

# Inver Hills Community College International (F-1) Student Information Guide & 2022-2023 Application

This application is for students who currently have or are applying for an F-1 visa. **DO NOT** submit an online application or follow alternative application/enrollment step instructions. *ALL application materials and required official documentation must be received by the following deadlines in order to be considered for admission. Submit all documents together.*

Term/Semester	Application Deadline: New (Seeking F-1) Applicants	Application Deadline: Transfer (Active F-1) Applicants
Fall	June 1 <sup>st</sup>	July 1 <sup>st</sup>
Spring	October 1 <sup>st</sup>	December 1 <sup>st</sup>

## International (F-1) Student Application Checklist:

- **International Student Application** (page 3-4): Completed by the student applicant.
  - Pay one-time, non-refundable \$20 Inver Hills application fee (*this can be done later on*)
- **International Student Agreement Form** (page 5): Completed and signed by the student applicant.
- **Immigration Documents:** Submit photocopies of the following:
  - ALL APPLICANTS: Passport and F-1 Visa (if currently an F-1 student seeking to transfer, or once awarded)
  - TRANSFER I-20 APPLICANTS: I-94 record and current I-20 form
    - Access I-94 record at: <https://i94.cbp.dhs.gov>
- **Proof of English Proficiency:** ALL international applicants must meet/exceed Inver Hills' English language proficiency requirements. Proof via test scores or documents must be sent in original form directly to Inver Hills Community College. Photocopies are not accepted. Acceptable options for English proficiency and minimum score requirements are outlined on page 2.
- **Submit proof of high school/secondary school completion.** Documents must be translated into English and are to be submitted with other application materials. Will accept: high school transcript, diploma, certificate of graduation/completion, or passing exam scores. For other options, please inquire.
- If applicable, **submit official (original) transcripts from previously attended colleges/universities (domestic and international).** Copies of originals or unofficial transcripts will not be accepted.
  - (Required) Submit official transcripts from U.S. colleges/universities where credit was earned.
  - (Optional) International transcripts must be translated into English and U.S. credits via a credential service and officially stamped/mailed by the service provider to Inver Hills before consideration for transfer credit will be made.
    - We suggest WES or ECE, or any NACES approved member: [www.myjee.org](http://www.myjee.org)
- **Financial Documentation:** Completed official financial responsibility statement (page 6), which includes official signatures, and supporting original/certified bank-statements for all financial supporters. Bank statements must be current (within 60 days of application submission).
  - If financial sponsorship and bank statements are in foreign currency (non-U.S. Dollars), then you must include a bank-certified letter indicating current exchange rate to USD.
- If applicable, transfer I-20 applicants must have a **Transfer Eligibility Form** (page 7) submitted along with other documents.

## **Proof of English Language Proficiency:**

For admission to Inver Hills, ALL international students must submit proof of English language proficiency in one of the following ways:

- TOEFL:** Minimum score of 500 (paper test) or 61 (iBT); IHCC TOEFL code is 6290.
- IELTS:** Minimum score of a 5.5.
- ELS Language Center:** Completion of Level 109 (intensive) at an ELS Center.
- Global Language Institute:** Completion of Mastering or Accelerated Level.
- English Composition Course Completion:** Completion of a college-level English composition course at an accredited college or university within the United States with a letter grade of a “C” or higher.

## **Financial Responsibility Statement Form, with official documentation:**

1. Completed Inver Hills’ “financial responsibility and support form” (page 6): The sponsor contributing the most financial support must have this form notarized, as it documents he or she will financially support the student’s education.
2. Certified bank/financial statements: Any financial sponsors listed on this form (including the student) must submit **current** official documents as proof. A combined total of \$27,700.00 is required for all applicants (regardless of living arrangements).  
All bank statements must:
  - a. be official (**will not accept**: email attachments, faxes, or photocopies).
  - b. be certified by a bank official with a seal/signature and date (**will not accept** printed pages from an online bank account)
  - c. if applicable, be converted to USD by a bank official (a certified statement/letter for a same-day currency exchange rate is acceptable).
  - d. be current (that is, within 60 days of the time of application submission).

## **Application Submission:**

Submit a complete application packet (including all necessary original documents) by the deadline to:

Inver Hills Community College  
Attn: International Admissions  
2500 East 80<sup>th</sup> Street  
Inver Grove Heights, MN 55076  
United States of America/USA

**NOTE:** If you are planning to mail the application materials, please plan for mailing time (domestic or international). The application deadlines are the final dates an application will be considered for that semester. Please plan accordingly.

