



Westchester Community College

State University of New York

Dear Prospective International Student:

Thank you for your interest in Westchester Community College.

The next page is a fact sheet containing important information about the admissions process for international students. Please note that Westchester Community College is a two-year community college and does not provide on-campus housing.

In order to complete the admission process, please follow the procedure outlined below:

1. Complete the enclosed Westchester Community College application.
2. Complete the enclosed student personal essay.
3. Complete the enclosed Affidavit of Financial Support.
4. Complete the enclosed Affidavit of Support for Room & Board (if applicable).
5. Submit academic records (officially translated into English) for all secondary and university level coursework.
6. Submit sponsor's bank statements that demonstrate capacity to cover all educational and living expenses.
7. Submit a copy of sponsor's most recent income tax return (first two pages) and Letter of Employment verification and current salary.
8. Submit the results of the Test of English as Foreign Language (TOEFL). For information about TOEFL, please write to the Educational Testing Service, Princeton, NJ 08540, U.S.A. If you have not taken a TOEFL exam, you can take the English Language Institute English Evaluation here at Westchester Community College. If you are applying from abroad, you can take the language evaluation when you arrive.
9. Copy of information pages of passport. Make sure that the copy is clear and legible.

We look forward to receiving your application. Please mail all documents to:

Westchester Community College
75 Grasslands Road
Valhalla, NY 10595
USA
ATTN: Anne Marie Verini, G 134

You will be notified of your admission decision in writing. Be sure to include an email address in case we need to contact you to request additional information. Please note that we are unable to make international telephone calls. If you have any questions, regarding the admission process of the College, please do not hesitate to contact us by mail or phone at 914-606-8567. Our email address is also on the homepage of our website.

Sincerely,

Anne Marie Verini
International Student Advisor

EMAIL

IS OUR PRIMARY MEANS
OF
COMMUNICATION.

Please
be sure to Include your

CLEARLY WRITTEN

email address on the Application for Admission.

Please

be sure to **keep copies** of everything you submit

for your own records.

Any document received by the college

becomes the property of the college and

cannot be copied for you

or returned to you.

INTERNATIONAL STUDENT INFORMATION

1. Educational Records

New international students should apply by **June 15** to enroll in the September semester or by **November 1st** to enroll in the January semester. All official transcripts (submitted with certified English translation) and other required documents must be on file in the Office of International and Immigrant Student Affairs before the deadline dates. Official transcripts should indicate the name and address of the educational institution, subjects studied, grades earned with grading system explanation, time period for each subject, examinations passed, and certificate, diplomas and degrees received at all secondary, college, university, and professional schools attended. Educational documents should be certified by the American Embassy or Consulate in the student's home country.

2. Financial Expenses

All international students must have sufficient funds to cover college tuition, fees, textbooks, living expenses, transportation expenses, accident and sickness insurance, and other incidental expenses while attending college in the United State. *Tuition and fees are approximately **\$13,700 (US) PER YEAR** (fall and spring semesters) and living expenses are approximately **\$8,000 per year**. For those who are interested, the college offers an accident and sickness insurance program at an annual cost of \$250. Please see enclosed flyer for additional information. Documented evidence of means of financial support (educational and living expenses) must be provided to Westchester Community College for admission and issuance of the Certificate of Eligibility (Form I20A). Students must have these funds available when they register for classes each semester. Visa students may not be employed while attending college unless permission has been granted by the United States Customs and Immigration Service (USCIS). The College does not provide, recommend or supervise housing for students. Total yearly expenses are estimated at **\$21,950 (US)**.

3. Transfer Information

International transfer students from another U.S. college must apply by **August 1** for the fall semester or by **December 15th** for the spring semester. International students who wish to transfer from another college must be in good academic standing at their last attended institution with a grade point average of 2.0 or higher. Credits earned at another college and transferred to Westchester Community College are evaluated by the Transfer Credit Evaluator upon submission of official transcripts. Credentials from institutions outside of the U.S. must be evaluated by an evaluation service. See links at the bottom of the Office of International and Immigrant Student Affairs home page for more information regarding foreign credit evaluation.

