Dear Prospective International Student:

Thank you for your interest in Ivy Tech Community College. We are a two-year, tax-supported state community college whose mission and goal are to provide accredited post-secondary education focusing on training for careers in technology.

Ivy Tech offers two-year associate degrees. Transfer programs to other U.S. colleges are also available for students wanting to earn a four-year degree. The college is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools.

Everyone who meets the College’s open-admission requirements is welcome to attend Ivy Tech Community College. However, Ivy Tech does offer some selective or limited admission programs that have additional requirements that do not guarantee admission.

Please read the enclosed international student admission requirements carefully. No action will be taken on your application and no I-20 will be written until all requirements, including satisfactory financial support documentation, have been received and approved by the College. All application deadlines are firm.

Sincerely,

Tanya Webb – International Student Advisor / Designated School Official
Ivy Tech Community College – Central Indiana
50 West Fall Creek Parkway North Drive
Indianapolis IN, 46208
317-921-4613
tywebb@ivytech.edu
Application Deadlines

The following application deadlines apply to international students who are outside the U.S.

Fall Semester deadline: April 15
Spring Semester deadline: October 15
Summer Semester deadline: February 15

For international applicants already in the U.S and seeking to transfer to Ivy Tech Community College:

Fall Semester deadline: July 1
Spring Semester deadline: December 1
Summer Semester deadline: March 1

International Student Requirement for Admission

The following items must be received and accounted for by the published deadline before a final decision concerning admission will be made. All deadlines are firm. Incomplete applications, as well as those applications arriving after the published deadline, will not be considered. All documents associated with admission should be sent by mail to the attention of the International Student Advisor at the campus you wish to attend.

The requirements for admission to Ivy Tech Community College are:

1. **English Proficiency**: Please refer to the page headed “English Proficiency Requirements” for minimum score requirements.

2. **International Educational Document Evaluation**: Educational credentials earned outside the U.S. may be subject to a professional evaluation. Please refer to the page headed “Evaluation of International Educational Documents.”

3. **Application for Admission**: Applications must be completely filled out, signed and dated. Applications must include a stated academic objective, which includes a course of study and degree offered at the campus where you wish to attend. Applications are free and non-binding.

4. **Proof of Financial Solvency**: Please refer to the separate enclosure in this packet for requirements pertaining to the submission of financial support requirements and tuition/12-month maintenance estimate of expenses.
**Important Information about Ivy Tech Community College**

**College Housing:** International students are responsible for providing their own housing and transportation.

**Transportation:** Students must have access to reliable personal or public transportation. Ivy Tech is a non-residential college.

**Financial Aid for International Students:** Financial aid and scholarships for international students are not available.

**Employment:** Current employment conditions and immigrations laws of the U.S. governing non-quota non-immigrant students do not permit student from abroad to be employed while in the U.S. or to earn any or part of the student’s expenses. Unauthorized employment is a violation of immigration status. Employment for the purpose of practical training is limited and subject to the guidelines and approval of the United States Citizenship and Immigration Service (USCIS). Additionally, on-campus work opportunities on the Ivy Tech Community College campus are available on a very limited basis.

**Student Health Center:** Students are responsible for locating their own health care provider. Please see the list of approved doctors available through the College’s mandatory health insurance.

**Health Insurance:** Enrollment in the College’s student health insurance plan is mandatory for all international students and their dependents living in the U.S. This requirement may only be waived with a health coverage plan equivalent to or better than the College’s plan. Waiver requirements must be met and can only be approved by the appropriate insurance personnel at the College.

**Submitting the Application Package**

All documents, including application, official English proficiency scores, satisfactory international educational equivalency (if applicable), and financial support documents should be on file at the college no later than the published deadline of the first term for which the applicant seeks admission. Please send all documents to the address on the enclosed Regional Contact Information sheet for the campus you plan to attend.
English Proficiency Requirements

Ivy Tech Community College of Indiana accepts one of the following as proof of English proficiency:

TOEFL (iBT) = 61
TOEFL (PBT) = 500
[http://www.ets.org/toefl](http://www.ets.org/toefl)
Ivy Tech Community College-Central Indiana school code for TOEFL: 1311

IELTS=6

MELAB = 69
[http://www.cambridgemichigan.org/melab](http://www.cambridgemichigan.org/melab)

Students who have successfully completed an Intensive English Language Program or Training at an accredited U.S. institution may meet our English language proficiency requirement. These occurrences will be evaluated on a case by case basis by the DSO.