*If you have any questions please refer to the website (<https://www.inverhills.edu/admissions/enrollment-academic-options/international/>), send an email to [admissions@inverhills.edu](mailto:admissions@inverhills.edu), or call 651-450-3902. We can accept international calls, but cannot place international calls. **Appointments (in person, phone, or virtual/Zoom) are available upon request.***

# INTERNATIONAL (F-1) STUDENT APPLICATION

Applicant, please read and complete application in full detail; missing information will result in an incomplete application. **PLEASE PRINT CLEARLY and PLEASE USE BLUE INK.**

## PERSONAL INFORMATION

Name: \_\_\_\_\_  
Last Name (Family or Surname) First Name Middle Name

Date of Birth (Month/Day/Year): \_\_\_\_\_ Gender (select one):  Female  Male

Country of Birth: \_\_\_\_\_ Country of Citizenship: \_\_\_\_\_

Student Email Address: \_\_\_\_\_ U.S. Phone #: \_\_\_\_\_

### Current U.S. Immigration Status (check one):

New F-1 visa applicant  Current F-1 visa holder at a U.S. high school/college/language center: \_\_\_\_\_

Student seeking F-1 reinstatement  Seeking Change of Status to F-1; current visa type & expiration: \_\_\_\_\_

### Address in Home Country (foreign address in proper format is required):

Address Line 1: \_\_\_\_\_

Address Line 2: \_\_\_\_\_

City Name: \_\_\_\_\_ Province/Territory: \_\_\_\_\_

Country: \_\_\_\_\_ Postal/Mail Code: \_\_\_\_\_

### Address in the United States (current, or if you know where you will be living):

Address Line 1: \_\_\_\_\_ Apartment Number: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

## EDUCATIONAL PLANS

What term are you applying for at Inver Hills?  FALL of \_\_\_\_\_ **-OR-**  SPRING of \_\_\_\_\_

Have you previously attended Inver Hills before?  Yes  No If YES, last date of attendance: \_\_\_\_\_

### Please indicate what degree program you plan to pursue. Please check one.

Associate of Arts - Liberal Arts/General Education, with the intention of transferring to a four year college/university

Associate of Fine Arts - circle emphasis area: Art Music Theater

Associate of Science - \_\_\_\_\_ (must list a degree; certificates do not apply)

Associate of Applied Science - \_\_\_\_\_ (must list a degree; certificates do not apply)

*NOTE: Applicants for Nursing and Emergency Medical Services/Paramedic must satisfy specific admissions criteria and submit a separate application for acceptance into these academic programs. If admitted, I-20 will state "pre-nursing" or "pre-EMS" until, and if accepted, into the program. At that time, the I-20 can be changed to reflect acceptance into that program.*

# INTERNATIONAL (F-1) STUDENT APPLICATION, continued

## EDUCATIONAL RECORD (List all schools attended, both foreign and U.S.)

High School Name Attended	Graduation (Month/Year)	Country
College/University/Language Center Attended	Graduation (Month/Year)	Country

## CONTACT INFORMATION

### EMERGENCY CONTACT

Name: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number (if in US): \_\_\_\_\_

### LOCAL (U.S.) CONTACT/ADVOCATE (if applicable)

Check if the same as "emergency contact"

Check if submitting an "Authorization to Release Student Information" form for this individual (*see website for this form*)

Name: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number (if in US): \_\_\_\_\_

## STUDENT SIGNATURE

I, the student, certify that the information I have provided on this application and all other materials are complete, accurate and true to the best of my knowledge. Misrepresentation of application information is sufficient grounds for cancelling admission. I have also reviewed and accepted the terms and agreements for being an international (F-1) student at Inver Hills Community College.

\_\_\_\_\_  
Applicant Full/Legal Name (please print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature

Inver Hills Community College policies are subject to change without notice. A complete list of policies are outlined in the college catalog and at [inverhills.edu/about/collegepolicies](http://inverhills.edu/about/collegepolicies).

The Minnesota State System by the provisions of Title IX and other federal and state laws forbidding discrimination on the basis of sex, race, color, national origin or handicap and all other state and federal laws regarding equal opportunity. This document can be made available in alternate formats upon request.

