 VISA MAY ONLY APPLY FOR THE SPRING OR FALL SEMESTERS—NOT SUMMER.**

**Spring Semester—November 15 of the previous year**  
**Fall Semester—July 15 of the same year**

**GENERAL REQUIREMENT CHECKLIST**

- Complete and sign this application for admission.** Incomplete applications will be returned and not processed until they have been corrected. Falsification of applicant's signature may be grounds for denial of admission.
- All applicants **whose native language is not English** must submit TOEFL (Test of English as a Foreign Language) or the Michigan test. A minimum score of 500 paper based, 173 computer based or 61 Internet based is required for TOEFL and a minimum of 80 on the Michigan exam. **Scores more than two years old are not acceptable.** Test scores must be requested from the testing agency by the student to be sent directly to our office. **Our TOEFL code is 1081. Student copies of test scores are not acceptable.** Additional institutional placement assessment may be required of all international students.
- Official copies of academic records from secondary schools, colleges, or universities accompanied by notarized or certified English translation of these documents. **Photocopies are not acceptable.** Minimum admission requires completion of the secondary school. A syllabus for each class to be considered for course substitution should accompany college transcripts. **Official evaluations of transcripts may be required and are always encouraged.**
- Submit official ACT or SAT scores. **Scores more than five years old are not acceptable.**
- Submit the included medical requirements form.
- F-1 VISA ONLY** - Submit the Declaration form attached and any other documentation if needed. *(Please read Financial Information for Applicants requesting F-1 (Student) Visa).* All documents should be submitted to the Admissions Office and must be in English with balances specifically stated in U.S. dollars. **There is no financial aid available for non-immigrant students. Also, there is no deferment plan at Columbia State, therefore full payment is expected by due date per semester.**
- F-1 VISA ONLY - Transfer Students Only** (Students that are currently attending a U.S. college) have your International Advisor complete and return the Transfer Verification Form. Also we will need copies (front and back) of all I-20's that have been issued to you from all institutions, (front and back) of your current I-94, **Personal Data, Expiration Date, and Visa** pages from Passport, and any employment authorization cards.
- F-1 VISA ONLY** - You will be **automatically** enrolled in TBR's International Student Insurance Plan, and the fees will be assessed and due with tuition if you do not have adequate health insurance coverage.
- F-1 VISA ONLY** - To maintain legal non-immigrant status, students must register for a minimum of **12 semester hours**. **Non-compliance with these regulations will jeopardize your immigration status and can lead to deportation.**

## INTERNATIONAL TRANSCRIPT EVALUATION SERVICE

*Please note that these evaluation services charge fees.*

**\* American Association of Collegiate Registrars and Admission Officers**

One Dupont Circle  
Suite 520  
Washington, DC 20036  
Phone: (202) 293-9161  
Fax: (202) 872-8857  
Email: [oes@aacrao.org](mailto:oes@aacrao.org)  
Web: [www.aacrao.org](http://www.aacrao.org)

**\* Center for Applied Research, Evaluation, & Education, Inc.**

P.O. Box 20348  
Long Beach, CA 90801-3348  
Phone: (562) 430-1105 or 2030  
Fax: (562) 430-8215  
Email: [evalcaree@earthlink.net](mailto:evalcaree@earthlink.net)  
Web: [www.iescaree.com](http://www.iescaree.com)

**\* Education International, Inc.**

29 Denton Road  
Wellesley, MA 02482  
Phone: (781) 235-7425  
Fax: (781) 235-6831  
Email: [edint@eis.net](mailto:edint@eis.net)  
Web: [www.educationinternational.org](http://www.educationinternational.org)

**\* Education Credential Evaluators, Inc.**

PO Box 514070  
Milwaukee, WI 53203-3470  
Phone: (414) 289-3400  
Fax: (414) 289-3411  
Email: [eval@ece.org](mailto:eval@ece.org)  
Web: [www.ece.org](http://www.ece.org)