Additionally, language proficiency may be waived if an applicant is from a country who lists English as their official language, has completed secondary school in the U.S. with passing grades in non-ESL English courses, or is a college transfer who has completed standard freshman English, with a grade of C or higher, from a regionally accredited institution.

Evaluation of International Educational Documents

As part of the admission process, the College requires all F-1 applicants (not applicable for transfer F-1 student) with educational credentials completed outside of the U.S. to apply for a professional equivalency evaluation. The purpose of the evaluation is to determine U.S. educational equivalency. The minimum educational requirement for admission to Ivy Tech Community College is the U.S. equivalency of a high school diploma.

For admission purposes, Ivy Tech Community College requires only a “general” or “document by document” evaluation.

Applicants requesting consideration or any international post-secondary education should request the “course by course” evaluation option.

Applicants may select from one of the College-approved professional evaluation firms listed on the NACES website to fulfill their evaluation requirement. All documents must be mailed directly to the evaluating institute. Please request to have an evaluation report mailed directly to the Ivy Tech campus you wish to attend:

[www.naces.org](http://www.naces.org)
Areas of Study

Please visit http://www.ivytech.edu/schools/curriculum-index.html to review the programs and concentrations offered at each campus.

School of Applied Sciences and Engineering Technology

- Advanced Manufacturing
- Agriculture
- Biotechnology
- Chemical Technology
- Electrical Engineering Technology
- Kinesiology
- Pre-Engineering

School of Business

- Accounting
- Business Administration
- Computer Information Systems
- Computer Information Technology
- Information Security
- Office Administration
- Transportation, Distribution and Logistics

School of Education

- Early Childhood Education
- Education

School of Fine Arts and Design

- Fine Art
- Interior Design
- Visual Communications

School of Health Sciences*

- Dental Hygiene
- Health Information Technology
- Medical Assisting
- Nursing
- Ophthalmic Technology
- Paramedic Science
- Physical Therapist Assisting
- Practical Nursing
- Radiation Therapy
- Radiologic Technology
- Respiratory Care
- Surgical Technology
- Therapeutic Massage

*Most Health Science programs have selective admission. Because of additional admissions requirements, students must apply to our General Studies program while working on prerequisites and additional admissions requirements. Successful completion of prerequisites does not guarantee admission to these programs.
School of Liberal Arts and Sciences

- General Studies
- Liberal Arts
- Professional Communication

School of Public and Social Services

- Community Emergency Preparedness and Management
- Criminal Justice
- Hospitality Administration
- Human Services
- Library Technical Assistant
- Mortuary Science
- Paralegal Studies
- Public Safety

School of Technology

- Automotive Technology
- Aviation Technology
- Building Construction and Management
- Building Trades Apprenticeship
- Construction Technology
- Design Technology
- Electronics and Computer Technology
- Industrial Technology
- Machine Tool Technology
- Recreational Vehicle Repair Technology
ESTIMATED ANNUAL EXPENSES FOR INTERNATIONAL STUDENTS
2012-2013 SCHOOL YEAR

Tuition* for two (2) semesters \($7,182.00\)
All F-1 international students MUST register for a minimum of 12 credit hours AND must pay a per credit hour tuition fee of $239.40.

Fees
1. Technology fee of $60 per semester \($120.00\)
2. International Student Fee, $90 per semester \($180.00\)
3. SEVIS fee \($200.00\)

Rent, food, transportation, personal supplies for twelve (12) months. \($16,182.00\)
Students and/or sponsors are responsible for housing. On campus housing is not available.