### Access to your student record and data privacy notice

Inver Hills Community College complies with all state and federal privacy laws and regulations. Inver Hills Community College is asking you to provide information which includes private information under state and federal law. Inver Hills Community College is asking for this private information so that the College can process your application for admission. You are not legally required to provide the information Inver Hills Community College is requesting and you may refuse to provide some or all of the information requested. However, Inver Hills may not be able to finalize your admission to Inver Hills or your registration at the College if you do not provide sufficient information. With some exceptions, unless you consent to further release of private information, access to this information will be limited to individuals in the Office of Enrollment Services at Inver Hills Community College. However, federal and state law do authorize release of private information without your consent to some agencies. For a list of agencies and the full data privacy policies at Inver Hills, go online to [inverhills.edu/about/collegepolicies](http://inverhills.edu/about/collegepolicies).

# INTERNATIONAL (F-1) STUDENT AGREEMENT

Please read the following document in its entirety, and initial (to the left) each item in agreement. By doing so, you (the applicant) are personally taking responsibility for being aware of, understanding, and complying with each listed parameter and/or policy as both an applicant and, if admitted, a student of Inver Hills Community College.

## As an International (F-1) Student, I agree to:

\_\_\_\_\_ 1. **Maintain Full-time enrollment:** Enroll in at least 12 credits each fall and spring semester. *Summer enrollment is optional.*

\_\_\_\_\_ 2. **Before registering for your first semester (and annually each July, prior to the start of a new academic year), purchase the mandatory Minnesota State medical insurance policy through Inver Hills Community College for yourself and any dependents.** The estimated cost for a single student was **\$1950.00 for the 2021-2022 academic year**. Insurance coverage from another policy or an attempt to waive the policy is prohibited. You will be required to pay the insurance in full prior to being able to register for classes; proof of payment will be necessary.

\_\_\_\_\_ 3. **Agree to pay tuition in full each semester.** Failure to do so will either result in being dropped from any/all unpaid classes and/or prevention of registering for the next semester. For the 2022-2023 academic year the standard cost per credit (tuition and fees) was \$200/credit\*. Your tuition bill will reflect the amount of credits that are registered. Payment plans, for tuition, are available.

\_\_\_\_\_ 4. **Only accept authorized employment.** You are here on a student (F-1) visa, **not** a work visa. Working off-campus without authorization is prohibited. F-1 students are not eligible to apply for authorized work their first year. Inver Hills has very limited on-campus work options for international students.

\_\_\_\_\_ 5. **Maintain my status (F-1) in regards to the United States Citizenship and Immigration Services (USCIS) regulations, retain a valid passport and visa at all times, and abide by all Inver Hills Community College policies and procedures (as they apply to the student [code of conduct](#) and [academic progress](#)).**

\_\_\_\_\_ 6. **Complete remaining enrollment steps necessary to becoming a student at Inver Hills Community College.** Details will be provided in the acceptance letter/packet.

\_\_\_\_\_ 7. **Attend the required “New International Student Meeting”.** This meeting is scheduled the week before the semester starts. Information regarding date, time, and location will be provided in the acceptance letter/packet.

**I have read and agree to the following terms on this International Student Agreement form. My signature below also indicates that I am acknowledging that no false representation of information has knowingly been made by me or on my behalf. Failure to abide by these terms may potentially result in nullifying my initial admissions/acceptance to Inver Hills, being suspended from the College, and/or dropping out of F-1 status.**

---

Applicant Signature

Date

# FINANCIAL RESPONSIBILITY STATEMENT

Inver Hills Community College requires certification of adequate financial support for applicant with non-immigrant visas. This form and official documentation **must be submitted** along with the application in order to be considered for admission. An applicant must be prepared to prove financial support via **current liquid assets** to pay for one full year of total expenses. This includes full-time tuition/fees, books/supplies, medical insurance, living expenses, etc. International students are not eligible for federal financial aid.

## ESTIMATED COSTS FOR 2022-2023 ACADEMIC YEAR

These costs are estimates and are subject to change without notice. The student should be prepared for any adjustment in expenses. Tuition for the 2021-2022 academic year was approximately \$200/credit. Estimated expenses for a single student are as follows (in US dollars/USD):

Tuition/Fees (\$200/credit x 12 credits x 2 semesters)	\$4,800.00*
Textbooks and Supplies	\$1,800.00
Minnesota State Health Insurance Policy (every year)	\$2,100.00**
<i>Living Expenses</i>	<i>\$19,000.00</i>
<b>TOTAL</b>	<b>\$27,700.00***</b>

\*Cost is for two 12-credit semesters. Annual tuition cost will increase if taking more credits per term and/or if taking classes in the summer semester (which is optional). Cost per credit may also increase each year.

