



**Application Packet
for
International Students**

**F-1 Visa, International Student Visa, Applicants
F-1 Transfer from another college
Requesting change to F-1 Visa or F-1 status**

Mission College
International Student Center
Room S1-202
3000 Mission College Blvd.
Santa Clara, California 95054-1879 USA
Phone: (408) 855-5110
Fax: (408) 727-6043
Web: www.missioncollege.org
Inquiries: iis@wvm.edu

Application Instructions

PLEASE READ CAREFULLY - Keep this packet for your records.

Thank you for applying to Mission College. We offer you an intensive English language program (no-TOEFL to be admitted to a college program), Associate Degree and 4-yr university transfer programs. Our *full-service* international student services office helps you before and after you enroll.

Which Mission College Program is right for you?

- ✓ (IIS)Intensive English If you have not “passed the TOEFL” or if you just want to study English
- ✓ (MC)Degree Program If you have “passed the TOEFL” or are transferring from another US college.
List of our programs at <http://www.missioncollege.org/majors/degrees.html#programs>
- ✓ Both programs (IIS & MC) If you have not “passed the TOEFL” *and* you want assured admission (LINK option) to Mission College after completing intensive English

Complete Application Checklist

Required documents we must receive from you:

ALL applicants must give us:

- \$100 Application Fee, non-refundable.
- Completed Application, print clearly.
- Completed Affidavit of Support. An Affidavit form and instructions are included in this application.
- An **original** bank letter from your sponsor.
- Copy of your passport ID and expiration page, or government issued photo ID.
- Copy of all US Visas, I-94 card I-20s, DS-2019, other legal documents if you are currently in the US.

PLUS F-1 Transfer applicants must also give us:

- Transfer Form completed your current DSO/Advisor in the US School. Contact our office for the form.

PLUS Both and IIS Intensive English applicants must also give us:

- Tuition Deposit \$400 (*Effective Spring 2011, Session 2 tuition deposit will be \$500*).
See refund policy on page 3.

PLUS Both and MC applicants must also give us:

- Personal letter from you, explaining what you want to study at Mission College.
- Official or notarized copies transcripts from all high school and/or universities attended in and outside the US for the last 3 years with certified English translation, if necessary.

PLUS MC Degree Program applicants must also give us:

- Proof of English Language Proficiency – submit one of the following:
 - An official TOEFL, Test of English as a Foreign Language, score. iBT minimum 61. Send your score to TOEFL Institutional Code is: 7587.
 - Our office reserves the right to request more evidence to determine any exceptions.

IIS - Intensive English Language Program 2010

Please note: The dates can change without notice.

Term	Application Type		Arrival Date	Program Starts	Program Ends	Tuition 8 weeks	Tuition 16 weeks	Application Fee* + Deposit	Health Insurance Cost (REQUIRED Fall 2009)
	Student is outside U.S.	Student is U.S. Transfer or Change-of-Status (Late applicants will be considered for IIS only)							
Spring 2011 Jan. - May	October 25, 2010	January 17, 2011	January 25, 2011	January 31, 2011	May 27, 2011	\$2,250	\$4,000	\$100+\$400	\$95.00/mo
Spring 2011 Session 2 April - May	February 1, 2011	March 28, 2011	March 29, 2011	April 4, 2011	May 27, 2011	\$2,250	n/a	\$100+\$500**	\$95.00/mo
Summer 2011 June - July	March 28, 2011	May 23, 2011	May 31, 2011	June 6, 2011	July 29, 2011	\$2,250	n/a	\$100+\$500	\$95.00/mo

*Application Fee is never refundable

**Effective Spring 2011, Session 2, tuition deposit will be \$500

Application Deadlines and Program Dates

- "Arrival Date" is the date by which students report to our office for tuition payment and check-in.
- All dates and costs are subject to change without notice.

Orientation and Placement Test

- Required orientation and placement test takes place on program start date.