Books & Supplies** \($1,500.00\)
Health Insurance \($1,136.00\)

Estimated TOTAL Expenses \($26,500.00\)

Estimated Dependent Expenses
(In addition to above-estimated single student expenses)
Spouse's living expenses, not including insurance \($7,085.00\)
Each additional dependent's living expenses \($2,425.00\)
Health insurance for student + spouse (Mandatory) \($3,132.00\)
Health insurance for eligible children (Mandatory) \($1,560.00\)

Financial support requirements can be fulfilled in one of the two categories listed below:

Self-supporting students:
The student must file a statement with the Designated School Official declaring financial self-sufficiency and responsibility for all necessary expenses of their college education and must provide a statement (sealed or notarized) from a bank official or other financial officer indicating the amount has been in existence for more than six (6) months and sufficient funding is available to cover the student's expenses for the duration of enrollment.

Parent, Family Member and/or Sponsor*:
The party must provide an official financial statement and guarantee of source of funds for the student during his/her enrollment. This must be accompanied by a bank official's or other financial officer's certification (sealed or notarized) that the account has been in existence for more than six (6) months and sufficient funds are available to cover the student's expenses for the duration of enrollment.

*A Sponsor who is a permanent resident or a U.S. Citizen must complete and submit U.S. Government Form I-134 with supporting financial documentation as required in I-134 instructions.

All documentation must be in English and equivalent to US dollars. All documentation must be on official stationary from the bank or lending institution.
**Estimated Dependent Expenses**
(In addition to above-estimated single student expenses)

Spouse's living expenses, not including insurance $7,085.00

Each additional dependent's living $2,425.00

Health insurance for student + spouse (Mandatory) $3722.00

Health insurance for eligible child(ren)+student (Mandatory) $2960.00

Health insurance for eligible for student+spouse+Child(ren) (Mandatory) $5626.00
Financial Requirements for Student Visas

If you will need an F-1 student visa to attend Ivy Tech Community College, then you will need a Certificate of Eligibility (I-20) to obtain the visa. In addition to meeting admission and English proficiency requirements, you must also document that you have sufficient funds to cover your education and living expenses for the entire period of your enrollment at Ivy Tech Community College. Government regulations require that you show enough money on deposit to pay for your first year’s education and living expenses. See “Financial Information for International Students” for current estimates of costs at Ivy Tech Community College.

Because U.S. Citizenship and Immigration Services (USCIS) regulations limit the employment of non-immigrant international students and their families, you should not expect to use employment as a means of supporting yourself while enrolled at Ivy Tech Community College. You will therefore need to demonstrate support from other sources.

How to certify the necessary funds:

Please carefully follow these instructions. The documents that you must provide vary depending on who will support you. Until all necessary financial support agreements and bank statements are received, signed and dated, Ivy Tech Community College cannot issue an official notice of admission or an I-20. Financial certification of funds must be complete and on file at the College no later than the published application deadline of the first semester of attendance.

If you will be supported by personal funds from family or friends, you must submit an Affidavit of Sponsor form and a bank statement from each individual providing you with financial support. Together, supporters’ pledges must show that sufficient funds will be available for the full length of your educational program. Bank statements must total the minimum amount needed to meet the “Total Cost for the Calendar Year” for the first year of study.

If you will be living with family or friends while attending Ivy Tech Community College, you must document this support on the Affidavit of Free Room and Board form.

If you will support yourself fully throughout your program, you must submit the appropriate supporting documentation. Please see the Documentation of Financial Support section below for required documentation. You must show that you have available funds on deposit to cover the “Total Cost for the Calendar Year” for the duration of your studies. As an alternative, the College would accept a bank statement showing the total cost for the first year and documentation of a continuing source of the same amount of income, from an employer or from interest or dividends, for the duration of your degree program.

If you will be partially self-supported and partially supported through other sources, submit an Affidavit of Sponsor form and bank statement from each sponsor, including you. Your bank statement needs to show enough money on deposit to cover the promised support for the first year.