**\*\* Foundation for International Services, Inc.**

215440 30th Drive SE  
Suite 320  
Bothell, WA 98021  
Phone: (425) 487-1989  
Email: [info@fis-web.com](mailto:info@fis-web.com)  
Web: [www.fis-web.com](http://www.fis-web.com)

**\* Global Credential Evaluators, Inc.**

PO Box 9203  
College Station, TX 77842  
Phone: (800) 517-4754  
Fax: (512) 528-9293  
Web: [www.qceus.com](http://www.qceus.com)  
Email: [qce@qceus.com](mailto:qce@qceus.com)

**\* Global Services Associates, Inc**

2554 Lincoln, Blvd. #445  
Marian del Rey, CA 90291  
Phone: (310) 828-5709  
Fax: (310) 828-5709  
Email: [info@globaleval.org](mailto:info@globaleval.org)  
Web: [www.globaleval.org](http://www.globaleval.org)

**\*\* Josef Silny & Associates, Inc.**

International Education Consultants  
7101 SW 102 Avenue  
Miami, FL 33173  
Phone: (305) 273-1616  
Fax: (305) 273-1338  
Email: [jsilny@jsilny.com](mailto:jsilny@jsilny.com)  
Web: [www.jsilny.com](http://www.jsilny.com)

**\*\* SpanTran Educational Services, Inc**

7211 Regency Square Blvd.  
Suite 205  
Houston, TX 70036-3197  
Phone: (713) 266-8805  
Fax: (712) 789-6022  
Email: [info@spantran-edu.com](mailto:info@spantran-edu.com)  
Web: [www.spantran-edu.com](http://www.spantran-edu.com)

**\*\* Tennessee Foreign Language Institute**

227 French Landing  
Suite 100  
Nashville, TN 37228  
Phone: (877) 275-8354  
Fax: (615) 741-7331  
Email: [staff@foreignlanguages.org](mailto:staff@foreignlanguages.org)  
Web: <http://tfl.org>

**\* World Education Services, Inc.**

PO Box 745  
Old Chelsea Station  
New York, NY 10113-0745  
Phone: (800) 937-3895 or (212) 966-6311  
Fax: (212) 739-6100  
Email: [info@wes.org](mailto:info@wes.org)  
Web: [www.wes.org](http://www.wes.org)

