

## Steps to Enrollment: F1 Visa Students

## 2022-2023 Academic Year

Included is information for students who would like to take classes at WCC on an F1 student visa. All admitted F1 visa students must enroll full-time at WCC and successfully complete a minimum of 12 credit hours each semester during the Fall and Winter semesters. F1 students are not permitted to work off-campus without proper authorization.

***Please read, download and save this packet then complete these steps to join WCC!***

### **Step 1: Create a WCC online application account and submit your application— It's FREE!!** [www.wccnet.edu/apply](http://www.wccnet.edu/apply)

You will receive your student ID# (@00000000) by email along with instructions on how to create a WCC student account where you will access online services. **The email used when creating the application account must belong to the applicant and be used for communications during the admission process.**

### **Step 2: Submit the following initial admissions requirements:**

- **F1 Applicant Signature Form (PDF)** - to verify your permanent home country address. Please also submit a copy of your passport.
- **Certified Original Transcripts** (in sealed envelopes) from *all* previous secondary/high schools and post-secondary schools attended.
  - \* Secondary/high school transcripts require three to four years of the courses taken and the marks/grades received for each term.
  - \* Electronic transcripts must be received directly from the academic institution. Transcripts will not be accepted when emailed from the student.
  - \* English translations by an **official translation agency** will be required. The original from which the translation was done must also be submitted.
    - Emailed translations must be received directly from the translation agency. Translations will not be accepted when emailed from the student.
  - \* Students under the age 18 must show proof of High School graduation or GED completion.
- **Proof of English Language Proficiency:**

| Exams Accepted & Minimum Scores Required          |   |   |   |
|---|---|---|---|
| Programs  | TOEFL-iBT<br>Test of English as a Foreign Language<br>(WCC School Code: 1935) | IELTS-Academic<br>International English Language<br>Testing Systems | Information   |
| Two-year<br>Associate Degree                      | Total: 61   | Overall Band Score: 5.5   | *Original score report must be received by mail directly from the testing authority.                              |
| English as a Second Language<br>Certificate (ESL) | Reading: 10<br>Writing: 10<br>Listening/Speaking Average: 10                  | Reading: 4.5<br>Writing: 4.5<br>Listening: 4.5                      | *Please allow at least 4 weeks after you have taken the exam for the official score report to be received at WCC. |

### • **Financial Sponsor Documents:**

1. **Notarized Financial Support Form/NFSF (PDF)** - details specific amount of U.S. sponsorship dollars required to cover all of your anticipated expenses for the stated academic year. Please see detailed instructions of the financial requirement on this form.
2. **Official Original Bank Letter or Statement** showing the account balance, converted to U.S. dollars, is at least the required minimum.
  - \* Submit official original documents with live signatures by mail.
  - \* Electronic bank documents must be received directly from the financial institution. Please check with the financial institution for policy information on emailing documents. Bank documents will not be accepted when emailed from the student or the sponsor.
  - \* All financial documents are required to be dated within six (6) months from the start of the semester you wish to begin studies at WCC.
  - \* Business accounts will require additional information.

### **Important Deadlines Dates!**

Step 1 and all documents listed in Step 2 must be completed and satisfactorily received by the following dates:

- **Fall Admission: July 15** - Classes begin end of August
- **Winter Admission: November 15** - Classes begin early January

### **Please mail documents to:**

Washtenaw Community College  
Attn: Office of Admissions/International  
4800 East Huron River Drive  
Ann Arbor, MI 48105 USA

**Email documents as detailed above to:**  
admissions@wccnet.edu

### **Step 3: Upon arrival at WCC and prior to being permitted to register for classes, complete the following:**

- Attend the WCC F1 Orientation and complete [Entry Assessment/Placement Testing](#).
- Verify visa status and submit copies of electronic I94. Transferring students should also provide a copy of their current Form I20.
- Provide proof of medical insurance including the required medical evacuation and repatriation clauses. Admitted students must maintain this coverage for the **duration** of their studies. Proof must be submitted for **each semester** the student wishes to register.

- All submitted documents become permanent property of Washtenaw Community College.
- WCC reserves the right to request original documents if unable to verify authenticity.
- More information on becoming a student in the U.S. can be found at the **Study in the States** website: <https://studyinthestates.dhs.gov/students>

This form must be completed and signed by the student. Please download and save prior to entering the requested information. Submit completed form along with a passport copy either by mail or email as detailed below.

**Applicant Information:**

Full Name: \_\_\_\_\_ WCC ID #: \_\_\_\_\_  
(Please print clearly)

\*Email Address: \_\_\_\_\_  
\*All future emails will be sent to this address and should be the email address provided when creating your online application account.

- Date of Birth: \_\_\_\_\_
- Country of Birth: \_\_\_\_\_
- City of Birth: \_\_\_\_\_
- Country of Citizenship: \_\_\_\_\_

**Permanent Home Country Address:**

Street Address: \_\_\_\_\_  
(P.O. Box not accepted)

City/Town: \_\_\_\_\_

Province/Territory: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

**I certify the information I submitted on my application is correct and complete to the best of my knowledge.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**Mail this completed form and passport copy to the address below or email directly to [admissions@wccnet.edu](mailto:admissions@wccnet.edu) from the email address provided when creating your online application account.**

Applicants seeking an F1 student visa or trying to extend/maintain their F1 student status are required to certify that they have sufficient funds to cover all expenses while attending Washtenaw Community College.