If you will be supported by a government agency, private business, school or other organization, please have your sponsor write a detailed letter (on official letterhead) which specifies the terms of financial support and includes the information requested on the Affidavit of Sponsor form.
Documentation of Financial Support

All funding documentation must be completed, signed, dated and certified by a bank representative and returned to Ivy Tech Community College’s International Advisor before the College can provide you with a notice of admission and the documents necessary to obtain your visa. Refer to the enclosed Estimated Annual Expenses section in this packet for more details on financial requirements.

Documentation of Funds

1. Only original documents are accepted—no photocopies or faxes
2. Your name and the sponsor’s name must be on all documents
3. All affidavits and bank statements to be dated within six months of the start of your proposed enrollment at Ivy Tech Community College
4. All documents must be written in English; the appropriate bank or government official must verify translations and certify bank documents
5. Bank funds must be translated into US dollars by the bank official

Bank Statements

Each personal sponsor (friends, family or self) must provide an official statement or letter from the bank showing dollars or type of currency on account totaling the total cost for one year of study. If you plan to bring family, your bank statement must show adequate funds for your family member(s) in addition to your own financial requirements. You must either show enough funds on deposit or you must satisfactorily document a source of income equal to the total cost for the duration of your studies.
Affidavit of Sponsor Instructions:

All students must be able to demonstrate the ability to pay for their entire educational program. Unless you have enough cash to support yourself, your studies and you dependents while in the United States for your entire program, your cash will soon be exhausted. You will probably need a sponsor with an income to show that you can finance the entire educational program. A student may have more than one sponsor, however each sponsor must submit an affidavit.

- A student that sponsors him or herself, either partly or in full is required to file the affidavit. Bank statements from the past six months in the student’s name must be provided.
- Students that are sponsored by a private or government scholarship board must provide a letter stating how much money is to be given and for how many years.
- If the sponsor is a parent, family member, family friend, U.S. resident and/or other, they must complete the attached Affidavit of Sponsor. The sponsor must also submit the following:
  
  A) Statement from an officer of the bank or other financial institution in which you have deposits giving the following details regarding your account:
  1) Date account opened
  2) Total amount deposited for the past year.
  3) Present balance
  B) Proof of income, statement of your employer on business stationary showing:
  1) Date and nature of employment
  2) Salary paid
  3) Whether position is temporary or permanent
  C) If self employed:
  1) Copy of last income tax return filed or
  2) Report of commercial rating concern

All questions on the affidavit forms must be answered. Affidavits must be signed by the sponsor in the presence of a notary public, the notary public must sign, and the official seal of the notary public must be on the affidavit. There is notary public in all U.S. embassies and consulates. In the U.S. most neighborhood pharmacists are notaries, as are most lawyers and accountants. There are notaries in all countries though the names of them may be different. They are officials licensed by the national or regional government to take sworn statements for the courts of law or to witness contracts and property deeds.

When a family member or friend near the school gives a student a free place to live and/or meals, the student needs far less in cash from other sponsors. The family member or friend must complete and return the Affidavit of Free Room and Board.
AFFIDAVIT OF SUPPORT

I hereby attest that I will provide no less than $ ______________(USD) for each year of study at Ivy Tech Community College. Each person providing support must complete an Affidavit of Support.

Name of student: _______________________________ _______________________________

Person(s) providing support:

☐ Self

☐ Family _______________________________ _______________________________

☐ Other _______________________________ _______________________________

Full address of individual providing support:

First Name: _____________________ Last Name: _____________________________
Address: ____________________________________________
City: _______________ State: _____ Postal Code: __________ Country: ________
Telephone (including country code): _______________ E-mail: _______________

AFFIRMATION OR OATH

I hereby affirm or swear that the contents of the above statement are true and correct.

Signature of sponsor __________________________________________________________

Name of sponsor, printed _______________________________________________________

SWORN AND SUBSCRIBED ME THIS ______ of ____________ 20 ______

Signature of Notary ________________________________ {SEAL}
AFFIDAVIT OF FREE ROOM AND BOARD

(TO BE COMPLETED ONLY BY A PERSON WHO OWNS OR RENTS THE PROPERTY).