**\* Evaluations**

**\*\* Translation & Evaluation**

ASSOCIATES OF ARTS/SCIENCES (AA/AS/AFA) TENNESSEE TRANSFER PATHWAY MAJOR	MAJOR CODE	CONCENTRATION	ASSOCIATES OF APPLIED ACIENCE (AAS)	MAJOR CODE	CONCENTRATION
Accounting (AS)	UTP	UAC	Engineering Systems Technology	ESTD	
Agriculture-Agricultural Business (AS)	UTP	UAB			
Agriculture-Animal Science (AS)	UTP	UAS	Business (Administrative Professional Tech)	BUSM	APT
Agriculture-Plant and Soil Science (AS)	UTP	UPSS	Business (Management)	BUSM	MGT
Anthropology (AS, AA)	UTP	UANT	Business (Medical Office Administration)	BUSM	MOA
Art (AA)	UTP	UARS	Criminal Justice Technology	CJT	(BLANK)
Biology (AS)	UTP	UBIO	Computer Information Tech (Programming)	CIST	CSPR
Business Administration (AS)	UTP	UBA	Computer Information Tech (Cyber Defense)	CIST	CYDF
Chemistry (AS)	UTP	UCH	Computer Information Tech (Mobile Tech)	CIST	MOBT
Criminal Justice (AS, AA)	UTP	UCJ	Computer Information Tech (Networking)	CIST	NETW
			Engineering Systems Technology	ESTD	(BLANK)
Economics-Business (AS)	UTP	UECB	Medical Informatics	MEDI	(BLANK)
Engineering, Civil (AS)	UTP	UCE	Medical Lab Technology*	MLTD	(BLANK)
Engineering, Mechanical (AS)	UTP	UME	Nursing*	NUR	(BLANK)
English (AA)	UTP	UENG	Radiologic Technology*	RAD	(BLANK)
Exercise Science (AS)	UTP	UEX	Respiratory Care*	RCT	(BLANK)
Finance (AS)	UTP	UFIN	Veterinary Technology*	VET	(BLANK)
Foreign Language (AA)	UTP	UFL	<b>TECHNICAL CERTIFICATE</b>		
Geography (AS, AA)	UTP	UGEG	Accelerated Advanced EMT	AAEM	(BLANK)
History (AS, AA)	UTP	UHST	Advanced Emergency Medical Tech	AEMT	(BLANK)
Imaging Sciences (AS)	UTP	UIMS	Business	BUSC	(BLANK)
Information Systems (AS)	UTP	UIS	Emergency Medical Technician	BEMT	(BLANK)
International Affairs (AA)	UTP	UIA	Computed Tomography	COTO	(BLANK)
Management (AS)	UTP	UMNG	Computer Networking	CNTC	(BLANK)
Marketing (AS)	UTP	UMKT			
Mass Communication (AS, AA)	UTP	UMC	Film Crew Technology	FCT	(BLANK)
Mathematics (AS)	UTP	UMTH			
			Hospitality & Tourism Management	HTM	(BLANK)
Nutrition and Food Sciences (AS)	UTP	UNFS	Paramedic	EMTC	(BLANK)
Philosophy (AS, AA)	UTP	UPHL	Web Design Mobile Technology	WDMT	(BLANK)
Physical Education (AS)	UTP	UPED			
Physics (AS)	UTP	UPHY	<b>*Special Admission Requirements</b>		
Political Science (AS, AA)	UTP	UPS			
Pre-Clinical Lab Sciences (AS)	UTP	UPCL			
Pre-Dental Hygiene (AS)	UTP	UPDH			
Pre-Health Professions (Dentistry, Medicine, Optometry, Pharmacy, and Veterinary Medicine) (AS)	UTP	UPHP	<b>NON DEGREE (NO MAJOR)</b>		
Pre-Occupational Therapy (AS)	UTP	UPOT	Special Undergraduate	NONE	
Pre-Physical Therapy (AS)	UTP	UPPT	Adult Special	NONE	
Psychology (AS, AA)	UTP	UPSY	Audit	NONE	
Social Work (AS, AA)	UTP	USW	Transient	NONE	
Sociology (AS, AA)	UTP	USOC	Dual Enrollment	NONE	
Speech Communication (AS, AA)	UTP	USPC	Academically Talented/Gifted	NONE	
Special Education (AS)	UTP	USED			
Sports and Leisure Mgmt (AS)	UTP	USLM			
Theatre Arts (AS, AA)	UTP	UTHA			
<b>UNIVERSITY PARALLEL (AS, AA, AST)</b>			<b>UNIVERSITY PARALLEL (AS, AA, AST)</b>		
			Pre Allied Health Science Med Lab Tech	GUPD	AHM
Graphic Design (AS, AA)	GUPD	PGD	Pre Allied Health Science Nursing	GUPD	AHN
Humanities (AS, AA)	GUPD	PHUM	Pre Allied Health Science Rad Tech	GUPD	AHRA
No Emphasis (AS, AA)	GUPD	(BLANK)	Pre Allied Health Science Respiratory Care	GUPD	AHRE
Public Relations (AS, AA)	GUPD	PPRL	Pre Allied Health Science Vet Tech	GUPD	AHV
Early Childhood Education PreK-3 (AST)	UTPT	UPK3			
Elementary Education K-5 (AST)	UTPT	UEK5			
Secondary Education MATH (AST)	UTPT	USEM			
Secondary Education Social Studies (AST)	UTPT	USES			
Music	GUPD	PMUS			







This application form is to be completed by all non-U.S. citizens who wish to study at Columbia State Community College. All information except for the signature should be typed or printed clearly. Complete all requested information.