4. Visa Information

USCIS regulations state that a student must attend college full-time (earn 12 credits or more each semester), and make satisfactory progress toward their degree. International students must attend the educational institution approved by USCIS on the Arrival-Departure Record (Form I-94); otherwise the student is subject to deportation. International visa students who intend to transfer to another educational institution must officially do so by obtaining the approval of the institution they plan to attend.

Students will be notified of their acceptance with a letter and a form I-20. Do not try to enter the U.S. without them. If you have any questions, please call the International Student Advising Office at 914-606-8567.

If you are a student who is applying for F-1, student status from within the U.S., you must notify us of the type of visa that you currently have and the date of its expiration. You should only apply to the college if you have been in the U.S. with your current visa for **over three months**. If you are applying within the U.S., but are planning to return to your home country, your materials (including the I-20) will be sent to your home where you will have to make an appointment at the a U.S. Embassy or consul.

NEW YORK STATE HEALTH LAWS require all students taking 6 or more credits to sign the Meningitis Response Form and all students taking 6 or more credits who were born on or after January 1, 1957 to provide proof of immunity for Measles, Mumps and Rubella, BEFORE you can register.

*TUITION AND FEES SUBJECT TO CHANGE WITHOUT NOTICE.

Application Instructions

Please fill out the following forms completely with supporting documentation. Incomplete applications will not be considered until all documents are received. Be sure to **keep copies** of everything you submit for your own records.

1. Westchester Community College Application for Admission

2. Autobiographical Essay

The essay should be at least 200 words and focus on why the student wants to attend Westchester Community College.

3. Educational Data Sheet:

List **all** the schools and grade levels you have attended including elementary school (primary school), high school (secondary school) and college (university).

3. High School and/or College Transcripts (Translated and evaluated if foreign).

Any transcript received by the college becomes property of the college and **cannot be returned**. Make sure you have a copy of your own of any record you submit to our institution. The college recommends the use of World Education Services, www.wes.org, for the evaluation of foreign college or university transcripts. High school transcripts need not be evaluated, only translated into English.

4. TOEFL Exam results, or if already in U.S., Westchester Community College ESL Institute

English Evaluation. To be accepted directly into a degree program, your score must be 500 or higher on paper test, 173 or higher on computer test, or 61 on internet based test. If you have not taken a TOEFL exam, you may take an English language evaluation here at the college. Based upon these results, the ESL Institute may recommend that you start with English classes before being accepted into a degree program. TOEFL information is available by calling (609) 771-7100. To schedule an ESL Institute English Evaluation call (914) 606-6656. Students from countries whose native language is English are exempt from this requirement.

5. Affidavit of Support for Free Room and Board (Living expenses).

This form should be filled out and notarized by sponsors in the United States, who will provide a place to stay for the student at no cost. These sponsors are required to submit a copy of the first two pages of their most current income tax records and a letter from their employer stating the length of employment and annual salary. Room and Board sponsors must earn at least \$35,000 per year.

6. Sponsor's Affidavit of Annual Financial Support

This form should be filled out and notarized by sponsors, who will provide the funding for tuition, books, accident and sickness insurance plan, and *living expenses (*living expenses only if no sponsor is providing free room and board). These sponsors are required to submit a copy of the first two pages of their most current income tax records and a letter from their employer stating the length of employment and annual salary. In addition, these sponsors must submit bank records that total up to the amount of at least one year's tuition, books, and insurance which would be \$13,950. If a student does not have a sponsor providing free room and board, then an additional \$8,000 must be available in the bank statement to cover living expenses. In this case, a total of \$21,950 must be available in the bank. These dollar amounts reflect the minimum amount required to apply for the student visa/student status. **Submitting a bank statement showing available funds in excess of the minimum amount will increase the student's chances of obtaining the student visa/student status.**

7. State University of New York Foreign Student Financial Form

This form must have all the sources of funding listed in the appropriate boxes. All applicants are required to demonstrate that \$21,950 USD** is available to pay for their education per year. (**Includes tuition, living expenses, books and insurance).

Status	Tuition	Living Expenses	Books	Insurance
Undergraduate	\$12,700***	\$8,000***	\$1,000***	\$250***

*** Per year of study

Degree & Certificate Programs

Associate in Arts Degrees (A.A.)/Associate in Science Degrees (A.S.) are awarded to candidates who successfully complete a program which parallels the first two years of coursework at accredited four-year institutions.

