

# **ADMISSION PROCESS AND CHECKLIST**

## **FOR STUDENTS WHO ARE APPLYING FOR A CHANGE OF STATUS**

A person who has entered the United States on a B-1/B-2 Non-immigrant visa is not permitted to enroll in a full course of study, as this violates the conditions of the B-Visitors visa.\* Potential students who are in the U.S. on a visitor's visa (B-Visa) and wish to enroll in a course of study must change their status to an F-1 student visa. While awaiting the USCIS decision, the current visa status must be maintained; this may mean applying for extensions of status. Timing is crucial; it should not be done less than 30 days after entry and no more than 30 days before the beginning of the next semester start date. Fall semester has a late-August start date. Spring semester has a mid-January start date. Please be sure to read all the directions; all documents must be submitted in English and all funds in US dollars. Only completed applications will be accepted. There are several categories required to be considered for admission, please read the following instructions carefully:

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### **SECTION 1. THE FOLLOWING IS REQUIRED OF ALL PROSPECTIVE STUDENTS:**

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#### **A. APPLICATION FOR ADMISSION**

- \_\_\_ 1. Please print your name exactly as it appears on your passport. When writing your birth date, be sure to write it: Month/Day/Year. Fill in all information that is on the application.
  
- \_\_\_ 2. The last page of the application has letter codes to be used for your intended program of study.
  - The following programs have restricted admission: Nursing, Practical Nursing, Physical Therapy Assistant, and Veterinary Technician. International students interested in one of these programs should apply as a Health Science major. You will be considered as a pre-major until gaining acceptance. Students interested in these majors must also have their high school transcripts evaluated by either World Evaluation Service or Education Credential Evaluators. It is important that you inform the International Student Advisor of your intention to enter one of these restricted programs.
  
- \_\_\_ 3. Students must have an intermediate to advanced command of the English language. As proof, official records showing minimum scores for TOEFL (75) or IELTS (6.5) must accompany your application packet.
  
- \_\_\_ 4. Provide copies of your current Visa, I-94, and passport and any other documents showing lawful status.
  
- \_\_\_ 5. Application fee of \$30 is non-refundable.

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\* Please note that not all visa types permit a Change of Status; those on J-Visas should first check with their program coordinator. If you are unsure whether or not your status allows a change to F-1, please consult your visa status' regulations or program coordinator.

## **B. FINANCIAL RESOURCE STATEMENT – AFFIDAVIT OF SUPPORT**

- \_\_\_ 1. Affidavit of Support with Financial resource papers- A **bank statement** showing that there are sufficient funds to cover the cost of tuition and living expenses for at least one year (approximately \$34,000) and your sponsor's **income statement** showing that sufficient income exists to support you for the duration of your studies at LCCC. Proof of income such as salary information, and bank statements are required.
- \_\_\_ 2. If you will have your spouse or child accompany you to the US, you must indicate so on the affidavit; you or your sponsor will also need to document an additional \$6000 for your spouse and \$4000 for each child as evidence of financial support. Under no circumstances can your spouse or child accept employment.
- \_\_\_ 3. Both Affidavit of Support forms must be completed and submitted with the application. Please read the directions carefully and provide all necessary documents. All documents must be submitted in English and all figures must be in US dollars. Two forms are required for each sponsor.

## **C. HIGH SCHOOL, TOEFL/IELTS AND/OR COLLEGE TRANSCRIPT**

- \_\_\_ 1. Applicants for admission must submit a transcript showing the equivalent of a U.S. high school education and TOEFL/IELTS scores. Students should be 18 years of age before the end of their first semester. All documents must be submitted in English.

## **D. TUITION DEPOSIT**

- \_\_\_ 1. A \$1,650 tuition deposit is required; it must be in U.S. dollars drawn from a U.S. bank. This is a pre-payment of a portion of the first semester's tuition and will be deducted from your first semester's tuition bill upon arrival, or should you decide not to attend or are denied a visa, it will be refunded once the original I-20 is returned to LCCC.
- \_\_\_ 2. When you have completed all of the documents, they should be sent in together with a check (drawn from a US bank in US dollars) or money order payable to **LCCC** for \$1,680. (\$30 application fee + \$1,650 tuition deposit)

To: Mrs. Christine K. Flores  
International Student Advisor  
Lehigh Carbon Community College  
4525 Education Park Drive  
Schnecksville, PA 18078  
U.S.A.

If you prefer returning these papers in person, please call 610-799-1137 to schedule an appointment with the International Student Advisor.

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## SECTION 2. FOR STUDENTS APPLYING FOR A CHANGE OF STATUS FROM ONE VISA TYPE TO F1 STUDENT VISA

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Those who wish to apply for a change of status must comply with all the necessary steps outlined above. In addition they must do the following after acceptance to LCCC and after the I-20 has been processed:

- \_\_\_\_\_ 1. Write a letter to the United States Citizenship and Immigration Service requesting the change of status and why they are NOT planning to remain in the United States after completion of their studies. The letter should include reasons for studying in the US, (as oppose to study in the home country) and reasons they intend on returning home and not immigrating to the US, (such as family, home ownership, work, etc...in home country).
- \_\_\_\_\_ 3. Provide copies of the I-94 (an extension must be filed to prevent it from expiring).
- \_\_\_\_\_ 4. Submit an I-539 Form to United States Citizenship and Immigration Service. There is a fee to process this form payable to USCIS, \$\_\_\_\_\_.
- \_\_\_\_\_ 5. Submit the original I-20; it is recommended to retain a copy of it as well.
- \_\_\_\_\_ 6. Provide a copy of the I-901 fee receipt. The I-901 is a \$350 SEVIS fee required after an I-20 is processed (see next page).
- \_\_\_\_\_ 7. Submit second copy of the notarized Affidavit of Support, the first copy is held with the student's record.
- \_\_\_\_\_ 8. Copies of current documents showing lawful status.
- \_\_\_\_\_ 9. You must maintain current status while awaiting the USCIS decision; this may mean filing a separate extension which also incurs a separate fee.

**\*\*IMPORTANT:** When a change of status is done from within the US, you are given the F1 visa 'status' and not an actual visa, which will pose problems if you leave during your studies and try to return to the US. You could be denied entry back into the US and your F1 status will be terminated. You should prepare to apply for the visa at the consulate in your country.

The United States Citizenship and Immigration Service will determine if the change of status is approved. Change of status is NOT guaranteed. Keep a copy of ALL paperwork submitted to USCIS for your records. It is advisable to send the packet via 'registered receipt mail,' to ensure its delivery to:

FOR REGULAR MAIL:

USCIS  
PO BOX 660166  
DALLAS, TX. 75266

FOR EXPRESS MAIL:

USCIS  
ATTN: I:539  
2501 S. STATE HIGHWAY 121 BUSINESS  
SUITE 400  
LEWISVILLE, TX 75067

## **ISSUANCE OF THE I-20 AND THE I-901 SEVIS FEE**

- It takes approximately two weeks after the submission of the necessary documents for the I-20 to be issued. I-20's are generated electronically. All information is entered into a Department of Homeland Security Database (SEVIS).
- Prospective students should be aware that there is a SEVIS I-901 fee which must be paid and included with the Change of Status application. The I-901 receipt is important and a copy should be kept with all other documents. More information about this fee will be provided when the I-20 is issued.
- LCCC must send the I-20 directly to the student. Documents will be sent via regular mail. If you wish to have the documents express mailed, you will be required to pay the mailing cost. Those already in the US can pick it up in person. I-20s cannot be given to anyone other than the student. If you wish to have the I-20 express mailed, this additional charge can be deducted from your deposit if you indicate so.