ADMISSION REQUIREMENTS AND PROCEDURES
FOR INTERNATIONAL STUDENTS

Dear International Student:

Thank you for your interest in attending Kankakee Community College. We are pleased that you are considering us to help further your education. In the following pages, you will find information explaining the application requirements and materials for students seeking admission with an F-1 Visa or change to F-1 status.

Please read the following information carefully, make a note of all the required documents necessary to complete the admissions process, and observe the admissions deadlines. Options for document shipment are explained on the last page of this information packet. You may send your Admissions Forms to:

Office of Admissions and Registration
Kankakee Community College
100 College Drive
Kankakee, IL 60901-6505

You may also contact us by:
Telephone: 815-802-8520
Fax: 815-802-8521

Required forms may be sent electronically to one of the school officials below to start the admissions process. Paper documents must be received before the I-20 can be issued.

E-mail:
Elise Schultz
International Student Advisor
eschultz@kcc.edu

or

David Hermann
Director/Registrar
dhermann@kcc.edu

KCC website: http://www.kcc.edu
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GENERAL INFORMATION

POLICIES

The Kankakee Community College (KCC) board of trustees has established the following procedures and requirements for the admission of international (non U.S. resident) students. This policy is established to meet the U.S. Department of Homeland Security (DHS) requirements and to provide a program with academic integrity at the college while also assuring that the students’ out-of-the-classroom experiences are regulated and appropriate for an international experience.

The college's board of trustees encourages having students from foreign countries study at KCC and believes that local students also will benefit by having students from other countries in their classes, as well as in the extracurricular aspects of the college's programs. The exposure to various cultures, perspectives, and interpersonal relationships makes KCC a richer place for pursuing higher education.

ACADEMIC CALENDAR

KCC’s academic calendar includes two 16-week semesters as well as six-week and eight-week condensed summer terms. They are as follows:

- **Fall Semester** - late August through the middle of December
- **Spring Semester** - early January through the middle of May
- **Summer Term** (six-week) - late May through the end of June
- **Summer Term** (eight-week) - early June through the end of July

New students may only begin their studies at the college during a fall or spring semester. Transfer students from U.S. institutions may begin in any semester. The current academic calendar is linked below:

[http://www.kcc.edu/students/academics/Pages/academiccalendar.aspx](http://www.kcc.edu/students/academics/Pages/academiccalendar.aspx)

ADMISSIONS DEADLINES

- New students applying from abroad: **July 1** for fall semester and **Nov. 1** for spring semester.
- Transfer students (in F-1 status) currently attending U.S. institutions: **Aug. 1** for the fall semester, **Dec. 1** for the spring semester, and **May 1** for summer term (eight-week session). Contact Admissions for transfer information.
- Visitors with valid B1/B2 visa status* and all other non-immigrant status applicants must contact the Admissions Office for the Admissions Form and change of status information.

*Please note that under most circumstances students who enter the U.S. on a visitor’s visa are not permitted, or have a difficult time changing, their visa to an F-1 student visa, unless the visitor’s visa indicates “prospective student.” Prospective students should inform the consular officer of their intent. Please contact the KCC International Student Advisor if you have a question.

International applicants needing a Form I-20 will not be considered for acceptance until all required admissions documents are received in the Admission’s Office. Once all documents have been received and approved, students will be issued a certificate for F-1 student status (Form I-20) along with their acceptance letter.
ELIGIBILITY AND REQUIREMENTS

ELIGIBILITY
Applicants must be at least 17 years of age, have completed the equivalent of a United States secondary school education (12 years of formal education) and have the appropriate diplomas (see page 4).

Minimum TOEFL (Test of English as a Foreign Language) scores of 520 (paper), 190 (computerized), or 68 (Internet) are required. Successful completion of English Composition I at an accredited U.S. college or university will also satisfy this requirement. Students from English-speaking countries may be exempt from the TOEFL. For students who are already in the United States, the COMPASS placement or ACT test may be substituted. Minimum reading and writing COMPASS scores accepted in place of the TOEFL must place the student in our Preparatory II or a higher level course for both.

English as a Second Language (ESL)
KCC does not offer a U.S. government approved, accredited intensive ESL program. Students who need to improve their English skills before entering college should attend an accredited intensive English program prior to applying to KCC. It is relatively easy to transfer from an ESL program in the United States into KCC once the student has acquired the necessary language skills.