Associate in Applied Science Degrees (A.A.S.) are awarded to candidates who successfully complete a program combining specific career preparation with a firm foundation of coursework in the liberal arts and sciences. Graduates who earn the A.A.S. degree are prepared to seek immediate employment or transfer to four-year institutions to continue study toward a bachelor's degree and beyond. The A.A.S. graduate who elects to transfer will find that most of the credits completed at Westchester Community College will be readily accepted for credit toward the bachelor's degree at a receiving institution. (This is contingent upon the requirements of the transfer school and the student having maintained a satisfactory academic record.)

Certificate Programs prepare students for immediate employment in a variety of skilled occupations. One-year certificate programs provide a way for students to gain job skills for immediate employment or to prepare for career advancement by gaining new skills and credentials. College credits earned in a Westchester Community College certificate program may be applied to an associate degree or may be transferable for those who decide to continue their education at another institution.

Accounting (A.S.)	Foods & Nutrition (A.S.)
Applied Art (Cert.)	Human Services (A.A.S.)
Business Administration (A.A.)	Human Services (A.S.)
Business Administration (A.A.S.)	Individual Studies (A.S.)
Chemical Dependency Counseling (A.A.S.)	International Business (A.S.)
Chemical Dependency Counseling (Cert.)	Liberal Arts/Childhood Education – Teacher Education Transfer (A.A.)
Civil Technology (A.A.S.)	Liberal Arts/Humanities (A.A.)
Communications and Media Arts (A.A.)	Liberal Arts/Mathematics & Science (A.S.)
Computer Aided Drafting (Cert.)	Liberal Arts/Social Science (A.A.)
Computer Applications Specialist (Cert.)	Marketing (A.S.)
Computer Information Systems (A.A.S.)	Marketing (A.A.S.)
Computer Programming (Cert.)	Mechanical Technology (A.A.S.)
Computer Science (A.S.)	Medical Billing and Coding * (Cert.)
Computer Security & Forensics (A.A.S.)	Networking (A.A.S.)
Computer Security & Forensics (Cert.)	Networking (Cert.)
Criminal Justice/Corrections (A.A.S.)	Nursing – LPN (Deadline March 1) (Cert.)
Criminal Justice/Police (A.A.S.)	Nursing – RN Day (Deadline March 1) (A.A.S.)
Culinary Arts & Management (A.A.S.)	Nursing – RN Evening/wknd (Deadline March 1) (A.A.S.)
Dietetic Technician (A.A.S.)	Office Technologies (A.A.S.)
Digital Art (Cert.)	Office Technologies (Cert.)
Digital Filmmaking (A.S.)	Paralegal (A.A.S.)
Digital Filmmaking (Cert.)	Paralegal (Cert.)
Direct Care Practice (Cert.)	Performing Arts (A.A.S.)
Early Childhood (A.A.S.)	Radiologic Technology (Deadline March 1) (A.A.S.)
Early Childhood (Cert.)	Respiratory Care (Deadline March 1) (A.A.S.)
Electrical Technology (A.A.S.)	Small Business Entrepreneurship (Cert.)
EMS Management (Cert.)	Teaching Assistant * (Cert.)
EMT-Paramedic (Cert.)	Telecommunications Technology (A.A.S.)
EMT-Paramedic (A.A.S.)	Telecommunications Technology * (Cert.)
Engineering Science (A.S.)	Visual Arts (A.A.S.)
Fashion Merchandising (A.A.S.)	Web Development (Cert.)
Financial Office Specialist (Cert.)	

*Financial aid not available to students in this plan.

Application for Admission

Please print in ink.

For Office Use Only:
Date Received _____
Application Fee _____

A. Enrollment Information

1. Legal Name: _____
LAST FIRST MIDDLE INITIAL
2. Former name (s): _____
LAST FIRST MIDDLE INITIAL
3. Date of Birth: _____ — _____ — _____ — _____
MONTH DAY YEAR
4. Male Female
5. Social Security Number: _____ — _____ — _____ — _____

Providing your Social Security Number will enable Westchester Community College to uniquely identify your records. Additionally, if you are applying for financial aid, you are required by the federal government to provide your Social Security Number. Westchester Community College is dedicated to ensuring the confidentiality of students' records and application materials.

