

# 2023-2024 F-1 STUDENT VISA PACKET



✉ [intl@wccnet.edu](mailto:intl@wccnet.edu)

☎ (734) 677-5148

📍 Office of Admissions/Intl  
SC 203  
4800 E Huron River Dr.  
Ann Arbor, MI 48105

# WELCOME TO WCC!

*We are thrilled that you are interested in joining us at WCC! Included is information for students who would like to take classes at WCC on a **F-1 student visa**. All admitted F-1 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. F-1 students are not permitted to work off-campus without proper authorization.*

**Please read, download, and save this packet.  
Complete the detailed steps to join WCC!**

## WHY STUDY AT WCC?

- [Free to apply](#) - no admissions application fee.
- Small class sizes (about 18 students per instructor).
- [Free parking](#) on campus.
- [Free tutoring and study help](#).
- Access to the [Health & Fitness Center](#) at a discounted rate.
- No required housing - students are responsible for [finding their own housing](#) and can live wherever works best for them.
- Many [transfer programs](#) that allow students to transfer to a 4-year university.
- Get involved on campus through our International Student Association or one of our many other [student clubs](#)!

## F-1 STATUS AND VISAS

### **TO LEARN ABOUT F-1 STATUS:**

Please read over the information found on the [Study in the States website](#) - a government website that details F-1 status.

### **TO LEARN ABOUT F-1 VISAS:**

Please read over [Department of State website](#) for detailed information about F-1 visas.

## ACADEMIC CALENDAR

**Fall semester:** The beginning of the new academic year. Classes run from August 28, 2023 through December 17, 2023.

**Winter semester:** Classes run from January 8, 2024 through April 29, 2024.

**Summer semester:** Typically an optional vacation period for F-1 students. We do not admit F-1 students to begin their studies over the summer semester.

## SUBMITTING DOCUMENTS

**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 in this packet to:**

[intl@wccnet.edu](mailto:intl@wccnet.edu)

# STEPS TO ENROLLMENT

**1**

## Complete an online admissions application - it's FREE!

- Complete an application at <http://www.wccnet.edu/apply>
- After your application has been processed, you will receive your student ID number (@00-----) by email along with instructions on how to create a 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.**

**2**

## Complete the initial admissions requirements by the deadline date.

Login to your MyWCC account and access your MyWCC Applicant Checklist for a list of admissions requirements and to check the processing of submitted documentation. Please note, the order in which the checklist items appear in your MyWCC account is not accurate, so please follow this packet for the correct steps to complete your checklist items. It generally takes up to 2 weeks for I-20s to be processed and they are processed in the order that students have met the requirements.

1. **Copy of Passport** - Sent from the email address used to apply to WCC or uploaded with your admissions application
2. **F-1 Applicant Signature Form** - see page 6
3. **Certified Original Transcripts** - see page 7
4. **Proof of English Language Proficiency** - see page 8
5. **Notarized Financial Support Form and official bank letter/statement** - see page 9, 10 and 11

**\*If you would like to authorize the Office of Admissions to provide a third party with information about your F-1 admissions requirements, the Personal Representative Form will be required. We will not provide your information to anyone without this form on file. See page 12.**

**Step 1 and Step 2 must be completed and satisfactorily received by the following dates.**

**Fall 23 Admission: July 15, 2023**

**Winter 24 Admission: November 15, 2023**

# STEPS TO ENROLLMENT

## After completing Step 2, make immigration arrangements:

After you have completed the initial admissions requirements and have received a Form I-20 from WCC, you will need to:

1. Pay the I-901 SEVIS fee and apply for a F-1 visa to travel to the U.S., **or**;
2. Pay the I-901 SEVIS fee and apply for an in-country Change of Status to F-1, **or**;
3. Request a SEVIS transfer to WCC.

Please see the [Study in the States](#) website for details.