FINANCIAL CONSIDERATIONS
International students and their families or financial sponsor assume all responsibilities for student expenses, which will be a minimum of US $25,500 for each academic year. Additional funds will be required for all students planning to enroll for the summer semester.

Tuition
The tuition for students on an International Student (F-1) visa is assessed at the 2014-15 Out-of-State rate of US $590.60 per credit hour, plus other fees that may apply to the specific area of study (technology fees and laboratory fees). Minimum tuition and fees average about US $14,200 per academic year. In special circumstances, students with hosts residing in the college district may qualify for in-district rates. The Board of Trustees reserves the right to change tuition and fees without notice.

Books and supplies
Books and supplies for one year are estimated at an additional US $1000.

Academic scholarships
International students are allowed to apply for merit-based scholarships after one year of study.

Living expenses
Housing and food are estimated at US $6000 per year. Transportation and other living expenses for single students with no dependents are estimated at US $4,300 per year. For each dependent that accompanies the student, an additional US $5,920 per year is necessary for living expenses. (An additional consideration is the purchase of personal property insurance to reimburse students for loss or damage to electronics, textbooks, and personal items. It is suggested that property insurance be purchased in the United States.) Financial support may come from personal accounts, private scholarships, sponsoring agencies, the student’s family, or any dependable source.
**Health Insurance**

International students are required to have health insurance. **Students must provide proof of insurance for each semester before registering for classes.** Health insurance coverage is very important because of the high cost of health care in the United States and because **international students are not allowed to use public health services.** Health insurance may be purchased in the student’s home country or in the United States. The cost of health insurance is estimated at an average of US $700 per academic year. For college-age students, prices may range from about $45 a month for “budget” policies to about $85 a month for “select” policies. A list of companies offering health coverage for international students can be found at the following link to the website of NAFSA: Association of International Educators.

NAFSA health insurance web link: [http://www.nafsa.org/Find_Resources/Supporting_International_Students_And_Scholars/Network_Resources/International_Enrollment_Management/Health_Insurance_Companies/](http://www.nafsa.org/Find_Resources/Supporting_International_Students_And_Scholars/Network_Resources/International_Enrollment_Management/Health_Insurance_Companies/)

**Please watch this video about health care in the United States:**


At the link below is an internet site with a tool for comparing international student health plans. Also, read the brochures carefully. It is important to compare more than cost. As examples, examine the “Exclusions” (the illnesses and injuries that the policy will not pay for). Compare the amounts you must pay for “deductibles,” “co-insurance,” office visits, hospital emergency room, and prescriptions. *(Note: KCC does not have a Student Health Center.)* Buying a better insurance plan can save many thousands of dollars in case of illness or injury.

**Comparison tool:** [http://www.nriol.net/foreign-student-health-insurance/](http://www.nriol.net/foreign-student-health-insurance/)

(You may select a language to view the site.)

Some KCC students have purchased health insurance from the company below:

[https://www.compassstudenthealthinsurance.com/?gclid=COn8p4GyrsCFCg3GkdEKAD6Q](https://www.compassstudenthealthinsurance.com/?gclid=COn8p4GyrsCFCg3GkdEKAD6Q)

**College athletes must ensure that their insurance policy will cover intercollegiate athletic injuries, such as the ones from the companies linked below.**

ISP International Student Protection
[http://intlstudentprotection.com/schools/kankakee-community-college/](http://intlstudentprotection.com/schools/kankakee-community-college/) (Covers up to $5,000 for athletic injuries)

HCC Medical Insurance Services (http://www.hccmis.com/f1-visa-insurance/):

**ATHLETES**

KCC offers the following sports: basketball, volleyball, baseball, softball and soccer. Only head coaches from the different sports may recruit an international student to play for their teams. Please go to [http://www.kcc.edu/athletics/Pages/default.aspx](http://www.kcc.edu/athletics/Pages/default.aspx) for more information about the teams and the head coaches. Division I & II coaches may offer a tuition waiver for their athletes, though it is not guaranteed. *Note: If an athlete reaches the age of 22 before August 1st of the coming academic year, he/she would not be eligible to compete at the community college level.*

**REQUIRED FINANCIAL DOCUMENTATION**

The Sponsor’s Affidavit of Support should be completed and returned with the Admissions Form. This form must be accompanied by an original bank statement or original certified letter on official bank letterhead as evidence of sufficient funds to support the student’s studies in the
U.S. and that this support will be continuous for the duration of the student’s studies. All bank statements and affidavits of support must be indicated in \textit{U.S. dollars}, written in \textit{English}, and current within six months of the intended beginning semester. The U.S. Embassy or Consulate will also need an \textit{original} bank statement. Be sure to obtain \textit{two original} statements. Send one to KCC and keep one to submit to the U.S. Embassy when applying for a student visa. Financial documents should also be carried when entering the U.S.