Tuition Information (Note: \$4,000 16-week rate applicable in August and January only!)

- No cash, bank wires, foreign bank checks accepted. We accept US Bank Checks, Visa or MasterCard.
- Tuition fees do not include books or required health insurance.
- Tuition Deposit is refundable if the student submits completed **Refund Request Form 14 calendar days before** the first day of class.
- No TOEFL required.
- Program is 20 hours per week: Monday –Friday, 4 hours per day..

Required Health Insurance

- ALL international students **must** have health insurance. Information is in Acceptance Packet.

Mission College – Degree Program 2010

Note: All dates and fees can change without notice.

Term (Dates subject to change)	Application Type		Program Start Date	Classes Begin	Classes/Exams End	Tuition per unit (12 units min per F-1 rules)	Application Fee*	Insurance Cost REQUIRED
	Outside of U.S.	Inside U.S. Transfer or Change-of-Status Students						
Fall 2010 Aug. - Dec.	June 18, 2010	July 16, 2010	August 13, 2010	August 30, 2010	Dec. 18, 2010	\$211.00 per unit (\$2,532 for 12 units)*	\$100**	\$95.00/month
Spring 2011 Jan. - May	October 25, 2010	January 4, 2011	January 6, 2011	January 31, 2011	May 27, 2011	Same as above	\$100**	\$95.00/month

* Does not include Health Center, Campus Center and parking fees. **Application Fee is not refundable.

Required Orientation and Placement Test

- Student must attend F-1 Orientation. Call our office for date and time.
- All students must take college placements test. Information will be included in the Admission Packet.
- Student is not permitted to register for classes until after orientation, placement and academic counseling.

Required Health Insurance

- Students must purchase before registering for classes. Health insurance is sold by term only, not monthly.

Admission Requirements

The student applicant must be a high school graduate or 18 years old. Student must also have a minimum Grade Point Average of 2.8. We reserve the right to required official evaluation of transcripts by a credential evaluation service.

Benefits of applying to both the Intensive English and Mission College degree program at the same time:

- Students pay the application fee only one time.
- They also receive “assured admission” to the college on completion of the English requirement.
- “Assured Admission” can be helpful to many students when they apply for an F-1 Student Visa because it better demonstrates their educational goal.

Major Fields of Study

- A complete list of programs is at <http://www.missioncollege.org/majors/degrees.html#programs>
- LVN, Licensed Vocational Nursing, is not open to international students.

Nonimmigrant Student Status (F-1)

Mission College is authorized under federal law to enroll nonimmigrant students.

To be eligible to enter the US in F-1 student status, you must meet the admission requirements of the college. The checklist includes documents required by the US Department of Homeland Security for the issuance of a SEVIS Form I-20 Certificate of Eligibility to Nonimmigrant Student. Your choice of program determines if you receive an I-20 for F-1 or M-1 student status. For more information contact our office. The SEVIS Form I-20 permits you to:

- Apply at a US Embassy for an F-1 or M-1 Student Visa and enter the US in F-1 or M-1 Student Status.
- Transfer from your current US school to Mission College in F-1 or M-1 student state, if eligible.
- Submit an application to Citizenship and Immigration Services (CIS) to change current status to nonimmigrant F-1 or M-1 student status, if eligible. Ask for our Change of Status Checklist.

Full-time enrollment required for F-1 students.

Federal law requires F-1 students to be enrolled full-time. Any exception must be approved by the F-1 advisor according to federal law. Financial inability is not uniquely an acceptable reason to be enrolled less than full time.

US Department of Homeland Security (Immigration) www.usdhs.gov	Visa Info www.unitedstatesvisas.gov
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Visa Denial or Change of Plans

Email: iis@wvm.edu or fax us at (408) 727-6043. Failure to do so will result in cancellation of the F-1 visa eligibility document, the Form I-20.

