



SPARTANBURG COMMUNITY COLLEGE

INTERNATIONAL STUDENT ADMISSION PACKET

Spartanburg Community College
Spartanburg Campus
P.O. Box 4386, Spartanburg, SC 29305
864.592.4800, Fax: 864.592.4564

Tyger River Campus
1875 E. Main Street (Hwy. 290)
Duncan, SC 29334
864.592.6200, Fax: 864.592.6125

Cherokee Campus
523 Chesnee Highway, Gaffney, SC 29341
864.592.6501, Fax: 864.592.6505

Union County Advanced Technology Center
1401 Furman L. Fendley Highway
Union, SC 29379
864.466.1060, Fax: 864.466.3839

www.sccsc.edu

Spartanburg Community College

CHECKLIST FOR ADMISSIONS

1. ACADEMIC

- Admission application
- Evaluations of international transcripts or diplomas
 - High School (document-by-document evaluation method)
 - College (course-by-course evaluation method)
- COMPASS/ASSET placement test after student is in the United States
- TOEFL scores (500 Paper or 63 Internet) (If English is not the native language)

2. IMMIGRATION

F Applicants

- Financial Documentation
 - Certified or notarized bank letter on official bank stationery in the amount of \$19,216.(Must be dated within the last 3 months). Applicant is required to make a tuition deposit of \$7,616.00 to cover tuition for two semesters.
- Affidavit of Support (if applicable)
- Completion of I-901 and payment of SEVIS fee in the amount of \$200.

Transfer Students

- All items in #1 and #2 above
- Current visa documentation
 - Passport
 - I-94
 - I-20 or other paperwork related to current status
- Transfer Clearance Form

Change-of-status

- All of the items in #1 and #2 above
- Form I-539 and check or money order in the amount of \$300.00 for Form I-539 fees

(For the latest fee information, please go to <http://www.uscis.gov/graphics/formsfee/forms/index.htm>)

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1. Submit a completed **Admission Application** Spartanburg Community College by the appropriate admission deadline. Applicant should apply three months in advance of enrollment.
2. Submit **official transcripts** from your high school (or GED) and all colleges attended by the application deadline. All transcripts must be received (mailed or presented in person) in envelopes sealed by the sending institution. Applicants with a college degree are not required to submit a high school or GED transcript. **All international transcripts must be evaluated by an approved evaluation service and sent directly to Spartanburg Community College.** The following is a list of evaluation agencies approved by the college:

Josef Silny & Associates, Inc.
7107 SW 102 Avenue
Miami, FL 33173
Telephone: 305.273.1616
Fax: 305.273.1338
E-mail: info@jsilny.com
Website: www.jsilny.com

Lisano International
P.O. Box 407
Auburn, AL 36831-0407
Telephone: 334.745.0425
E-mail: LisanoINTL@AOL.com
Website: www.Lisano-INTL.com

World Education Services (WES)
P.O. Box 745 Old Chestnut Station
New York, NY 10113-0745
Website: www.wes.org

WES Telephones:
New York: 1.800.937.3895
Chicago: 1.800.937.3898
Miami: 1.800.937.3899
Washington DC: 1.800.937.3897
San Francisco: 1.800.414.0147

- High school transcripts or diplomas should be evaluated by the document-by-document evaluation method.
 - Students with college credit or a degree from a college or university outside the United States must submit a course-by-course evaluation of the transcript.
3. Submit official scores from one of the following placement tests taken within the last 3 years: ASSET or COMPASS.

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IMMIGRATION DOCUMENTATION FOR 1-20 F

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

1. If English is NOT your first language, you are required to submit your official score of the Test of English as a Foreign Language (TOEFL). A score of 500 or higher on the written test or a score of 63 on the internet version of TOEFL is required. The school institutional code for TOEFL is 5668. For additional information visit: www.ets.org/TOEFL.
2. Submit **original financial documentation** as required by the U.S. government.

- The school estimates that it will cost you \$19,216 USD to study at SCC for one academic year. One academic year equals 2 semesters or 9 months. For one academic year:

Tuition and Fees (estimated cost)	\$ 7,616 USD
Books (estimated cost)	2,000 USD
Living Expenses (estimated cost)	9,600 USD
TOTAL (estimated cost) as of June 2011	\$ 19,216 USD

All international students must maintain a full-time status in order to comply with their visa status.

- The student or sponsor must provide a bank letter verifying that a minimum of \$ 19,216 USD is available to finance the first year of education. All bank correspondence should be written on official bank stationary and certified or notarized by an officer of the bank with the bank address and telephone number printed clearly. Financial documentation must be dated within the last three months, and funds must be stated in the U.S. currency equivalent.

TRANSFER STUDENTS

If you are currently attending another college in the United States and wish to transfer to Spartanburg Community College (SCC), notify your college's international office of your desire to transfer. Ask them to fill out and sign the "SCC Transfer Clearance Form" and send it to the SCC Admissions office. A copy of this form is included in this packet.

The SCC Transfer Clearance Form is a notification procedure important to the process of transferring your SEVIS records to SCC and the maintenance of your student status. Follow all the other admission procedures previously listed.

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

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Change of Status

Students who need a change-of-status or an adjustment of immigration status to comply with government regulations should contact International Services for Advisement. The office can assist the student with the change-of-status process and/or issue documents that enable the student to apply for a student visa.