\textbf{Payment of the application fee and tuition}

KCC accepts payment in U.S. currency, personal check from a U.S bank, certified check from a foreign bank, Visa, MasterCard, or Discover credit cards.

\textbf{Application fee}

The application fee ($250 new students / $65 for F-1 students transferring within the United States) may be mailed with the application packet, or payment may be made by credit card. If the student requires additional information about payment or needs information about wiring in the application fee (additional charges may apply), please contact:

\begin{itemize}
\item \textbf{Beth Nunley (KCC Accounting Office)}  \quad 815-802-8142 \quad \texttt{bnunley@kcc.edu}
\end{itemize}

\textbf{Tuition and fees}

Tuition and fees are due a few weeks before the beginning of each semester when students enroll early for classes. When students enroll close to the start of a semester/term, payment is due at the time of enrollment. KCC offers the FACTS payment plan that enables students to spread the tuition payments over the course of the semester for a US $25 fee. The student is responsible for knowing his/her government’s policy about sending money to the U.S. It is recommended that students establish a U.S. bank account if they will use the FACTS payment plan.

\textbf{REQUIRED ACADEMIC RECORDS}

All official academic records from each secondary school and college/university attended should be submitted. Academic records must include an explanation of the grading or marking system. Credentials in a language other than English must be accompanied by a certified English translation; both the foreign and the English language versions are required. Please notify the Admissions Office if official documents cannot be submitted for any reason.

\textbf{EVALUATION OF EDUCATION CREDENTIALS / TRANSFER CREDITS}

\textit{Secondary schools}

Proof of graduation from a secondary school, high school transcripts, and a copy of the results of any terminal or qualifying examination taken or certificates obtained should be submitted to KCC. \textit{Note:} After acceptance, students must also submit these credentials to an evaluation agency in the U.S. to certify equivalency to a U.S. high school education. \textit{They should do this before departing their home countries. Individual students will be notified if they must have their transcripts evaluated before acceptance to the college. (See below.)}

\textit{Colleges / Universities}

If you wish to transfer college/university credit to KCC: After arrival, a “Request for Evaluation of Transfer Credit Form” must be submitted to the Admissions Office. Transfer credit equivalency will be determined once all transcripts are received.

\textit{To receive credit from a previously attended U.S. institution of higher education}, the institution must be accredited by one of the regional accrediting agencies recognized by the U.S. Department of Education. As a general rule, in order to receive transfer credit, the course must be a credit-bearing college-level course with a minimum grade of 2.0, based on a 4.0 scale.
All transcripts from outside of the United States must be evaluated by a private evaluation agency at the student's expense. (If the transcript is in a language other than English, it must also be translated.) KCC will only accept evaluations from agencies affiliated with the National Association of Credential Evaluation Services (NACES) for out-of-country institutions. Request that an original evaluation document be sent to KCC directly from the evaluation agency. A list of member agencies can be found at www.naces.org/members.htm. Agencies that KCC evaluators are familiar with are:

1. Educational Credential Evaluators, Inc.
   www.ece.org
   P.O. Box 514070
   Milwaukee, WI 53203-3470
   Phone: (414) 289-3400
   Fax: (414) 289-3411
   e-mail: eval@ece.org

2. World Education Services, Inc.
   www.wes.org
   P.O. Box 5087
   Bowling Green Station
   New York, NY 10274-5087
   Phone: (212) 966-6311
   Fax: (212) 739-6100
   e-mail: info@wes.org

3. Educational Perspectives
   www.edperspective.org
   (Via US Mail)
   P.O. Box 618056
   Chicago, IL 60661-8056
   (Via Courier: DHL, FedEx, etc.)
   134 N. LaSalle St.,
   Suite 100
   Chicago, IL 60602
   Phone: 312-421-9300
   Fax: 312-421-9353
   e-mail: info@edperspective.org

**Visa Information and SEVIS Fee**

_Prospect International Students Outside the United States_

For an overview of the process of coming to the U.S. to study, consult the following U.S. government website:

http://www.ice.gov/sevis/students/

At KCC, to be considered for the Form I-20, completed International Student Admissions forms (pages 14-16 of this packet) and all other required documents must be received in the Admissions Office prior to the admissions deadline.