Health Insurance

Health insurance is required. All students will buy a health policy on their arrival at Mission College, and their enrollment will not be complete until they have done so. The cost is \$95 per month, and insurance is paid with each term's tuition.

College Health Requirement for All Students

All students at Mission College must have a TB (Tuberculosis) skin test soon after they arrive. Students must pay the \$10.00 fee at the time they receive their test at MC Student Health Services.

Housing and Transportation

Mission College does not have dormitories, on-campus housing or a housing coordinator. We do not have airport pick up. Our staff will give as much information as it has, but each student is responsible for arranging his/her own housing **before** arrival. We refer students to *ISP Homestays* - An independent home stay coordinator is available to assist with home stays with local families. The service offers airport pickup.

Ms. Jean Ikeda, ISP Homestays Email: jeanikeda@yahoo.com	4966 El Camino Real, #225 Los Altos, California 94022, USA	Phone: (650) 947-8879/Fax: (650) 969-9857 Web: www.isphomestays.com
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Student Groups: Please note

Residence Inn by Marriott, Silicon Valley 1, can now offer special rates for student groups, who make arrangements through the International Student Center's Director. If you have a roommate and want to explore this option, please contact the Director.



International Student Application Form

Read application instructions and deadlines. Allow 10 business days for processing.
Print clearly in ink. Incomplete applications *will not be processed*.

Date rec'd:

Choose Program: <input type="checkbox"/> Both IIS and Degree programs <input type="checkbox"/> IIS Intensive English only <input type="checkbox"/> MC Degree Program only	Application Term: <input type="checkbox"/> Fall (August start date) <input type="checkbox"/> Fall 2 (October start date)* *Available to language program applicants only!	<input type="checkbox"/> Spring (January start date) <input type="checkbox"/> Spring 2 (April start date)* <input type="checkbox"/> Summer (June start date)* <input type="checkbox"/> I applied before and my ID number was _____
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Foreign Student Status
 Are you requesting a SEVIS I-20 for F-1 Status? Yes No, if no go to #3

1. Please choose SEVIS I-20 Type? **Attach completed Affidavit of Support is required for I-20.**

I-20 for my F-1/M-1 US Visa Application at a US Embassy, outside the US.
 I-20 for Change of Status Application. I am in the US. My status is: B1/B2 J-1 _____ (other)
 I-20 for US school Transfer. _____

Name of US school City State

Personal Information OFFICE USE: MC ID _____

2. Name as it appears *in your passport or government photo ID:*

Last or Family Name Complete First Name Middle, if applicable

3. Date of Birth: Month ____/Day ____/Year ____ Age: ____

4. Gender: Male Female 5. City of Birth: _____

6. Country of Birth: _____ 7. Country of Citizenship: _____

8. Native language: _____ 9. E-mail Address: _____

10. Social Security Number (if you have one): ____ -- ____ -- ____

11. Predominant Ethnic Background: (for statistic info only)

<input type="checkbox"/> Asian	A	<input type="checkbox"/> Vietnamese	AV	<input type="checkbox"/> Filipino	F	<input type="checkbox"/> Unknown	X
<input type="checkbox"/> Asian Indian	AI	<input type="checkbox"/> Other Asian	AX	<input type="checkbox"/> Mexican/Mex.-American	HM	<input type="checkbox"/> Decline to state	XD
<input type="checkbox"/> Chinese	AC	<input type="checkbox"/> Japanese	AJ	<input type="checkbox"/> Central American	HR	<input type="checkbox"/> Other Non-White	O
<input type="checkbox"/> Korean	AK	<input type="checkbox"/> African/African-American	B	<input type="checkbox"/> South American	HS	<input type="checkbox"/> White/European	W

12. Your Privacy: Your name, address, phone number, class schedule, dates of attendance, and degrees earned are "directory information" and can be given to others without your knowing.
 Choose one: Yes, give my information out. No, keep my information private. (BIO)

