

# 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 [http://www.bucks.edu/admission/app\\_form.html](http://www.bucks.edu/admission/app_form.html)

**Or apply on line free!** <https://apps.bucks.edu/apply/index.php> -

**Note:** Please use all zeroes for Social Security number i.e. 000-00-0000

- ⇒ 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 **\$14,300 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.  
To obtain the DS-158 form visit: <http://www.state.gov/documents/organization/79965.pdf>
- ⇒ 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://www.uscis.gov/portal/site/uscis>

*For additional information or assistance, contact: **Multicultural Student Services 215-968-8107** or [international@bucks.edu](mailto: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 Hall, Room 120, 1<sup>st</sup> floor  
275 Swamp Road, Newtown PA 18940 USA**