

## TRANSFER ADMISSION PROCESS AND CHECKLIST

To ensure ample time for processing, please plan on applying at least **30 days** prior to the start date of the semester. 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. Only completed applications will be accepted. There are several categories required to be considered for admission, please read the following instructions carefully:

---

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

---

#### **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, 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 or the equivalent transfer course for ENG 105 with a C or better.
- \_\_\_ 4. Complete the financial questions part of the application. This information is necessary for the Department of Homeland Security's SEVIS database.
- \_\_\_ 5. Application fee of \$30 is non-refundable.

**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. As a transfer student only one Affidavit of Support form must be completed and submitted with as part of a complete 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 AND/OR COLLEGE TRANSCRIPT**

- \_\_\_\_ 1. Applicants for admission must submit a transcript showing the equivalent of a U.S. high school Students should be 18 years old before or during their first semester. All documents must be submitted in English.
- \_\_\_\_ 2. Please have your college send an official transcript to the International Student Advisor. To be considered official, it must be stamped as such and sent via mail directly from your college to LCCC.

**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 transfer, 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 or money order payable to **LCCC** for \$1,680. (\$30 application fee + \$1,650 tuition deposit)

To: Ms. Christine K. Flores  
International Student Advisor  
Advising Office  
Lehigh Carbon Community College  
4525 Education Park Drive  
Schnecksville, PA 18078

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

---

## SECTION 2. FOR STUDENTS CURRENTLY IN F-1 STATUS WHO ARE TRANSFERRING FROM ANOTHER COLLEGE

---

- \_\_\_1. Inform your international advisor at your current school that you are transferring to LCCC.
  - Your international student advisor must complete the Transfer In Recommendation form and email or fax it directly to the International Student Advisor at LCCC; it is attached.
- \_\_\_2. Submit copies of your current I-20 and passport/visa/I-94 with your International Student Application.
- \_\_\_3. After all materials are received and reviewed; you will be notified by LCCC of you acceptance status. Please allow at least ONE week for processing.
- \_\_\_4. If accepted, you must set up an appointment **with in 15 days** of the Transfer Release date, with the International Student Advisor; you must bring your passport, visa, I-94\*.
  - A copy of these will be kept on file and you will then be issued a new I-20 which will reflect your transfer to LCCC.
- \_\_\_5. If you will be traveling outside of the United States *before* you attend LCCC, you must be issued a new I-20 prior to your departure from the US. It will also be helpful to register for classes before you leave.
- \_\_\_6. You are required to send an official transcript from all colleges attended to the International Student Advisor. Unofficial transcripts can ONLY be used for verification of pre-requisites during course selection.

### Special Transfer Topics:

- If decide not to transfer, it is important that you inform International Student Advisor immediately.
- If a student completes a course of study or OPT, the student is eligible for transfer through the end of the 60-day grace period. Be aware of the 5 month start-date limit to begin studies at your new school: you cannot remain in the US if you are transferring to another institution and do not begin classes within 5 months of your transfer.
- If a student is currently on OPT; the OPT automatically terminates upon transfer.

## **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. All information is entered into a Department of Homeland Security Database (SEVIS). 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.
- Prospective students should be aware that there is a \$200 SEVIS I-901 fee which must be paid before scheduling an appointment with the consulate. More information about this fee will be provided when the I-20 is issued. Please note, those students currently holding an F-1 Visa do not need to pay the SEVIS fee again, it is for initial I-20's only.
- All I-20s are sent via regular mail directly to the student or will be picked up in person for those students already in the US. I-20s cannot be given to anyone other than the student. There is an additional charge if you wish to have the I-20 express mailed, which may be deducted from your deposit.