Foreign Home Country Address and Phone Number

13. Permanent Address in Home Country (no Postal Boxes, use street address or physical location)

14. _____

Address Line 1 City Country

Address Line 2 Postal Code

15. Phone Number: +(____) _____

U.S. Address and Phone Number

16. Current US Address (if student is in the US, must be a street location, not PO Box)

Street Apt. # City State Zip Code

17. Phone Number: (____) _____ Cell Phone: (____) _____

Dependants

18. Marital Status: Married Single, not married

19. Do you have a spouse or child who will be with you? Yes If "Yes," list below No If "No," go to #20

• _____

Last or Family Name First Middle, if applicable

Date of Birth: Month ____/Day ____/Year ____ Country of Birth: _____ Choose one: Son Daughter Spouse

Attach additional sheet if necessary an copies of the each dependants' passport ID/expiration page or ID card.

Admission Packet

20. How do you want to receive your Admission Packet, including SEVIS I-20? *Choose one:*

- Mail regular postal airmail mail to my (choose one) US Address Foreign Address. *Free.*
- DHL express mail to: US Address Foreign Address. *\$50 fee must be included in application.*
- Mail to my recruiter. *Required if you used a recruiter.*
- I will pick it up (Photo ID required). *Required if you are in the US and a change of status applicant.*
- I give permission for pick-up. Person to pick-up packet(photo ID required):

Full Name: _____ Phone Number: (____) _____ E-mail: _____

Academic Information

21. Major field of study: _____ Secondary Major: _____

22. What is your educational goal?

- Transfer to a 4-year university with an Associate Degree (A)
- Transfer to a 4-year university without an Associate Degree (B)
- Associate Degree with no transfer (I)
- Language program only (K)

23. Select the highest level of education you *completed*. (Student Type)

- Bachelor's Degree or higher High School Proficiency Certificate
- Associate Degree Received GED in United States
- Foreign High School Graduate Received high school diploma in US

24. I have submitted original or certified copies of my high school transcripts, as required: Yes No

Name of high school attended City State Country

25. Year graduated high school or year of last attendance _____

26. Have you attended a college or university? Yes No, if "no," go to #27

- If "yes," you must submit original or certified copies of transcripts
- Year graduated the college or date of last attendance: _____

Name of college/university attended City State Country

 **Attach additional documents required, documents become the property of the College and are not returned.**

Required Application Fees

27. Amount Enclosed: **(Effective Spring 2011, Session 2, the tuition deposit will be \$500)**

Application Fee, <i>required, non-refundable</i>		\$100
Tuition Deposit, <i>required for Both/Intensive English applicants, see refund policy below</i>	+\$400	\$ _____
Express Mail	+\$50	\$ _____
Total amount enclosed		\$ _____

28. Payment type: Visa Card MasterCard Personal Check Money Order

Credit Card Number: _____ Exp. Date: _____ Today's Date: _____

Card Holder Full Name: _____ Signature of Card holder: _____

Application will not be processed without fees paid in US Dollars. No bank wires and no cash accepted. Write checks payable to Mission College
Bounced Checks are referred to the Police and are subject to a service fee.

OFFICE USE ONLY:CREN	R#	Date	Initial	Amount:

Certification by Student Applicant – Must be signed by student applicant

29. "I declare under penalty of perjury that the statements and information submitted on this admission application are true and correct. I read, understood and agreed to the IIS Tuition Refund and Deferral Policy, if it applies to me. I understand that all materials submitted by me for admission become the property of Mission College. I also understand that the falsification, withholding of information or failure to report changes in my residency or educational status may result in Admission Denial, Expulsion or other disciplinary action. Finally, in registering for future terms, I agree to provide true and correct information about any change in my educational status."

Student Applicant Signature: _____ Today's Date: _____ (If you are under 18yrs, contact our office.)