I hereby affirm that I own, rent or lease the property described below and that I will make it available without charge and without services in-lieu of payment to the student named for the duration of his/her studies at Ivy Tech Community College.

Name of Student: ________________________________

Address, including room or apartment, number of residence offered to the student:

---------------------------------------------------------------------------------

Relationship of sponsor to student: ________________________________

How many rooms are in the house or apartment? __________________

How much space will be reserved for the exclusive use of the student? ________

Does the sponsor live at the address listed above? __________________

Does the sponsor ______ own or ______ lease the property being offered?

All questions above must be answered. This affidavit must be sent with a photocopy of a lease or deed in the sponsor’s name.

AFFIRMATION OR OATH

I hereby affirm or swear that contents of the above statement are true and correct. I agree not to require any services from the student in return for the promised support and understand that it would be a serious violation of the law to require domestic work, child care, or any other kinds of service.

Signature of sponsor ________________________________

Name of sponsor, printed ________________________________

SWORN AND SUBSCRIBED BEFORE ME THIS ____ OF ______ 20_____

Signature of Notary ________________________________ {SEAL}
Important!!!
SEVIS Information

Please review the attached information regarding the new SEVIS* fee which went into effect on September 4, 2004.

If you are applying for an “initial” F-1 visa from outside the U.S., or if you are applying for a change to F-1 status from another visa category, you will need to pay the SEVIS fee.

SEVIS fees and other government fees are subject to change without notice. Please visit www.ice.gov for current fee information. Ivy Tech Community College is not responsible for any SEVIS fees, airline tickets, or other expenses that have been incurred by the student if the student is unable to make it to campus in time to attend classes.

*SEVIS stands for Students and Exchange Visitor Information System
SEVIS Fee Information for F-1 Students

Effective September 1, 2004, F-1 visa applicants are required to pay a one-time fee of $200 to supplement the administration and maintenance costs of the **Student and Exchange Information System (SEVIS)**. The following information specifically addresses fee issues for F-1 students.

**Who pays the SEVIS fee?**
- Prospective students with “initial attendance” I-20’s dated on or after 9/1/2004 who are applying for an “initial” F-1 visa **from outside the United States**.
- Prospective students with “initial attendance” I-20’s dated on or after 9/1/2004 who are applying for a **change to F-1 status from another visa category**.
- Current F-1 students in the U.S. filing for reinstatement after being out of status more than 5 months, and who are issued an I-20 issued for reinstatement that is dated on or after 9/1/2004.

**Will other F-1 students in the U.S. have to pay?**
No, unless the student’s circumstances change so that he or she fits one of the categories mentioned above.

**What about my F-2 dependents?**
F-2 dependents do not have to pay the fee.

**Do I have to pay if I transfer to another school, travel outside the U.S. or renew my visa?**
The SEVIS fee is not required when transferring schools, changing to another degree program or level, requesting a program extension, renewing an F-1 visa or using F-1 program benefits such as practical training. If you are in status when you travel internationally and are not physically outside of the U.S. for more than five months, you will not be required to pay the fee.

**When do I pay the SEVIS fee?**
The fee must be paid at least 3 business days prior to applying for you visa, or applying for admission at a U.S. port-of-entry for those exempt from the visa requirement. The fee must be paid prior to submission of a change or status petition or reinstatement application.

**Can I pay the SEVIS fee at a university, consulate or port of entry?**
No. The SEVIS fee can be paid at [https://www.fmjfee.com/i901fee/](https://www.fmjfee.com/i901fee/).
How do I pay the fee?

To Pay Online
Go to https://www.fmjfee.com/i901fee/.