6. Address:
- LOCAL _____
STREET APARTMENT #
- _____ CITY / TOWN / VILLAGE STATE ZIP
- MAILING _____
STREET APARTMENT #
- _____ CITY / TOWN / VILLAGE STATE ZIP
7. Telephone:
- HOME _____ — _____ — _____ — _____
- MOBILE _____ — _____ — _____ — _____
8. Email Address: _____

The college will use a variety of media to notify students of upcoming events such as registration, class cancellations, room changes etc. Please make sure to notify us if any of your contact information changes. Notification of an address change can be made in person at the Registrar's Office or by sending an email to registrar@sunywcc.edu. Changes to telephone and email contact information can be made online by visiting www.sunywcc.edu/updatecontact.

B. Residency/Citizenship Information

9. Have you lived in New York State for the past 12 months? Yes No If no, _____
STATE OF RESIDENCE
10. Have you lived in Westchester County for the past 6 months? Yes No If no, _____
COUNTY OF RESIDENCE

If you are a New York State resident but have not resided in Westchester County for 6 months, contact your home county for a Certificate of Residency.

11. Country of Citizenship _____ If you are not a US Citizen, please complete the box below

NON US CITIZENS

12. Are you a legal permanent resident of the United States? Yes No
If yes, please provide your Alien Registration Number _____
13. Do you hold an F1 visa? Yes No
- If No, do you wish to apply for a student (F1) visa? Yes No Please contact the International Student Office at 914-606-8567.
 - If you have an F1 visa from another school, you must go through the International Student Office and complete the process.
 - Students who are granted a student (F1) visa must enroll and attend full-time (12 or more credits)
14. Do you hold a visa other than F1? Yes No
- B1 B2 J1 H Other _____

C. Regional Information

15. Ethnicity

A variety of government agencies require that institutions of higher education report student enrollments by ethnic status. The information requested below will assist us in meeting this requirement. Please check the appropriate box. (Response is optional and does not affect your admission in any way.)

Are you Hispanic/Latino? Yes No

If Hispanic/Latino, please indicate which of the following would best describe your background? (select one)

- Cuban Dominican Mexican
 Puerto Rican Other Hispanic/Latino

Please indicate your race (select one or more)

- American Indian or Alaskan Native Asian Black or African American
 Native Hawaiian or other Pacific Islander White

16. Military Status

Have you ever served in the United States Military? Yes No

If yes, please indicate current military status Active Military Duty Retired Veteran
 Dependent of Active Duty Personnel Other

D. Educational Goal

17. I plan to begin my studies:

January 20____ (spring) or September 20____ (fall) May/June 20____ (summer)

18. I plan to study: Full-time (12 OR MORE CREDITS) Part-time (1-11 CREDITS)

19. Please choose an Academic Plan from the list on page 2 of this application

I do not wish to enroll in an Academic Plan at this time. I understand that this qualifies me as non-matriculated and that I am not eligible for financial aid.

20. I am applying as a: Freshman Transfer Summer/Visiting

21. For what reason are you requesting admission to Westchester Community College? Choose the one response which best describes your intention

- Transfer to another SUNY college after earning a degree/certificate at Westchester Community College.
- Transfer to a non-SUNY college after earning a degree/certificate at Westchester Community College.
- Transfer to a SUNY college without earning a degree/certificate at Westchester Community College.
- Transfer to a non-SUNY college without earning a degree/certificate at Westchester Community College.
- Earn a Degree/Certificate and seek employment rather than pursue further post secondary education.
- Enroll in course work to learn new skills or upgrade job skills without earning a degree.
- Enroll in course work for personal enrichment or enjoyment, rather than earning a degree.
- Obtain a Certificate of General Education Development (GED) through the accumulation of college credits.
- Uncertain, I have not determined my educational goal at this time.

E. Academic History (Final/official transcripts required)

22. High School: _____
NAME OF HIGH SCHOOL

CITY

STATE

23. Graduated _____ — _____ Will Graduate _____ — _____
MONTH YEAR MONTH YEAR

24. Type of High School diploma received or expected: Regents Local IEP*

*A student who completes high school with an IEP diploma does not qualify for open admission. Please contact the Office of Admissions for information on applying for the Ability to Benefit program.