- After receiving the Form I-20 from KCC, the student must schedule an interview with a U.S. consular office to apply for the F-1 student visa. **Check the U.S. Embassy website in your country for the procedures to follow.**

- Students must carefully review their Form I-20 immediately after receiving it. If the student has a passport, the information in the passport should match the information on the Form I-20.
  - If the student does not have a passport, he or she should ensure his or her passport application has the same name as that on the Form I-20.
  - If the I-20 information is wrong, the student should ask for a replacement form with corrected information.

- Students should review student visa information at the U.S. Department of State website at http://travel.state.gov/visa/temp/types/types_1268.html
The Department of Homeland Security (DHS) requires a fee for SEVIS (a database that stores student information) before going to the U.S. Embassy for the student visa. The fee can be paid on-line using a credit card or by Western Union by filling out the Form I-901. For additional information about paying the fee, go to the following websites:

- Information about paying the fee: [http://studyinthestates.dhs.gov/students/sevis-i-901-fee](http://studyinthestates.dhs.gov/students/sevis-i-901-fee)
- Video tutorial: [http://studyinthestates.dhs.gov/2013/10/i-901-sevis-fee-payment-tutorial](http://studyinthestates.dhs.gov/2013/10/i-901-sevis-fee-payment-tutorial)
- The form can be found at [www.FMJfee.com](http://www.FMJfee.com).

Prospective students who have paid their required I-901 SEVIS fee can access [FMJfee.com](http://www.FMJfee.com) on their mobile devices. While users still need the printed receipt for their I-901 SEVIS fee payment, they can conveniently check the status of their I-901 SEVIS fee payment. The mobile-friendly site will provide users news and updates regarding the I-901 SEVIS fee, as well as answers to I-901 SEVIS fee frequently asked questions. To access the site, enter the URL into your mobile device: [www.fmjfee.com](http://www.fmjfee.com).

The student must bring his/her passport, I-20, KCC acceptance letter, proof of the I-901 SEVIS fee payment, all original documents of financial support, evidence of intent to return to the home country upon completion of the program, and a photo for the visa, if it is granted.

When applying for the F-1 visa at the embassy, students should be aware that they are applying for temporary stays in the United States. They MUST NOT state that they wish to remain in the United States, and they must document their intent to return to their last country of residence after their studies are complete.

Students must assume responsibility for the accuracy of their records and check their travel and admission papers when they are issued. Correcting mistakes immediately is quicker and cheaper than delaying, and it prevents confusion. By accepting the conditions of their visa from the U.S. government, students have made legal commitments and need accurate records to verify their compliance.

At the embassy or consulate, the signed I-20 will be taken and placed in a sealed envelope. Do not open this envelope. The envelope will be opened by the border inspector upon arrival in the United States.

**Current F-1 Students Enrolled in Another U.S. Institution**

International students with F-1 status who are transferring to KCC from another U.S. high school, college or university must submit a Transfer Authorization form to the current school and submit forms and documentation to the Admissions Office at KCC. **Contact with KCC must be made at least 30 days prior to the beginning of the semester.** A temporary I-20 may be issued by KCC to indicate that a transfer is pending. The final I-20 showing that the transfer is complete will not be issued until all required admissions documents have been received and the student has registered at KCC.
MAINTAINING VISAS STATUS

Work Restrictions under F-1 visa
Students with an F-1 visa may work “on campus” up to 20 hours a week without prior approval from the government. Students are not permitted to work more than 20 hours a week “on campus,” or work “off campus,” without receiving authorization from a Designated School Official (DSO) and the U.S. Citizen and Immigration Services (USCIS). Unauthorized employment is considered a violation of status and could result in deportation. Note: Due to the current economy, it has been difficult to find campus employment for international students. We encourage you to be prepared to support yourself with family or sponsorship funds during your stay at KCC.

