



WELCOME

Thank you for your interest in Ivy Tech Community College. We are a two-year, tax-supported public community college whose mission and goal is to provide accredited post-secondary education focusing on training for careers in technology or transfer. The college is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools.

Ivy Tech offers certificates, technical certificates and associate degrees. Transfer programs to other U.S. colleges are also available for students intending to earn a four-year degree.

Everyone who meets the College's open-admission requirements is welcome to attend Ivy Tech Community College. However, Ivy Tech offers some selective or limited admission programs that have additional requirements that do not guarantee admission. Financial assistance is not available to international students. Please review the enclosed requirements for admission.

Once again, thank you for your interest in attending Ivy Tech Community College.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ivan Hernandez', is written in a cursive style.

Ivan Hernandez
Director of Admissions
Designated School Official (DSO)

International Student Admissions Checklist

- Contact your campus Designated School Official (DSO)
 - Lafayette Campus: Ivan Hernandez- ihernand@ivytech.edu
- Application - www.ivytech.edu/international-students
- Copy of Passport (*valid for at least 6 months*)
- Copy of Visa (*if applicable*)
- I-94 information (*if applicable*)
- Copy of current I-20 for transfer students
- Original Financial Statements (*must be no more than 6 months old*)
- Affidavit of Sponsor, notarized
- Affidavit of Free Room & Board, notarized (*if applicable*)
- Proof of English Competency
- Previous US College transcripts (*if applicable*)
- Proof of High School graduation (*US equivalent*)
- Transfer verification form (only for students currently in a US institution)

Submitting the Application Package

All documents, including online application, official English proficiency test scores, satisfactory international educational equivalency, 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. **TO BE CONSIDERED FOR ADMISSIONS, ONLY COMPLETE APPLICATION FILES SUBMITTED PRIOR TO THE DEADLINE WILL BE ACCEPTED.** Please send all documents to:

Ivan Hernandez, DSO
Ivy Tech Community College--Lafayette
Director of Admissions
3101 South Creasy Lane
Lafayette, IN 47905

You can also scan and email documents to ihernand@ivytech.edu
For expedited admissions, please use email to submit your documents.

Application Deadlines

The following application deadlines apply to international students who are requesting an initial I-20 (*usually from outside the U.S.*) **All documents must be submitted before the deadline.:**

Summer deadline	March 1st
Fall Semester deadline	May 1st
Spring Semester deadline	November 1st

For international applicants seeking to transfer to Ivy Tech Community College from another I-20 granting institution:

Summer deadline	May 1
Fall Semester deadline	July 1
Spring Semester deadline	December 1

Important Information about Ivy Tech Community College

College Housing: Not available. International students are responsible for providing their own housing.

Transportation: Students must have access to reliable personal or public transportation. Ivy Tech is a non-residential college. International students are responsible for providing their own transportation.

Financial Aid for International Students: State and federal financial aid for international students is not available. There may be opportunities for scholarship after the student's first semester.

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.

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.

English Proficiency Requirements

The College accepts the following as satisfactory proof of English proficiency without testing:

- Individuals having a grade of "C" or better in a course equivalent to Ivy Tech Community College's ENGL 111 (English Composition), from a regionally accredited college or university in the U.S.
- Graduation from a U.S. high school
- Your country of origin has English as its official language as noted on the CIA World Fact Book: <https://www.cia.gov/library/publications/the-world-factbook/>

English Proficiency Test Scores

Students entering Ivy Tech Community College under an F-1 student visa and do not meet the waiver requirements above must provide proof of satisfactory English language proficiency via testing. Accepted tests and scores are:

- TOEFL (iBT) = 61 Internet Based Test
- TOEFL (PBT) = 500 Paper Based Test For more information visit www.toefl.org
- IELTS = 6.5 For more information visit: www.ielts.org/
- MELAB = 77 For more information visit: www.cambridgemichigan.org/resources/melab

Evaluation of International Educational Documents

As part of the admission process, the College requires all F-1 applicants (*including F-1 transfer students*) 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 for transfer credit of any international post-secondary education should request the “course by course” evaluation option.

Applicants may select from one of the professional evaluation firms on the **NACES** (www.naces.org) 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.

Estimated Annual Expenses for an Associate Degree

(Based on a 9-month academic year)

F-1 international students are not eligible to receive any state or federal financial aid.