To Pay By Mail
1. Obtain a Form I-901 “Fee Remittance for Certain F, J and M non-immigrants.” Download the form from www.FMJfee.com
2. Complete the form I-901. Be sure to write your name exactly as it appears on your I-20 form.
3. Prepare a check, international money order or foreign draft (drawn on U.S. banks only—see Note) in the amount of $200 USD, made payable to “The Department of Homeland Security.”
4. Mail the completed I-901 and payment to the address listed on Form I-901.
5. A Form I-797 receipt notice should be mailed within 3 days of processing the fee. Be sure to make copies of your receipt, and keep it with your other important immigration documents.
6. It can be paid by you or by a third party, inside or outside the U.S.

Will the DHS keep a record of my payment on file?
Fee payments should be entered into your permanent immigration (SEVIS) record but it is strongly recommended that you retain a copy of your fee receipt (Form I-797) to use as needed.

I applied to more than one school, and have more than one I-20 form. What happens if I pay the SEVIS fee for one school, and then I change my mind and decide that I want to attend the other school? Is my paid SEVIS fee transferable?
Yes. But you must submit the I-20 form with the SEVIS ID number that you listed on the I-901 form with you to the U.S. consulate/embassy. For change of status or reinstatement applications, please see the next question.

What do I need to do to apply for an F-1 visa, change of status or reinstatement?
Obtain the appropriate form I-20 from a DHS-approved school. Pay the SEVIS fee by mail or online.

Make a copy of the I-797 (mail) or computer receipt (online) for your records. Submit a copy of the I-797 or computer receipt with your visa, change of status or reinstatement application. Students who are exempt from visa requirements, such as Canadians, should take a copy of the SEVIS fee receipt to present at the port of entry with the appropriate I-20. It will not be possible to pay the fee at the port of entry.

What do I need to do to apply for an F-1 visa, change of status or reinstatement?
For change of status or reinstatement questions, if you previously paid the SEVIS fee while attending a different school, you should submit a copy of that school’s I-20 form with your application.

What if my F-1 visa application is denied?
The SEVIS fee will not be refunded. However, if you reapply for a new F-1 visa within 12 months of the denial, you will not have to pay the fee again.

NOTE: Many foreign banks are able to issue checks or money orders drawn on a U.S. bank. You may therefore obtain a check from: a) a bank chartered or operated in the United States; b) a foreign subsidiary of the U.S. bank; or c) a foreign bank that has an arrangement with a U.S. bank to issue a check, money order, or foreign draft that is drawn on a U.S. bank.
Transfer Verification Form

Instructions to student: If you are currently attending an academic institution in the U.S., please complete the top section of this form. Take the form to the International Student Advisor at the institution you are currently attending or last attended. Have the International Advisor complete the form and return it to the Ivy Tech Community College International Student Advisor. We cannot process your immigration transfer and issuance of SEVIS I-20 until this form is received in our office.

Student Name: ____________________________________________________________________________________________

Expected date of entry to Ivy Tech Community College: _______________________________________________

Please read and sign: I authorize my current International Student Advisor to release the information requested below to the Ivy Tech Community College-Central Indiana International Student Advisor.

Student Signature__________________________________________________________Date________________________

To be completed by International Student Advisor at current institution or last institution attended:

School Name: ____________________________________________________________________________________________

Dates of attendance at your school: _______________________________________________________________

Please list all periods of OPT/CPT, if any___________________________________________________________

To your knowledge, is this student currently in status with USCIS? ______________________________________

If not, please explain: __________________________________________________________________________

To your knowledge, is the student in good financial standing with your institution? _________________________

If not, please explain: __________________________________________________________________________

SEVIS ID number: _______________________________________________________________________________

SEVIS transfer release date: _______________________________________________________________________

Name and Signature of
DSO:____________________________________________________________Date_______________________

Address: ______________________________________________________________________________________

Phone number: ________________________________________________________________________________

E-mail: ______________________________________________________________________________________

Please return this completed form to the campus which you plan to attend. The addresses are enclosed.

Tanya Webb
Assistant Director of Admissions/DSO
Ivy Tech Community College-Central Indiana
50 W Fall Creek Pkwy N Drive
Indianapolis, IN 46208-4613
Phone 317-921-4613
Fax 317-917-5919
tywebb@ivytech.edu  CHI214F10279008