\*\*International (F-1) students are required to purchase the Minnesota State system Insurance Policy every year. This insurance must be paid each year prior to registration. Failure to purchase the insurance policy each year will prevent the student from course registration.

\*\*\*Students with any dependents must add \$3,500 for a spouse and/or \$2,500 per child.

**APPLICANT NAME:** \_\_\_\_\_

Source of Funds (X - Check all that apply.)	Required Official Documentation (NO copies)	Amount is US Dollars (\$USD)
<input type="checkbox"/> Sponsor Name: _____ Relationship: _____	Certified bank statements (all sponsors*)	\$ _____
<input type="checkbox"/> Sponsor Name: _____ Relationship: _____	Certified bank statements (all sponsors*)	\$ _____
<input type="checkbox"/> Self Sponsor (Applicant)	Certified bank statements	\$ _____
<input type="checkbox"/> Government Sponsorship	Signed Award Letter	\$ _____
<input type="checkbox"/> Awarded Scholarship	Signed Award Letter	\$ _____
<b>TOTAL FUNDS (Must equal at least \$27,700.00 USD)</b>		<b>\$ _____</b>

\*For financial sponsors who are U.S. citizens or residents, it is highly recommended (not required), to submit the Affidavit of Support Form (I-134, version 11/30/18) form and supporting evidence. This form may be helpful for the student when applying for an F-1 visa or for other immigration purposes. For additional information: [www.uscis.gov](http://www.uscis.gov).

Sponsor contributing the largest financial support must complete the following section:

This is to certify that I have read the information furnished by the applicant on this form. These are true and accurate statements. Funds will be available and will be provided as long as the student is enrolled at Inver Hills Community College.

Sponsor's Name (print clearly): \_\_\_\_\_

Sponsor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Notary/Official: \_\_\_\_\_

Notary Commission Expiration: \_\_\_\_\_

Notary Seal or  
Official Stamp:

# TRANSFER ELIGIBILITY FORM

*Current F-1 visa students (transfer applicants) must complete Section I of this form. Have your current International Student Advisor (or Designated School Official/DSO) complete Section II of this form and return it to the admissions office prior to an admissions decision being made. If we do not receive this form, we cannot guarantee that a student's SEVIS record will be transferred in. This is a required part of the transfer application process*

## **SECTION I – Completed by the applicant (who is also current F-1 visa holder)**

I am currently enrolled at a U.S. college/university or English language center.  Yes  No

If “yes”, please list current institutional name: \_\_\_\_\_

I, (applicant name, please print) \_\_\_\_\_ authorize the International Student Advisor (or Designated School Official/DSO), named below, to provide the information requested in Section II of this form to Inver Hills Community College International Admissions for purposes related to applying to the college.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **SECTION II – Completed by the applicant’s International Student Advisor (or DSO)**

Instructions for International Student Advisor or Designated School Official/DSO:

- Inver Hills Community College SEVIS School ID: SPM214F00492000
- Please complete Sections A-D (below).
- Make sure applicant has filled out Section I (above).
- Return the completed form (email, fax, or mail) as soon as possible:

Email Attachment to: [admissions@inverhills.edu](mailto:admissions@inverhills.edu)

Fax to: 651-450-3883 (Attn: International Admissions)

Mail to: Inver Hills Community College  
Attn: International Student Admissions  
2500 E. 80<sup>th</sup> Street  
Inver Grove Heights, MN 55076

### **Section A - The above named student:**

- Is enrolled full-time at this school as of (semester): \_\_\_\_\_ (If not FT, why? \_\_\_\_\_)
- Has completed their program of study at this school on (date): \_\_\_\_\_
- Did not complete their program of study. Last known date of attendance was (date): \_\_\_\_\_

### **Section B - To the best of my knowledge the above named student is:**

- In status with respect to immigration regulations
- Out of status with respect to immigration regulations because: \_\_\_\_\_

**AND**  Reinstatement to student status is pending, **OR**

- Student has been advised that reinstatement will be required by a new school

### **Section C - Has the above named student met all financial obligations to your institution? Yes No**

### **Section D - Last date of enrollment at your school (or “currently enrolled”): \_\_\_\_\_**

Student SEVIS ID Number: \_\_\_\_\_ Anticipated Release Date: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Institution Name: \_\_\_\_\_

Work Email: \_\_\_\_\_ Work Phone: \_\_\_\_\_