 **Attach documents listed in application checklist. Mark additional documents with full name and date of birth of applicant.**



Instructions for Affidavit of Support

To the F-1 Student Applicant – Please Read Carefully

The I-20 Certificate of Eligibility for F-1 Student Status is a US federal document. To receive an I-20 for Student Status from us, US Law requires that you show proof that you have the funds to pay for your program at Mission College. An I-20 will not be given until this form is complete and returned to Mission College International Student Center. The law requires we ask for proof of ability to pay for school. You must give us documents that show you have the funds readily available to pay for at least one academic year and access to funds in the future to complete your program. There is no financial aid from Mission College for international students.

You will also need **original financial documentation (no copies, even with stamps)** to submit to the US Embassy for F-1 Visa Application or US CIS for Change of Status Applications.

The Law states that student's must be enrolled full time each semester. It is illegal for students to work without authorization. The law restricts student employment.

Estimated Cost for One Academic Year of Study

\$17,000	Tuition, Living Expenses, Required Health Insurance, Books and other costs
\$8,000	For each additional dependant of the student

Transportation cost to and from the United States from your home country is not included in this estimate.

Attach Required Documents

- All signatures must be **original and on official bank paper. (Copies with “stamps” are not acceptable!)**
 - Bank letter or statement no more than 6 months old from application date.
 - No faxes, no copies, no internet printouts or scanned copies accepted.
 - Bank statement/letter from foreign banks must come with official English translation.
 - Stock, bond, retirement and investment accounts not accepted. Certificates of Deposit (CDs) accepted.
 - Submit a complete Affidavit of Support, page 2, and supporting documents with your application.
- Personal Funds
 - Affidavit of Support dated and signed by student applicant
 - Dated bank statement or bank letter of student’s account showing
 - Student’s name
 - Amount of funds available
 - Official translation in English, if necessary
 - Family/Sponsor Funds
 - Affidavit of Support dated and signed by family member or sponsor and student
 - Dated Bank statement of family member or sponsor account showing
 - Family member or sponsor’s name
 - Amount of funds
 - Official translation in English, if necessary
 - Scholarship/Award/Other Funds
 - Affidavit of Support dated and signed by student
 - Documents verifying award of scholarship for study at Mission College
 - Document must show how your tuition will be paid, by you or another person.



Affidavit of Support
Confidential

Additional documents required, read instructions on page 1.
Mark additional documents with full name and date of birth of applicant.
Please print and sign clearly in ink.

Student Information

30. Name as it appears in your passport or government issued photo ID.

Last or Family Name Complete First Name Middle, if applicable

31. Mission College ID (not required for applicants):

32. Date of Birth: Month/Day/Year

33. E-mail Address:

Foreign Home Country Address:

34. Permanent Address in Home Country (must be a street location)

Street

City

Province/District

Postal Code

Country

Student Source of Funds:

Must Be Filled out completely

35. See instructions on page 1

\$ Personal Funds - attach documents required, see instructions page 1

\$ Family / Sponsor Funds - attach documents required, see instructions page 1

Family/Sponsor signature required:

I/we, the sponsor, hereby certify that the statements made on this affidavit are true and that these funds are available and will be provided. I have sufficient funds available to support the student while s/he is attending Mission College in the amount estimated above.

Full name of family/sponsor Relationship to student Signature family/sponsor Date

Full name of family/sponsor Relationship to student Signature family/sponsor Date

\$ Scholarship/Award/Other - attach documents required, see instructions page 1

\$ Total (\$17,000 minimum)

Student Statement of Responsibility

36. Student signature required

I certify that I have at least \$17,000 available for each year of study at Mission College. I acknowledge that this affidavit is complete for the purposes of assuring the school and the US Department of Homeland Security that will not need to work off-campus to pay for my program at Mission College. I understand that an incomplete Affidavit of Support will not be accepted. Additional \$8,000 is required for each additional dependent.

Student's signature, required

Date