<b>GENERAL INFORMATION (Please enter your name exactly as it appears on your PASSPORT)</b>			
Family Name	First Name	Middle Name	Native Language
Date of Birth (Day/Month/Year)	Gender Male ___ Female ___	U.S. Social Security Number (if applicable)	Email Address
Citizenship	City and Country of Birth	Country of Residence	If Permanent Resident of U.S. Alien Registration Number.  (Attach copy of both sides of resident alien card)
<u>Permanent Home Address:</u> Number/Street	City	State/Province	Postal Code
Country	Since: month/year	Telephone:	Fax:
<u>Mailing Address: Valid dates:</u> from _____ to _____	City	State/Province	Postal Code
Country	Since: <i>month/year</i>	Telephone:	Fax:
Father's Name	Occupation	Street Address	City
State/Province	Postal Code	Country	Since: <i>month/year</i>
Telephone:	Fax:		
Mother's Name	Occupation:	Street Address:	City
State/Province	Postal Code	Country	Since: month/year
Telephone:	Fax:		
<u>Emergency Contact</u> Name	<u>Emergency Contact</u> Relationship	<u>Emergency Contact</u> Telephone	Address

**SUMMARY OF EDUCATIONAL EXPERIENCE**

List all schools you have attended or are currently attending, beginning with primary school. Include all dates attended, type of school and school name, location, certificates, degrees, and/or diplomas earned, and the language of instruction.

**IF YOU ARE CURRENTLY ATTENDING SCHOOL, PLEASE INCLUDE TRANSCRIPTS SHOWING WORK IN PROGRESS**

Year in School	From (month/year)	To (month/year)	Age	Type of School	Location	Certificate, Degree, or Diploma Earned	Language of Instruction
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

**PERSONAL STATEMENT**

Write a brief statement on a separate piece of paper describing your family, educational background, work experience, special interest, and reasons for wanting to attend Columbia State and your plans after returning to your country. This statement must be written by you personally, in English, without assistance from others.

**ATTACH YOUR STATEMENT TO THE APPLICATION FORM.**

**TESTS TAKEN:** Have tests scores sent directly to Columbia State by the testing Agency. Columbia State School Codes are **1081 (TOEFL and SAT) and 3953 (ACT)**

TEST	Date Taken or Scheduled	Score
TOEFL		
ACT		
SAT 1		

**APPLICANT'S DECLARATION**

I understand that withholding information requested in the application or by giving false information may make me ineligible for admission to, or continuation in Columbia State Community College. With this in mind, I certify that the above statements are correct and complete. Further, if I am admitted to Columbia State, I agree to abide by the rules and regulations of the college. My permission is given to the college to obtain additional information pertinent to my social and academic record at other schools. (Notice:) If you are accepted as a student at this institution, there are certain performance tests you will be required to take during your academic career. It is the requirement of admission that you agree to take any tests deemed necessary by the institution. The purpose of this requirement is to comply with the legislature's expressed intent that the institutions regularly evaluate and improve instruction at all levels. Any scores will be treated confidentially as required by law.

**Applicant's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Do you intend to bring your spouse and/or any dependent children with you to the U.S.?

Yes \_\_\_ No \_\_\_ (If yes, please list all dependents that will be applying for F-2 visas)

**GENERAL INFORMATION (please enter names exactly as they appear on the passport)**

Relationship:			
Family Name	First Name	Middle Name	Date of Birth <i>Month/Day/Year</i>
Gender Male__ Female __	Citizenship	City and Country of Birth	Country of Residency

Relationship:			
Family Name	First Name	Middle Name	Date of Birth <i>Month/Day/Year</i>
Gender Male__ Female __	Citizenship	City and Country of Birth	Country of Residency

Attach a separate document with additional dependent information.