25. If you withdrew from high school, do you have a General Equivalency Diploma (GED)?

- Yes DATE ISSUED _____ — _____ (Attach a copy of GED diploma and scores with this application)
MONTH YEAR MONTH YEAR
- No (Please contact the Office of Admissions for information on applying for the Ability to Benefit program)

26. Check if you would like more information to be sent to you on any of the following:

- Financial Aid Educational Opportunity Program Honors Program
- Intercollegiate Athletics On-Campus Childcare Scholarship Support Services for students with a disability
- Support Services for students receiving TANF Benefits TRIO program/Student Support Services Veteran's Benefits

27. Transfer Students ONLY

List all other colleges attended (most recent first) from which you wish to transfer credit.

College/University	City	State	Dates Attended		Degree Received
			FROM	TO	
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

NOTE: It is your responsibility to send college transcripts, CLEP, and/or Advanced Placement score reports to the Transfer Credit Evaluator, Westchester Community College Office of Admissions.



G. Additional Information Response is optional and does not affect your admission in any way.

28. Has any member of your family graduated from Westchester Community College? Yes No
If yes, what relationship? Parent Sibling Other Name: _____
29. Was your primary language spoken as a child English? Yes No
If No, would you like information on the ESL program? Yes No
30. Please indicate the highest level of education earned by your parent (s)
Mother HS Some College 2 yr College Degree 4 yr College Degree Master's or higher Other _____
Father HS Some College 2 yr College Degree 4 yr College Degree Master's or higher Other _____

VIII. Applicant's Signature

I certify that the information provided on this application is complete and accurate in every respect. I understand that falsifying any part of this application may result in cancellation of my admission or dismissal from the college. I am aware that the application fee is \$25.00 and is non-refundable.

Signature of Applicant _____ Date _____ / _____ / _____

Admission is based on the availability of space and qualifications of the applicant. Westchester Community College adheres to the policy that no person on the basis of race, color, creed, national origin, age, gender, sexual orientation, or handicap is excluded from, or is subject to discrimination in, any program or activity. Information collected on this application (Section 355(2) (i) Education Law) will be used to evaluate your request for admission. Failure to provide information could prevent your application from being processed. Information will be maintained in the Registrar's Office. Information on this application is accurate as of 11/09.

Application Checklist

- I have reviewed my application to ensure the required items have been answered
- I have signed my application
- I have enclosed my application fee
- My name and address can be clearly read
- I have selected an Academic Program and Plan of Study
- If I am applying for financial aid, I must provide a social security number

The following items must submitted to complete your application:

- A final copy of my high school transcripts (indicating date of graduation) sent to the Office of Admissions
- An official copy of my GED sent to the Office of Admissions
- Official, sealed copy(s) of all college transcripts forwarded to the Office of Admissions
- STUDENTS BORN ON OR AFTER JANUARY 1, 1957: A copy of my immunization record forwarded to the Health Office
- All students must submit a signed Meningitis Response Form to the Health Office.
This form can be found online at www.sunywcc.edu/regforms.

International Student Information Sheet

Name _____
Last First Middle

U.S. Address _____
Street

City State Zip Code

Telephone Email **(required—please write very clearly)**

Foreign Address _____
Street

City Providence Country

*Foreign address must be filled out in order to meet USCIS admissions requirements.
(Addresses with PO Boxes will not be accepted)

Please check off and fill in the box applicable to you.

- A student applying from abroad (a student who is currently in another country outside the United States)

Must include copy of passport information pages

- A student applying who currently holds F-1 student status and an I-20 from another college or institution, to transfer to Westchester Community College.

School _____

I-20 Expiration date _____

Must include copy of I-20, I-94, and Visa.

- Student applying who is already in the United States with a visa status other than an F-1 student status and wants to change their visa status to F-1 international student status.

B1 B2 J1 J2 H1B

H4 L1 L4 G1 other

Expiration Date _____

Must include copy of I-20, I-94, and Visa.