## Complete the final steps to begin your studies!

### Before Registering for Classes:

- [Verify your identity.](#)
- Attend one of the virtual WCC F-1 orientations.
- Complete Entry Assessment/Placement Testing (if necessary).
- Meet with the International Advisor to select the courses that you will enroll in.
- Provide proof of medical insurance including the required medical evacuation and repatriation of remains clauses. Admitted students must maintain this coverage for the duration of their studies. Proof of insurance coverage must be submitted each semester before you're eligible to register for courses. Details will be provided during the WCC F-1 orientation.

### Before Classes Begin:

- Attend the in-person onboarding session.
- Verify visa status by submitting a copy of your F-1 visa and I-94 to the Office of Admissions. Transfer students should also submit a copy of their current Form I-20.

**Disclaimer:** All submitted documents become permanent property of Washtenaw Community College. WCC reserves the right to request original documents if unable to verify authenticity.

**APPLICANT SIGNATURE FORM****APPLICANT INFORMATION**

FULL NAME

WCC STUDENT ID NUMBER

DATE OF BIRTH

CITY OF BIRTH

COUNTRY OF BIRTH

COUNTRY OF CITIZENSHIP

**PERMANENT HOME COUNTRY ADDRESS**

STREET ADDRESS (P.O. BOX NOT ACCEPTABLE)

CITY/TOWN

PROVINCE/TERRITORY

POSTAL CODE

COUNTRY

*I CERTIFY THAT THE INFORMATION I SUBMITTED ON MY APPLICATION IS CORRECT AND COMPLETE TO THE BEST OF MY KNOWLEDGE*

APPLICANT SIGNATURE

DATE

This form must be completed and signed by the **student applicant**. Submit the completed form along with a copy of your passport either by mail or email. See page 3 for our mailing and email address. If emailing, this form must be received from the email address provided on your admissions application.

## CERTIFIED ORIGINAL TRANSCRIPTS

### First Year Freshman Applicants (students with no prior college)

- Secondary (high school) transcripts required from each school attended and must provide at least 3-4 years of the courses taken and the marks/grades received for each term.
- Students under the age of 18 must show proof of secondary/high school graduation or GED completion. If you have completed the GED, please have your official GED scores sent to WCC.

### University/College Transfer F-1 Applicants

- Secondary (high school) transcripts required from each school attended and must provide at least 3-4 years of the courses taken and the marks/grades received for each term.
- Transcripts from all universities/colleges attended will be required if you are currently enrolled at a university/college.

### University/College Graduate Students

- Transcripts from all universities/colleges attended will be required and must show proof of completion.
- Secondary (high school) transcripts will not be required from college graduates if acceptable graduated college transcripts are received.

## METHOD OF DELIVERY

By email: **Transcripts must be received directly from the school to be considered official. They will not be accepted when emailed from the student or a third party.** The school must email the transcript from an official school email, include the name of the student in the email subject, and sign the email with the name and title of the school representative.

**OR**

By mail: Official original transcripts must be received in sealed envelopes. Photocopies not accepted.

## TRANSLATIONS

- If the transcripts are not in English, official translations by an official translation agency will be required. Translations will not be accepted when completed by the student.
- The original transcript from which the translation was completed must also be included with the translations.
- **Emailed translations must be received directly from the translation agency. Translations will not be accepted when emailed by the student.**

## ENGLISH LANGUAGE TESTING

### WCC ACCEPTS OFFICIAL SCORES FROM:

- **TOEFL (iBT)** - Test of English as a Foreign Language. Internet-Based Test only.  
- Our TOEFL school code is **1935**
- **IELTS (Academic Test)** - International English Language Testing Systems. Academic test only.

TWO YEAR ASSOCIATE'S DEGREE	
TOEFL (iBT)	<b>61</b>
IELTS (Academic)	<b>5.5</b>

ENGLISH AS A SECOND LANGUAGE CERTIFICATE	
TOEFL (iBT)	<b>Reading: 10 Writing: 10 Listening/Speaking Average: 10</b>
IELTS (Academic)	<b>4.5</b>

- Applicants must meet the above English language requirements to be admitted to WCC as a F-1 student.
- Scores may be determined to be too proficient for the ESL program.
- Test scores must be sent to WCC directly from the testing authority.
- Test scores must be less than 2 years old from the start of the semester the applicant has applied for.
- Testing Exemptions:
  - Applicants who have been English educated their entire lives may submit official original letters on official school letterhead from **each school they've attended (grades K-12)** verifying that they were English educated during their entire time at that school and confirming the years of attendance. The letters must be mailed with ink stamps/signatures or emailed to WCC directly from an official school email. If the student is not able to provide letters from **each** school they've attended, English language test scores meeting the minimum requirements above will be required.
  - Students who have received an associate's degree or higher from a U.S. institution may be exempt from the English language testing requirement. Official original transcripts will be required to determine whether the student is eligible to be exempt from testing. See page 7.