**FINANCIAL INFORMATION FOR APPLICANTS REQUESTING F-1 (STUDENT) VISAS ONLY**

**IMPORTANT: All international applicants must prove that they have sufficient funds to cover all tuition, fees and living expenses while a student at Columbia State Community College. Students requesting F-1 student visa status must return this application to the Office of Admissions.**

U.S. visa regulations require that certification of admission be based upon both academic acceptance and satisfactory evidence of adequate funds to meet the expenses involved in the student's proposed program of study. You should complete all requested information and submit documentary evidence of the amount of financial support that will be available to you from personal resources or other sources. Statements or letters from banks and from the persons or sponsoring organization(s) that will be providing funds for your educational and living expenses at Columbia State should be sent to the Office of Admissions well in advance of the date of intended enrollment. Affidavits of support are not acceptable documentation. All applicants must show adequate funds on deposit for at least one year of study. Students should not expect to rely on earnings from part-time on-campus employment.

**REQUIRED FINANCIAL DOCUMENTS FROM SPONSORS AND BANKS MUST:**

- Be written in English or in the original language and accompanied by an official English translation
- Show all monetary amounts in local currency and conversions into U.S. dollars (\$)
- Include sponsor and applicant's full names as they appear on the application
- Be original letters with original hand-signed signatures in ink with original stamps and notarized

**COLUMBIA STATE COMMUNITY COLLEGE ESTIMATED STUDENT ACADEMIC FEES (2023-2024)**

**Tuition and Fees for academic year (9 months):**

<u>Out-of-State Tuition &amp; Fees</u>	<u>\$18,356</u>
TOTAL	\$18,356

**Living expenses for 12 months:**

Books/Supplies/Insurance	\$ 1,200
<u>Living expenses</u>	<u>\$ 18,052</u>
TOTAL	\$ 19,252

**Total 9 month tuition + 12 month living expenses: \$37,608**

All tuition/fee amounts and living expenses are ESTIMATES. Amounts typically increase each year. Expenses do not include tuition/fees for the optional summer term. Transportation to/from Columbia State is not included.

**SOURCE OF FINANCIAL SUPPORT AND FINANCIAL INFORMATION:**

Check each type of sponsor and complete all of the information requested. Send financial institution verification letters and the sponsor's letter of intent to the Office of Admissions.

- Personal Resources**  
*Provide notarized letter from bank to verify average minimum amount on deposit is **\$37,608**.*
- Personal Sponsors (Relative / Friend / Employer)**  
*Provide notarized letter from sponsor to verify intent to cover expenses **and** notarized letter from sponsor's bank to verify average minimum amount on deposit is **\$37,608**.*
- Other Sources of Sponsorship:** include notarized letter of intent and qualifying document.

THE SPONSOR'S LETTER OF INTENT AND THE FINANCIAL VERIFICATION FORM SHOULD BE COMPLETED WITH ALL DOCUMENTARY EVIDENCE, BANK STATEMENTS, ETC. AND RETURNED TO:

**DECLARATION FOR INTERNATIONAL F-1 VISA STUDENTS**

Please complete this form and return it to the Admissions Office with ALL required certification and documentation. This is required before an I-20 can be sent to you. Incomplete information or lack of certification and/or documentation will delay your admission. An I-20 will not be issued until this office receives all necessary documents. All information will be kept strictly confidential.

Name \_\_\_\_\_  
Social Security or ID number \_\_\_\_\_  
Male \_\_\_ Female \_\_\_

**Per semester:** Out-of-State tuition fees are **\$9,178** per semester for full-time students. In addition the student should expect to spend approximately \$600 per semester for textbooks and supplies and \$600 for medical insurance. Columbia State does not provide housing for students.