OBTAINING A STUDENT VISA

1. Obtain Form I-20 and a letter of acceptance from the school.
2. Pay SEVIS I-901 Fee. Currently the SEVIS fee to obtain an F, M, or J visa is \$200. Payment must be paid prior to the visa appointment with the U.S. Embassy. For payment options and further information, visit:
<http://www.ice.gov/graphics/sevis/i901/index/htm>
Students are required to take a copy of the SEVIS fee payment receipt (showing proof of payment) to the visa interview.
3. Find the U.S. Embassy closest to your home at:
http://travel.state.gov/travel/abroad_embassies.html.
Check the consular site to see if there are any special instructions for the consulate you will be visiting.
4. Make an appointment with the embassy for the visa interview.

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

IMPORTANT INFORMATION: Spartanburg Community College will NOT accept faxed or photocopies as official documents.

Application Deadlines

Due to the amount of time required for gathering, preparing, and processing the immigration paperwork, SCC encourages all international applicants to apply at least **one semester prior to their desired start date.**

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Send all admission documents to:

**Spartanburg Community College
Admissions Center
P.O. Box 4386
Spartanburg, SC 29305**

Admission status of an applicant cannot be determined until:

- 1.** The Admissions Center has received all official documentation, and
- 2.** The Admissions Center has approved documents for admission.

HOUSING INFORMATION FOR STUDENTS

SCC does not maintain student housing.

Accreditation

Spartanburg Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) to award associate degrees.

Statement of Nondiscrimination

Spartanburg Community College is committed to a policy of equal opportunity for all qualified applicants for admissions or employment without regard to race, gender, national origin, age, religion, marital status, veteran status, disability, or political affiliation or belief.

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TRANSFER CLEARANCE FORM

TO BE COMPLETED BY THE STUDENT:

Student's Name

First Middle Last

Student's Current Address

P.O. Box or Street

City State Zip Code

Student's Telephone Number

Include area code

I give permission for my present school to release the information requested on this form.

Signature

Date

TO BE COMPLETED BY THE INTERNATIONAL STUDENT ADVISOR:

1. Is this student currently attending the school last authorized by BCI? Yes or No

Student did not report to this school.

Student reported to this school, but did not complete registration or attend classes.

Student is currently enrolled in a full-time program, and has been enrolled since _____

Student did not complete the course of study. His/her last day of attendance was _____

Student is in reinstatement or change of status proceedings, the SRC number (if known) is _____

Other _____

2. Has this student had any financial problems with your institution? If yes, please explain on the reverse side. Yes or No

3. To the best of your knowledge, is this student "in status" with BCIS? If no, please explain on the reverse side. Yes or No

4. SEVIS ID# _____ Transfer Clearance Date _____

School Name: _____

Address: _____

Telephone Number: _____

Signature of School DSO

Printed Name

Title

Date

Please return this form to:

Spartanburg Community College
P.O. Box 4386 Spartanburg, SC 29305

For further information:

Admissions Center
Phone: 864.592.4800 Fax: 864.592.4816

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F-1 Student Certification

Student's Name: _____ Student ID # _____ Term _____

I understand these responsibilities:

1. I must take a full course load of 12 credit hours each semester at Spartanburg Community College (SCC). I cannot stop going to school or drop below 12 credit hours unless I have the approval of an international student advisor. If I drop below a full course load without approval, my I-20 will be cancelled, and I will be out of status.
2. I must attend classes as required for each class. A course syllabus given at the beginning of each semester will clearly explain the class requirements. If I do not follow the attendance rules, I may be dropped from the class without my permission. If I am dropped from class for not following the attendance rules, my I-20 will be cancelled and I will be out of status.
3. I cannot work in the United States unless I get permission from the US Bureau of Citizenship and Immigration Services (BCIS). I cannot work for money even if I work for my family or my sponsor. If I work for money in the United States without approval, my I-20 will be cancelled, and I will be out of status.
4. If I move or change my address, I must inform SCC immediately. The College will then inform the BCIS of my change of address. I understand that if I don't notify SCC of any address change, my I-20 will be cancelled and I will be out of status.
5. Cheating on my academic work or helping another person cheat on their academic work is a very serious breach of the rules of SCC. If I am caught cheating on my academic work, or helping another person cheat, I can be suspended from the College, my I-20 will be cancelled, and I will be out of status.
6. If I have any questions about my F-1 status, or if I do not understand something completely, I will ask an international student advisor for assistance. I WILL NOT ASK MY FRIENDS OR FAMILY FOR ADVICE. My friends and family are probably not experts in immigration law; thus they can give incorrect advice. I understand that the College will not accept "My friend told me..." as a reason for falling out of status.
7. I understand that the College is automatically connected to the BCIS and the SEVIS system. I understand that Entry Services will automatically report to the BCIS if I drop a class without authorization, drop below full time, or am dropped for not attending class.
8. I understand that the international student advisors will follow the law 100% of the time, and that they cannot do anything illegal to help me if I fall out of status.
9. I understand that if I fall out of F-1 status, the United States government can arrest me, put me in jail, and/or deport me from the United States.

By signing, I acknowledge that I have read and do understand the above responsibilities.

Signature

Date

Admissions requirements for classifications except F-1

Permanent Residents

1. Permanent residents must provide one of the following, plus a photo ID issued by a federal, state, or local government agency:
 - Resident Alien Card (I-551) issued before 1997;
 - Alien Registration Receipt Card with photograph (I-551) issued before June 1978;
 - Permanent Residence Card with photograph issued since 1997; or
 - Letter from USCIS documenting that permanent resident status has been approved