## NOTARIZED FINANCIAL SUPPORT FORM INSTRUCTIONS

WCC will **ONLY** accept the Notarized Financial Support Form if it meets the following criteria:

- The financial sponsor must complete the following form and also provide an official original bank letter or statement. The Notarized Financial Support Form will not be processed until we have received the bank letter or statement and vice versa.
- The date on the Notarized Financial Support Form and bank letter/statement must not be older than six (6) months from the start of the semester the student wishes to attend.
- The bank letter/statement must confirm the type of account the financial sponsor holds. Required funds must be in U.S. currency and in a secure checking or 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 on the bank letter/statement must be in English. If not, certified English translations by an official translation agency must also be received. Electronic copies of translations will only be accepted when sent directly from the translator and must include a copy of the original document that the translation was completed from.
- Notarized Financial Support Forms will NOT be accepted with alterations. If alterations are found, a new form will be required. Please be sure to fill in the information carefully and accurately.

### Instructions for the financial sponsor:

- Obtain an official original bank letter/statement verifying the amount on the Notarized Financial Support Form in U.S. Dollars (USD). If the currency is not in USD, the bank may provide a conversion.
- The financial sponsor must complete the top section of the Notarized Financial Support Form. The information and name must match **exactly** what appears on the bank letter/statement.
- Meet with a Notary/Attorney to complete the bottom section of the Notarized Financial Support Form. When in the presence of a Notary/Attorney, place your signature under Financial Sponsor Signature.
- The Notarized Financial Support Form and the supporting bank letter/statement are required for self-sponsoring students. Please enter 'self' in the 'Relationship to Student' field if you are self-sponsoring.
- 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 F-2 Dependent Information Form.

#### Delivery Method:

- Mailed submissions of the original official documents can be mailed to the address on page 3 of this packet.
- Emailed submissions of the Notarized Financial Support form will be accepted at intl@wccnet.edu when sent directly from the Notary/Attorney, the financial institution, or the student's email address on file.
- Emailed submissions of financial documents will be accepted at intl@wccnet.edu when sent directly from the financial institution only. Financial documents are **not** accepted when emailed by the student.

### Instructions for the Attorney/Notary:

- Please verify the Financial Sponsor's identity, provide your information on the Notarized Financial Support Form and place your stamp/seal where indicated.
- Stamp/seal must be in English or a translation by an official translation agency will be required.
- Emailed submissions of this form will be accepted at intl@wccnet.edu when sent directly from you, the Notary/Attorney.

# NOTARIZED FINANCIAL SUPPORT FORM

**YOU MUST READ THE ENTIRE INSTRUCTION PAGE PRIOR TO COMPLETING THIS FORM**

**ESTIMATED STUDENT EXPENSES - 2023-2024 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**

## FINANCIAL SPONSOR INFORMATION

FULL NAME OF SPONSOR

PHONE NUMBER

ADDRESS

STUDENT'S NAME

RELATIONSHIP TO STUDENT

**\*Total U.S. Dollars Available to Student Per Year:**

\$

(Must be at least the amount required above)

## VERIFICATION OF SPONSOR IDENTITY

**FINANCIAL SPONSOR SIGNATURE:** When in the presence of an attorney/ notary, sign 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 attorney/notary signature)

**ATTORNEY/NOTARY SIGNATURE:** Please verify the Financial Sponsor's identity, provide your 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

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

## F-2 DEPENDENT INFORMATION FORM

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.
- A copy of the dependent's visa, I-94 and I-20, if applicable.