**Per year:** Added costs of travel, clothing, and miscellaneous expenses are estimated at approximately \$18,052 per year.

The applicant, should have a total of at least **\$37,608** for a full academic year. The above expenses are for two full semesters of school. Though optional, summer session can be attended at extra cost.

The above expenses are approximations and actual expenses may be higher depending on each student's personal needs and preferences. The total indicates the average cost per academic year. **ALL PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE.** Each July our governing board increases the amount of fees and tuition. It is the student's responsibility to have his/her financial situation in order before entering the College. The College does not have provisions to accommodate students arriving with insufficient funds. There is no financial aid available for non-immigrant students applying to Columbia State. Students not complying are in jeopardy of invalidating their immigration status and can be deported.

**SOURCE OF SUPPORT**

Please indicate below the source(s) and amount of your funding. Official documents certifying that \$37,608 for your first year must be provided before an I-20 will be issued.

\_\_\_ Personal or family funds \_\_\_\_\_

\_\_\_ Your home government \_\_\_\_\_

\_\_\_ International organization \_\_\_\_\_

What is the exchange rate of your currency to U.S. dollars? \_\_\_\_\_

(Exchange Restrictions, If there are restrictions in foreign exchange from your country we need proof that you have been granted authorization for exchange. It should specify the period and amount for which it is valid.)

I have read the above paragraphs and certify that I will sponsor the above named student and am financially capable to supply the amount of at least \$37,608 in U.S. dollars for his/her education for one academic year at Columbia State Community College. I have attached the required documents that indicate that I can defray the expenses mentioned above.

Sponsor Signature \_\_\_\_\_ Date \_\_\_\_\_

Sponsor's Relation to Student (please circle): Father Mother Brother Sister Aunt Uncle Other \_\_\_\_\_

I certify that the total amount of money available to me for the first year at Columbia State is U.S. \$ \_\_\_\_\_. Furthermore I certify that the information provided above is correct and complete. I also understand that I cannot depend upon working to support myself while a student. I also understand that I must stay enrolled as a full-time student. I understand that I must not work without permission.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**TRANSFER VERIFICATION FORM**

*(only applicable if transferring from another U.S. institution)*

As part of the application process to Columbia State Community College, please complete Section I, and have your present International Student Advisor complete Section II and return the form to our office. **A transfer I-20 cannot be processed without completion of this form.**

**SECTION II (to be completed by International Student Advisor)**

**ACADEMIC PROGRESS:**

Dates of Attendance: From: \_\_\_\_\_ to \_\_\_\_\_ Degree: \_\_\_\_\_ Major: \_\_\_\_\_  
 (Expected) Date of Graduation: \_\_\_\_\_ Is the Student in good academic standing? Yes \_\_\_ No \_\_\_  
 If no, explain: \_\_\_\_\_

**IMMIGRATION STATUS: (FOR F-1 AND J-1 VISA HOLDERS ONLY)**

Visa Type: \_\_\_\_\_ Admission #: \_\_\_\_\_ Date of Entry: \_\_\_\_\_  
 SEVIS ID#: \_\_\_\_\_ I-20 Expiration Date: \_\_\_\_\_ SEVIS RELEASE DATE: \_\_\_\_\_  
 Is the student currently in status? Yes \_\_\_ No \_\_\_  
 If no, explain: \_\_\_\_\_

**FINANCIAL STATUS: (FOR F-1 AND J-1 VISA HOLDERS ONLY)**

Has the student encountered and financial difficulties? Yes \_\_\_ No \_\_\_  
 If yes, explain: \_\_\_\_\_

**PLEASE LIST ANY TYPE AND DATES OF AUTHORIZED EMPLOYMENT:**

**OPT / CPT / AT DATES:** \_\_\_\_\_  
**OPT / CPT / AT DATES:** \_\_\_\_\_

*Please attach any additional comments*

Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Advisor's Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Institution Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_

**This form must be returned to us directly by the college official**