

# INTERNATIONAL STUDENT INFORMATION PACKET



Thank you for your interest in Norwalk Community College. The following are the steps, which have to be completed in order to obtain the *I-20 Form*, which is a necessary document to apply for a *student visa* or change the status to F1 to study at this college.

**International Student Center**  
**Norwalk Community College**  
**East Campus, Room 202 (Second Floor)**  
**188 Richards Avenue**  
**Norwalk, CT 06854**  
**Phone: 203-857-6875**  
**Fax: 203-857-6948**

**Office Hours**  
**Monday and Wednesday 9am-4 pm**  
**Tuesday and Thursday 9 am-3:30 pm**

**International Student Advisor**

Dennis J. Bogusky

**Tel:** 203-857-7289

**E-mail:** [dbogusky@ncc.commnet.edu](mailto:dbogusky@ncc.commnet.edu)

**International Student Services Coordinator**

Justyna Z. Davis

**Tel:** 203-857-7282

**Email:** [jdavis@ncc.commnet.edu](mailto:jdavis@ncc.commnet.edu)

It is recommended that the following forms and documents (also available at [www.ncc.commnet.edu](http://www.ncc.commnet.edu), click on Admissions, then International Students) be submitted to the International Student Center at least **90 days** before the beginning of the semester for students who intend to apply for their student visa **abroad**. For students currently in the U.S., recommended time to submit completed documents to change status is **60 days** before the expiration of their current visa/status:

- ❖ **I-20 Request Form**
- ❖ **Letter of Residence.** *There are no housing facilities for students.* Therefore, prospective international students must give written evidence of their residence plans. This form must be notarized.
- ❖ **Evidence of applicant's ability to finance his/her education and means of support while in the United States.** The following are expenses that an F1 student will incur:

- **Tuition and fees** **\$4,780** per semester  
( $\$23,900$  for 5 semesters; all applications are based on the out-of-state tuition rate for full-time credit courses)
  - **Estimated living expenses** **\$3,500** per semester  
(required only if student lives on his/her own)
  - **Est. cost of books and supplies per semester** **\$600**
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- **Total cost of a two-year degree (5 semesters)** **\$44,400**

**International students are not allowed to work to pay these expenses.** Therefore they are required to submit their personal bank account statement showing available funds for the period of 2.5 years (if applicable) **or/and** the attached **Affidavit of Support (I-134) Form** completed by their sponsor and accompanied by applicable supporting evidence of income and financial resources (letter of employment or year-end tax return (if self-employed) *and* a statement/letter from the sponsor's bank).



**Students already in the U.S. seeking a change of status (without leaving the U.S.) also need to submit the following:**

- **Application to Extend/Change Nonimmigrant Status (Form I-539)**
- **Copy of current visa (and any applicable extension documents)**
- **Copy of the I-94 Departure Record** (little white form stapled to your passport)
- **A check or money order for \$300.00 payable to: U.S. Department of Homeland Security (NO CASH OR CREDIT!).**

### **I-901 Fee**

Students changing their status in the U.S. must also pay \$200 to support the F, M and J nonimmigrant reporting system (SEVIS). For more details, please refer to the form **I-901, Fee Remittance for Certain F, J and M Non-Immigrants.** If you do not pay the fee, your application will not be processed.

**NOTE: This fee can only be paid after your I-20 form has been issued.**

### **PLEASE NOTE:**

- ❖ The **I-20 Form** is issued only to students who have **presented the necessary financial evidence to the International Student Center.**
- ❖ Every international student must be enrolled **full-time** (twelve (12) or more credits) in both fall and spring semesters. However, international students are not required to register for summer courses.

- ❖ If you have to take ESL courses (based on the results of the placement test), you must register for the appropriate level. The non-credit ESL courses are open only to those international students who place in the non-credit division on their placement test.
- ❖ **INTERNATIONAL STUDENTS CHANGING THEIR STATUS ARE ADVISED TO WAIT FOR THEIR F1 STATUS TO BE APPROVED TO BEGIN CLASSES.** They may register but have to withdraw if the new status is not approved before the beginning of the semester.



### **Traveling outside the United States:**

- ❖ If you plan to travel outside the United States after your student status has been approved, you should bring your approved I-20 form and a copy of your unofficial transcript about **30 days** before your anticipated departure in order to obtain the necessary travel endorsement.
- ❖ If your student status was approved in the U.S and you do not have the F-1 visa in your passport, you will have to apply for one at the U.S Embassy/Consulate in the country you are traveling to.



### **INFORMATION FOR STUDENTS TRANSFERRING TO NORWALK COMMUNITY COLLEGE**

- ❖ If you are transferring to NCC from another institution and have a valid I-20 form, in addition to the I-20 Request Form, Letter of Residence and Affidavit of Support forms, you must also submit the Transfer Information Form and copies of all previous I-20s.

### **EXTENSION INFORMATION:**

- ❖ Please note that your I-20 is issued for 5 semesters (2.5 years) and **has an expiration date**. If you need to extend your I-20 beyond its initial period, please visit the office 60 days before the expiration date on your current I-20 to find out how to extend your I-20. **NOTE: Extension will not be possible when your I-20 expires and your status will automatically turn into COMPLETED.**



**THE FOLLOWING DOCUMENTS ARE REQUIRED FROM ALL STUDENTS  
APPLYING FOR ADMISSION TO NORWALK COMMUNITY COLLEGE.**  
(PLEASE SUBMIT DIRECTLY TO THE ADMISSIONS OFFICE. DO NOT SUBMIT TO THE  
INTERNATIONAL STUDENT CENTER)

**Admissions Office**  
**Room 106 East**  
**Norwalk Community College**  
**188 Richards Avenue**  
**Norwalk, CT 06854**  
**Ph. 203-857-7060**  
**Fax: 203-857-3335**

- **Application for Admission.** Please complete the admission application and return it to the Business office with the applicable fee of \$20 (American exchange only). Cash, check, money orders (payable to NCC) and credit cards are accepted.
- **Major.** You must select one of the degree-granting programs (majors) listed on the application and on [www.ncc.commnet.edu](http://www.ncc.commnet.edu).
- **Immunization Record.** You will need to submit proof of measles and rubella immunizations before you can register (if you are unable to obtain the records from your doctor, it is possible to have the shots done here in the U.S. (please refer to the list of places where you can do it).  
**\*\*\*Please note that there are two (2) shots that are required and they must be separated by 30 days. You will not be eligible to register full-time if you do not have the required immunizations so please plan ahead.**
- **High School Diploma.** You are required to submit proof of high school completion or the GED exam. They should be in *English*.
- **Placement Test.** New students are required to take the placement test. Call the Admissions Office at (203) 857-7060 or 857-7068 after you have completed and paid for your admission application to schedule an appointment for the ESL placement test and if you have any further questions regarding the admission process.