## F-1 APPLICANT INFORMATION

NAME OF F-1 APPLICANT

WCC ID NUMBER

EMAIL ADDRESS

PHONE NUMBER

## DEPENDENT INFORMATION

**PLEASE COMPLETE THE FOLLOWING INFORMATION FOR EACH DEPENDENT:**

**DEPENDENT 1: FULL LEGAL NAME**

**DATE OF BIRTH**

**COUNTRY OF BIRTH**

**COUNTRY OF CITIZENSHIP**

**RELATIONSHIP TO STUDENT**

ARE THEY IN THE U.S.? YES  NO  IF YES, THEIR IMMIGRATION STATUS: \_\_\_\_\_

**DEPENDENT 2: FULL LEGAL NAME**

**DATE OF BIRTH**

**COUNTRY OF BIRTH**

**COUNTRY OF CITIZENSHIP**

**RELATIONSHIP TO STUDENT**

ARE THEY IN THE U.S.? YES  NO  IF YES, THEIR IMMIGRATION STATUS: \_\_\_\_\_

**DEPENDENT 3: FULL LEGAL NAME**

**DATE OF BIRTH**

**COUNTRY OF BIRTH**

**COUNTRY OF CITIZENSHIP**

**RELATIONSHIP TO STUDENT**

ARE THEY IN THE U.S.? YES  NO  IF YES, THEIR IMMIGRATION STATUS: \_\_\_\_\_

## PERSONAL REPRESENTATIVE FORM

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. This form will not be accepted when completed by anyone other than the student applicant. **Without written consent, admission information will not be provided to anyone other than the student.**

## APPLICANT INFORMATION

FULL NAME

WCC ID NUMBER

EMAIL ADDRESS

DATE OF BIRTH

*By signing this form, I authorize WCC to release information regarding the status of my admissions application to my personal representative named below. 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.*

## PERSONAL REPRESENTATIVE INFORMATION

NAME

RELATIONSHIP TO STUDENT

CELL PHONE

HOME PHONE

STREET ADDRESS

CITY/TOWN

PROVINCE/TERRITORY

POSTAL CODE

COUNTRY

## APPLICANT SIGNATURE

SIGNATURE

DATE

## FREQUENTLY ASKED QUESTIONS

### **Can you email my Form I-20 to me?**

- Yes, schools are now able to email the Form I-20 to students!

### **Can I fax my documents to WCC?**

- WCC does not accept faxed documents. Emailed/scanned documents must be received directly from the issuing party's official email, for example, transcripts emailed directly from the academic institution or bank letter/statement emailed directly from the financial institution, if they are willing to do so. If not, the official original document must be mailed or dropped off to WCC.

### **What do I do if the bank will not stamp the Notarized Financial Support Form?**

- It is not the stamp of the bank that is required on this document. A Notary or Attorney must witness your financial sponsor sign/date this form. The notary or attorney will then place their signature/date and stamp/seal where indicated. These services are available in all countries.

### **I am applying for a different academic year than the form indicates. Is that okay?**

- The financial requirement is subject to change. Students will often submit this form with a higher amount than is required. That way if the requirement increases for the new academic year, they may not have to submit new documents.

### **What if my school no longer exists?**

- Please submit in writing the necessary information regarding the status of your academic records. Provide details on why you are not able to obtain the required information. Students under the age of 18 years old will be required to provide proof of high school/secondary school completion.

### **I went to several schools; can my final transcript show the classes I completed at the other schools?**

- No, you will need to request your academic records from each school you attended.

### **I come from a country where English is the official language. Do I still need to take one of these exams?**

- WCC requires proof of English proficiency. If you were English educated your entire life, you are welcome to have your schools send letters attesting to the fact that the medium of instruction was English. The letters must also list the years you attended their school. See page 8.

### **I have completed an English as a Second Language (ESL) program in the U.S. Does this fulfill the requirement?**

- No, one of the accepted English proficiency exams showing you have met the minimum necessary is required.

### **I took the TOEFL (itp); do you accept this?**

- No, this is an institutional placement test. It used for a separate purpose and is administered differently than the official TOEFL (iBT)