

International Candidate for Admission Checklist

Please use this checklist as a resource when completing your application. Applications will not be evaluated until all documents are received. Please allow ten business days for your file to be reviewed.

- ⇒ Bucks County Community College Student Application* with a \$30.00 application fee (must be in US check or money order) or apply online free * http://www.bucks.edu/admission/app_form.html.
- ⇒ International Student Information Form
- ⇒ Include copies of I-94 card, current visa, and photo page of your passport. If applying from overseas, we need only a copy of passport. Overseas applicants will present their visa and I-94 card upon arrival. If you are including dependants on this I-20 (spouse or child), please submit a copy of their immigration documents as well.
- ⇒ Include an official secondary school and college or university (if applicable) record/transcript with a literal translation in English and TOEFL results, if any.
- ⇒ Sponsor's Affidavit of Support. This form is required to be notarized by a Notary Public or first-class magistrate. This form is not required of those who are financing their education from personal funds.
- ⇒ A bank statement plus a letter signed by a bank official on bank letterhead is needed to verify that you have the financial support to pay for a full academic year. The current bank account balance must demonstrate at least \$13,900 US (+\$3,000 per dependent) and indicate that the account is in good standing.
- ⇒ If student's sponsor is a citizen or permanent resident of the United States of America, notarized form I-134* This form is not required for transfer students.
- ⇒ Affidavit of Sponsor Providing Room and Board, notarized by a public or first-class magistrate. Include a photocopy of a deed, lease, or mortgage in the sponsor's name.
- ⇒ Form DS-158, Contact Information and Work History for Nonimmigrant Visa Applicant.
- ⇒ Signed copy of Acknowledgement of F-1 Status Responsibilities Signature Sheet.
- ⇒ If changing visa status, I-539* is required. Include letter to USCIS explaining reasons for your request. J visa holders must attach a copy of their DS-2019.
- ⇒ If transferring from another United States' institution, ask your current DSO to complete the F-1 Student Transfer Form. Transfer F-1 students must also submit a copy of the I-20 issued by their current school.

**To obtain copies of forms, visit: <http://uscis.gov/graphics/formsfee/forms/>*

For additional information or assistance, contact: Adult and Multicultural Student Services 215 968-8107 or www.international@bucks.edu

If mailing application, we recommend that you send it in a traceable manner, such as FedEx or DHL internationally, Certified Mail, if domestically. Mailing address is:

**Bucks County Community College
Admissions and Multicultural Student Services
Pemberton 120, 1st floor
275 Swamp Road
Newtown, PA 18940 USA**