State University of New York (SUNY)

Autobiographical Essay

Instructions: The autobiographical essay is to be written by the applicant in English. It should include information relevant to your admission application, but not already given on other forms, such as why you are applying for study in the United States, reasons for selecting the field of study chosen, work experiences relevant to your field of study, the explanation for any extended interruption in your school attendance, special interests and abilities you have, plans for further study and/or employment after completion of your first degree, family background, etc. You may use both sides of this sheet. Return your essay with other application forms to the Director of Admissions of the State University of New York campus to which you are applying.

Applicant's Family Name	First Name	Middle Name		
Permanent Address	Number & Street	Town & City	Providence/State	Country
Name and City of SUNY Campus to which you are applying:				

**STATE UNIVERSITY OF NEW YORK
FOREIGN STUDENT FINANCIAL STATEMENT**

PART I Write in ink or type

1. Name of application _____
family name first name middle
2. Permanent Address _____
3. Campus to which you are applying _____
4. Major Field/department _____
5. Degree for which you are applying _____
6. I expect my program of study to take _____ years to complete.
7. Birth date ____/____/____
8. Country of Citizenship _____
9. () I plan to come without dependents
 () The following dependents will accompany me (list names and relationship)

10. Does your country restrict dollar exchange? Yes () No ()
11. Total amount of U.S. dollars you expect to bring with you upon arrival (tuition, room, meals, and books must be paid at the beginning of each semester)
 \$ _____
12. Do you have a source within the U.S. for emergency funds once you arrive in this country?
 yes () no ()
13. If Yes, name source _____
 Amount Available in U.S. :\$ _____

PART II Complete each relevant item below. Sign and date from after (c).

Enter amount of assured support available for each year of study in U.S. dollars

Source of Funds	Year 1	Year 2	Required Validation
Personal Savings Name of Bank _____ Account Holder _____	\$	\$	1. Bank Statement 2. Complete (A) and (C) below
Family/Relative/Sponsor Name _____ Name _____	\$	\$	1. Bank Statement 2. Complete (A), (B) and (C) below
Scholarship/Loan Awarded by _____	\$	\$	1. Official award letter 2. Loan approval letter 3. Complete (C) below
Government/Employer/Other Name of Sponsor _____ Other _____	\$	\$	1. Official letter of support 2. Bank Statements, affidavits or sworn statements 3. Complete (C) below
Totals			

Verification:

- A. This is to certify that the funds indicated above are on deposit or are being held in the name of the applicant, his family members, or sponsors (named above) at the saving institution named below. (Verification of amounts id without liability for the bank or its officials). Attach separate statements of accounts with official signatures.

Name of Bank _____ Date _____

Bank Official's Title _____ Date _____

- B. This is to certify that I (we) the undersigned have agreed to provide the funds indicated above to the applicant for the purpose of full-time study at Westchester Community College and that I (we) are submitting bank statements indicating the availability of these funds. I (we) further understand that the College cannot provide Any financial assistance to the applicant and that I (we) must provide these funds for the duration of the applicants course of study. If the commitment is not met, the student may be subject to dismissal from the College for non-payment.

Sponsor's Signature _____ Date _____ Relationship to applicant _____

Sponsor's Signature _____ Date _____ Relationship to applicant _____

- C. This id to certify that the information given on this form is complete and accurate to the best of my knowledge. I am fully aware that any false or misleading statement will result in an automatic denial of admission, or cancellation of registration following enrollment.

Applicant's Signature _____ Date _____

SPONSOR'S AFFIDAVIT OF ANNUAL FINANCIAL SUPPORT

(Please print or type)

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

NAME OF STUDENT _____
(first, middle, family names)

My relationship to the student is: _____

My telephone number is: (H) _____ (W) _____

My address is: _____

(number and street)

(city) (state) (zip code) (country)

The following persons are dependent upon me for their housing, food, or financial support. (Do not list adult members of your family who are supporting themselves. Do not include the student named above.)

NAME	RELATIONSHIP	AGE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

My documentary evidence of financial ability is attached.

(Please check all that apply.)

Letter from my employer on business stationery stating my annual salary. _____

Letter from an officer of a bank or other financial institution stating:
the date my account was opened, the total amount deposited and the present balance. _____

Most recent income tax return or W2 Form _____

Other: _____

You must sign below in the presence of a notary public or official. The notary public must sign and put the official seal on the affidavit. Any erasures or changes must be signed by both the sponsor and the notary.