Below are the estimated expenses for a single student, exclusive of holidays, vacations, or other travel expenses based on current economic standards. Personal lifestyle choices may increase cost considerably.

Tuition for two (2) semesters:

Based on 13 credits per semester *\$7,012.00
at a cost of \$269.69 per credit hour:

Fees

- | | |
|---|----------|
| 1. Technology fee of \$60 per semester: | \$120.00 |
| 2. International Student Fee, \$120 per semester: | \$240.00 |

Living Expenses for nine (9) months: \$9,568.00
Housing, rent, food, transportation, and other living expenses

Books & Supplies: ** \$1,390.00

Health Insurance (*annual premium*): \$1,170.00

Estimated TOTAL Expenses: **\$19,500.00**

*Tuition and fee estimates are based on a course-load of 13 credits for both the fall and spring semesters. Tuition expenditures may vary depending on program of study, level of study, and number of credit hours. Students registering for summer term will incur additional tuition and fee expenses. The College reserves the right to increase fees at any time without prior notification. F-1 students must carry a full course of study (*12 credits/semester*) to maintain their status. Fees are subject to change without notice.

**The cost of books and supplies varies by program and course. Estimated expenses do not reflect fees associated with distance education courses (*the College charges a \$20 per credit hour distance education fee for Internet-based distance education courses*).

Estimated Dependent Expenses

(In addition to above-estimated single student expenses)

Spouse's living expenses, not including insurance: <i>(in addition to student expenses)</i>	\$5,833.00
Each additional dependent's living expenses: Student with spouse and/or child(<i>ren</i>) must purchase health insurance from the appropriate category below <i>(annual premium):</i>	\$5,833.00
Health insurance for new student + spouse: <i>(Mandatory)</i>	\$3,427.00
Health insurance for student + eligible child(<i>ren</i>): <i>(Mandatory)</i>	\$2,763.00
Health insurance for student + spouse + eligible: Child(<i>ren</i>) <i>(Mandatory)</i>	\$5,192.00

Documentation of Financial Support

All funding documentation must be completed, signed, dated and certified by a bank representative and returned to Ivy Tech 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 *(photocopies and scans can be used to begin the process)*
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

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 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 Support 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.

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 bank tellers 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 AND TRANSFER FORMS ARE ATTACHED AT THE END OF THIS PACKET

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 your 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.

How do I pay the fee?

Visit the payment website HERE: <https://www.fmjfee.com/i901fee/>.

AFFIDAVIT OF SUPPPORT

I hereby attest that I am willing and able and will provide no less than
US \$ _____ in cash to the student named below for each year of study at Ivy Tech
Community College.

Name of Student _____

Name of Sponsor (if applicable) _____

Relationship to Student (write "Self" if student is the sponsor) _____

Full Mailing Address _____

Email _____



AFFIRMATION OR OATH

I hereby affirm or swear that the 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 ME THIS _____ of _____ 20 _____
(Day) (Month) (Year)

Signature of Notary _____ {SEAL}

Forms not notarized will not be accepted

**NOTE: If you are self-sponsoring then you do not need to have this
document notarized**

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.

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}

Forms not notarized will not be accepted



INTERNATIONAL STUDENT TRASNFER VERIFICATION FORM

School Code: CHI214F10279004

Please complete this form **ONLY** if you are presently enrolled at a US institution

To Be Completed By Student:

Name _____

US Address _____

I permit the information requested below to be forwarded to Ivy Tech Community College for the purposes of transferring.

Signature _____ Date _____

To Be Completed by the DSO at the Institution Presently Attending:

Student Visa Type _____

SEVIS ID _____

What semester or quarter did the student last complete at your institution? _____

What is the program end on the student's current I-20? _____

Has the Student completed or in the process of OPT? _____

To the best of your knowledge, is the student in good standing based on USCIS regulations? _____

If no, please explain _____

Name of DSO _____ Phone _____

Email _____ FAX _____

Signature _____ Date _____

Please do not release student in SEVIS until you receive our Transfer Release Form and acceptance letter from Ivy Tech Community College – Lafayette

Please return this form to:
Ivan Hernandez, Director of Admissions
Email: ihernand@ivytech.edu (preferred method)
Or FAX: 765-269-5214