**ESTIMATED STUDENT EXPENSES - 2022-2023 academic year:**

Tuition, fees, and books for two semesters: \$ 8,400.00  
 Living expenses and medical insurance for two semesters: \$16,100.00  
**\*Total U.S. Dollars Required: \$24,500.00**

The financial sponsor must complete this form and also provide an official original bank letter/statement:

- The date on these documents must not be older than six (6) months from the start of the semester the student wishes to attend.
- Required funds must be in U.S. currency and in a secure checking/savings account. Business accounts will require additional information.
- Documents **not accepted**: Online bank statement print outs, investment or retirement accounts, photocopies, faxes. Bank statements printed by the financial institution should be branch stamped and signed by a bank representative in order to determine authenticity.
- All information must be in English. If not, certified English translations by an official translation agency must also be received.

**Financial Sponsor:** Please fill out this section before meeting with an Attorney or Notary.

Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
 (Must match name on bank statement)

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

Student's Name: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_

**\*Total U.S. Dollars Available to Student Per Year:** \$ \_\_\_\_\_  
 (Must be at least the amount required above)

**\*\*Please meet with a Notary or Attorney in order to complete the required sections below\*\***

**Financial Sponsor Signature:** When in the presence of the Attorney/Notary, place your signature and date below.

*I certify that this form is signed by me, the financial sponsor.  
 The information is true and accurate, and that funds are available and will be provided as specified.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_  
 (Must match date of Notary/Attorney signature/stamp)

- This form and the supporting bank letter/statement is required from self-sponsoring students.
- Tuition, fees, and estimated expenses are subject to change. Students and sponsors are responsible for any increases.
- Applicants with dependents must show an additional \$8,000.00 per dependent and submit the required *F2 Dependent Information Form*.
- Emailed submissions of this form will be accepted at [admissions@wccnet.edu](mailto:admissions@wccnet.edu) when sent directly from the Notary/Attorney.
- Emailed submissions of financial documents will be accepted at [admissions@wccnet.edu](mailto:admissions@wccnet.edu) when sent directly from the financial institution.

**Notary/Attorney Signature or Stamp:** Please verify the Financial Sponsor's identity, provide information below and place your stamp/seal where indicated.

\*Stamp/seal must be in English or a translation by an official translation agency will be required.

*I certify that I have verified the identity of the financial sponsor and I am legally authorized to do so.*

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_  
 (Must match date of sponsor signature)

Place English stamp/seal here.  
 If not in English, original official translation will be required.

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This form must be filled out by the student only if they would like WCC to release information about their admission to someone on their behalf. Without written consent admission information will not be provided to anyone other than the student.

Student's Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Student WCC ID#: \_\_\_\_\_ Email: \_\_\_\_\_

**I authorize WCC to release information regarding the status of my admission application to my personal representative named below:**

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

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

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**I certify that the information I have provided on this document is correct and complete. I will notify the Office of Admissions/International at WCC in writing of any changes in the information provided.**

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

\_\_\_\_\_  
Date

Mail this completed form to the address below or email directly to [admissions@wccnet.edu](mailto:admissions@wccnet.edu) from the email address provided when creating your online application account.

F1 students who plan to bring their **spouse** and/or **children** to the U.S. as their dependents, will need to provide the information below along with proof of adequate funds to support the dependent(s) while in the U.S. An additional \$8,000.00 per dependent will be required and must be included on the *Notarized Financial Support Form*.

**Please provide a copy of the following for each dependent:**

- Proof of relationship to the student. Birth/marriage certificates in English or an official translation will be required.
- Passport photo page, include the issue and expiration dates.

NAME (F1 Applicant/Student): \_\_\_\_\_

PHONE #: \_\_\_\_\_ EMAIL: \_\_\_\_\_ STUDENT ID#: \_\_\_\_\_

**Please complete the following information for each dependent:**

Full Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

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

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

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

ARE THEY IN THE U.S.?  Y /  N Their visa is: \_\_\_\_\_  
If Yes: Submit a copy of their current Visa, and I94 and Form I20 also, if applicable

Full Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

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

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

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

ARE THEY IN THE U.S.?  Y /  N Their visa is: \_\_\_\_\_  
If Yes: Submit a copy of their current Visa, and I94 and Form I20 also, if applicable

Full Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

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

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

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

ARE THEY IN THE U.S.?  Y /  N Their visa is: \_\_\_\_\_  
If Yes: Submit a copy of their current Visa, and I94 and Form I20 also, if applicable

Full Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

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

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

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

ARE THEY IN THE U.S.?  Y /  N Their visa is: \_\_\_\_\_  
If Yes: Submit a copy of their current Visa, and I94 and Form I20 also, if applicable

**Mail this completed form to the address below or email directly to [admissions@wccnet.edu](mailto:admissions@wccnet.edu) from the email address provided when creating your online application account. Official English translations must be mailed to the address below or emailed directly from the translation agency.**