AFFIRMATION OR OATH

I hereby affirm or swear that the information I have given above is true and correct:

Signature of Sponsor Printed Name of Sponsor

SWORN AND SUBSCRIBED

BEFORE ME THIS _____ DAY OF _____, 20 _____. (SEAL)

SIGNATURE OF NOTARY: _____.

Affidavit of Support for Room and Board

Date _____

Dear International Student Advisor:

I/We, _____, am/are writing to state that I/we will provide free room and board to your student, _____, for the duration of his/her studies at Westchester Community College. The student will reside at my home address of _____, where he/she will commute to and from school. I am currently employed at _____ and earn a yearly salary of over \$35,000, which is enough to support the student while he/she stays with me. I swear that the information I have given is true and accurate to the best of my knowledge.

Sincerely,

Please Notarize Here:

WESTCHESTER COMMUNITY COLLEGE TRANSFER
RECOMMENDATION FORM

TO BE COMPLETED BY STUDENT

Student's name: _____ Date of birth: _____

Admission #: _____ Social Security or School I.D.#: _____

I intend to transfer to WCC for the _____ 20__ semester. I hereby grant permission to Westchester Community College to receive the information being requested so that they may determine my eligibility to transfer to their institution.

Student's signature _____ Date _____

TO BE COMPLETED BY THE DESIGNED SCHOOL OFFICIAL

Is the student authorized by USCIS to attend your institution? _____ Yes _____ No

Has the student maintained status while attending your institution? _____ Yes _____ No

What is the expected date of completion of studies on the student's I-20? _____

Has the student completed the course of study at your school? _____ Yes _____ No

If yes, what date? _____

Has the student engaged in approved OPT or CPT? _____ Yes _____ No

If Yes, which ones? _____ CPT: From _____ to _____

_____ OPT: From _____ to _____

What was the last date of attendance for the student? _____ semester 20 _____

In your opinion, is the student eligible to transfer under the "Transfer Notification Procedure"?
_____ Yes _____ No.

Transfer release date _____

We are listed in SEVIS as **State University of New York Westchester Community College**.

Comments:

Name and Title: _____

Signature: _____

Institution: _____ Address: _____

Email: _____ Phone _____ Date: _____

Please complete the above form and return to student or mail to:

Westchester Community College
Office of International and Immigrant Student Affairs
75 Grasslands Road, Valhalla New York 10595
ATTN: Anne Marie Verini, AAB 203

Or Fax to: (914) 606-6668

Application Requirements

- () Westchester Community College Application for Admission
- () Educational Data Sheet – listing **all** schools attended
- () High School and College Transcripts – all transcripts must be translated if foreign. College/university transcripts must be evaluated as well.
- () International Student Information Sheet - Be sure to include an **email address** and U.S. telephone number.
- () Affidavit of Support for Free Room and Board - For sponsors who provide free room and board.
- () Sponsor's Affidavit of Annual Financial Support – completed by **all** sponsors providing financial assistance.
- () Bank or Financial Account Statement showing \$13,250 USD (statement must be translated if not in English) for 1 year of tuition, books and insurance. This amount should be \$21,950 if there is no sponsor providing free room and board.
- () First two pages of most recent income tax records (from US sponsors) and letter of employment from **all** sponsors
- () State University of New York Foreign Student Financial Form signed by student and **all** sponsors.
- () TOEFL Exam results or if already in U.S. Westchester Community College ESL Institute English Evaluation
- () Copy of Information pages of student's passport
- () Copies of any Visas, I-20's, I-94, DS 2019 (J-1) or IAP-66 (G-1)
- () Autobiographical Essay - Reason why the student wants to attend Westchester Community College
- () Immunization Record Form – click on this link to download
http://www.sunywcc.edu/academics/registering_for_classes/regis_info/immune_forms.pdf
- () Transfer Recommendation Form – **only** if you are transferring to Westchester Community College from another school within the U.S.

*All documents must be officially translated in English if the original is in another language. Incomplete applications will be delayed until all forms and documents are submitted.

Keep copies of all documents you submit, as Westchester Community College cannot return any documents to you.