

SOUTHEASTERN TECHNICAL COLLEGE



**INTERNATIONAL STUDENT
ADMISSION PACKET**

**346 Kite Road
Swainsboro, GA 30401
(478) 289-2259
Fax: (478) 289-2263
Email:
amcrae@southeasterntech.edu**

SOUTHEASTERN TECHNICAL COLLEGE
CHECKLIST FOR INTERNATIONAL STUDENTS

I) ACADEMIC

- Admission application & \$25.00 application fee
- Evaluations of international transcripts or diplomas by Josef Silny or World Education Services
High School – document by document evaluation AND College – course by course evaluation
- SAT or ACT scores
- ACCUPLACER placement test (if SAT, ACT, or college degree is not available)
- TOEFL scores (173 Computer, 500 Paper & 61 Internet) (If English is not the native language)

II) IMMIGRATION

F and M Applicants

- Certified or notarized bank letter on official bank stationery in the amount of \$24,328 (dated within the last 3 months)
- Original Bank Statement
- Affidavit of Support (U.S. sponsors) or Letter of Support (sponsors abroad)
- Completion of I-901 (for F, M, and J non-immigrants) and payment of SEVIS fee, \$200.00

Upon Arrival at STC

- Passport (Visa & Biography Pages)
- I-94 (front and back)
- I-20 from previous institution(s)
- I-20 from STC

Transfer Students

- All of the Above
- Transfer Clearance Form

Change of Status

- All of the Above (except Transfer Clearance Form)
- Form I-539
- Check or money order in the amount of **\$300.00** for Form I-539 fees

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ACADEMIC ADMISSION STEPS

1. Submit a completed admission application and a nonrefundable \$25.00 application fee in U.S. currency by credit card, money order, or check drawn on a US bank payable to Southeastern Technical College by the appropriate admission deadline.
2. Submit official transcripts from your high school (or GED) and all colleges attended by the application deadline. All transcripts must be received in envelopes sealed by the sending institution. All international transcripts must be evaluated by an approved evaluation service and sent directly to STC. We require one of the following evaluation agencies.

<u>Josef Silny & Associates, Inc.</u> 7101 SW 102 Avenue Miami, FL 33173 Telephone: (305) 273-1616 Fax: (305) 273-1338 Email: info@jsilny.com Website: www.jsilny.com	<u>World Educational Services (WES)</u> PO Box 745 Old Chestnut Station New York, NY 10113-0745 Website: www.wes.org Telephone: 1-800-937-3895 (NY) 1-800-937-3899 (Miami) 1-800-937-3897 (Washington)
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- High school transcripts or diplomas should be evaluated by the document-by-document evaluation method.
 - Students with college credit or a degree from a college or university outside the US must submit a course-by-course evaluation of the transcript.
3. Submit official scores from one of the following placement tests taken within the last 60 months: SAT, ACT, or ACCUPLACER

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IMMIGRATION DOCUMENTATION FOR I-20 (F and M STATUS)

If you are applying for, or have F or M student visa, supply the following additional documentation:

1. If English is not your first language, you are required to submit your official score of the Test of English as a Foreign Language (TOEFL). A score of 500 or higher on the written test or a score of 173 or higher on the computerized version of TOEFL is required.
2. Submit original financial documentation as required by the U.S. government.
 - The school estimates that it will cost you \$24,328 USD to study at STC for one academic year. One academic year equals 3 academic semesters. For one academic year:

Tuition and Fees (estimated cost)	\$12,828 USD
Books (estimated cost)	\$1500 USD
Living Expenses (estimated cost)	\$10,000 USD
TOTAL (estimated cost)	\$24,328 USD

- The student or sponsor must provide a bank letter verifying that a minimum of \$24,328 USD is available to finance the first year of education. All bank correspondence should be written on official bank stationery and certified or notarized by an officer of the bank with the bank address and telephone number printed clearly. Financial documentation must be dated within the last 3 months, and funds must be stated in the U.S. currency equivalent. U.S. sponsors must complete the Form I-134 Affidavit of Support and have it properly notarized. Sponsors abroad are required to submit a letter of support.

TRANSFER STUDENTS

If you are currently attending another college in the US and wish to transfer to STC, notify your college's international office of your desire to transfer. Ask them to fill out and sign a Transfer Clearance Form and send it to STC's International Student Advisor.

IMPORTANT: It is critical for you to continue your studies at your current school and maintain your status until you are accepted to attend STC and your I-20 is issued. Failing to do so will cause you to violate your visa status.

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CHANGE OF STATUS

Students who need change-of-status or adjustments or immigration status to comply with government regulations should contact the International Student Advisor, which can assist the student with the change-of-status process and/or issue documents that enable the student to apply for a student visa.

OBTAINING A STUDENT VISA

1. Obtain Form I-20 and a letter of acceptance from the school.
2. Pay SEVIS I-901 Fee. Currently the SEVIS fee to obtain an F, M, or J visa is \$200. Payment must be made prior to the visa appointment with the U.S. Embassy. For payment options and further information, visit www.fmjfee.com/ Student is required to bring a copy of the SEVIS fee payment receipt (showing proof of payment) to the visa interview.
3. Find the U.S. Embassy closest to your home at <http://www.usembassy.gov/>. Check the consular site to see if there are any special instructions for the consulate you will be visiting.
4. Make an appointment with the embassy for the visa interview.

Arrival Information: At the port-of-entry to the U.S., the student will be interviewed again and the Arrival/Departure Form I-94 will be issued. The earliest date of entry into the U.S. is typically 30 days prior to the start date you indicated on your Form I-20. The student will not be allowed entry into the U.S. beyond the start date. The student is required to notify the International Student Advisor of arrival and make an appointment to complete U.S. Citizenship and Immigration Service requirements.

IMPORTANT INFORMATION: Southeastern Technical College will NOT accept faxed or photocopies as official documents.

Application Deadlines

Due to the amount of time required for gathering, preparing, and processing the immigration paperwork, STC encourages all international applicants to apply at least two semesters prior to their desired start date. STC semesters generally start as follows:

Fall Semester: August
Spring Semester: January
Summer Semester: May

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All admission documents should be sent to:

Southeastern Technical College
c/o Admissions Office
346 Kite Road
Swainsboro, GA 30401

Admission status of an applicant cannot be determined until:

1. Admissions Office has received all official documentation, and
2. International Student Advisor and Admissions Office have approved documents for admission.

INTERNATIONAL SERVICES

The International Student Advisor is the contact for international students to obtain information and student services that are specific to international students. Questions concerning international admissions, visa advisement and documents, orientation/ international student programs, and any other issue related to the international student can be addressed to:

Southeastern Technical College
c/o International Student Advisor
346 Kite Road
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Fax: (478) 289-2263
Email: amcrae@southeasterntech.edu

Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, Veteran status, or citizenship status, (except in those special circumstances permitted or mandated by law).

This school is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).