Maintaining Eligibility
- International students are required to maintain a minimum full-time academic load of 12 semester hours of passing credit for each fall and spring semester. They are not allowed to withdraw from classes if it would result in a part-time load, and they must inform a Designated School Official (DSO) of any change in enrollment. If the student has a problem with a class resulting from initial difficulties with the English language (during the first semester only) or a serious health problem, the student MUST consult with a DSO to see if they qualify for an exception to the regulation.
- International students are required to obtain a DSO’s signature of approval for registration every semester of enrollment at KCC.
- International students must maintain a 2.0 grade point average (GPA) on a 4-point scale to remain in good academic standing.
- International students must inform the DSO of any change in major.
- International students must inform the DSO of any change of address within 10 days of making the change. Any violation may result in suspension and the revocation of the F-1 student visa.
- International students must submit forms to the Internal Revenue Service each year, even if they do not have employment.

It is the policy of KCC that new students should plan to arrive on campus one week prior to the beginning of classes. This will allow students time for orientation, placement testing, and course scheduling. F-1 visas allow students to enter the U.S. 30 days before the program start date.

NOTE: If students plan to book round-trip travel arrangements, be careful to consult the college academic calendar to determine the end date of final exams:
http://www.kcc.edu/students/academics/Pages/academiccalendar.aspx

Students should also book flights early for best prices. Students are expected to be on campus until after their last scheduled exam. Students should check with their professors early in the semester for exam dates, if they wish to depart the earliest possible. Professors are unlikely to permit students to have exams on alternate dates. The current final exam schedule is at the following link: http://www.kcc.edu/students/academics/Pages/finalexamschedule.aspx

Returning students are also expected to arrive in time for their first day of classes. Professors may require students to drop their courses if they arrive late.
APPLICATION REQUIREMENTS

OUT-OF-COUNTRY APPLICANT INSTRUCTIONS

Admission and registration for classes is prohibited prior to the completion of items listed below.

All admissions materials listed below must be submitted to Admissions and Registration before a decision is made regarding your application to KCC. Please make sure the application packet is complete before mailing it to our office or your admissions information will not be processed. The processing time for an I-20 is approximately 3 to 4 weeks from the date your completed application is received.

1. Complete the International Student Admissions Application.
2. Read and sign the International Student Agreement Form.
3. Submit a US $250 recording fee to KCC (non-refundable).
4. Submit one passport-sized photograph, or e-mail a digital passport photo image.
5. Submit the financial Affidavit of Support demonstrating capital adequate to pay the costs of attendance and living expenses for one full academic year (signed and notarized). This form must be accompanied by an original bank statement(s) which is less than six months old. The bank statement must indicate in U.S. dollars the total amount available from personal funds, family funds from abroad, or funds from any other source.
6. Submit official TOEFL (Test of English as a Foreign Language) scores for evaluation. The minimum admission score is 520 (paper), 190 (computerized), or 68 (Internet). Successful completion of English Composition I at an accredited U.S. college or university will also satisfy this requirement. Students from English-speaking countries may be exempt from the TOEFL. International students also must satisfy all other college testing requirements.
7. Request and submit official transcripts (and translations into English) of all college(s) and high school credit earned in foreign countries. Credentials must show proof of graduation from high school. (Note: Do not send original diplomas or school records that cannot be replaced. Send certified copies or transcripts issued for this purpose.)
8. Provide a copy of valid passport.

After Acceptance

9. If hosted by a district resident, submit the “live-in-guest” tuition waiver. (Forms are available from the Admissions Office.)
10. Submit proof of health insurance (required before course registration). (See pages 2-3 for links to information about companies providing health insurance to international students.)
11. Transcript Evaluation: Send a copy of your international transcript(s) to one of the approved NACES organizations (see page 4) to confirm degrees and/or credits from transcripts.
**IN-COUNTRY APPLICANT INSTRUCTIONS (FOR CURRENT F-1 visa STUDENTS)**

*Admission and registration for classes is prohibited prior to the completion of items listed below.*

All admissions materials listed below must be submitted to the Director of Admissions and Registration before a decision is made regarding your admissions to KCC. Please make sure your admissions packet is complete before mailing it to our office or your admissions information will not be processed. The processing time for an I-20 is approximately 3 to 4 weeks from the date your completed application is received.

1. Complete the **International Student Admissions Application**.
2. Read and sign the **International Student Agreement Form**.
3. Submit a US $65 recording fee to KCC (non-refundable) before the application deadline. *Note: International students intending to transfer from another U.S. institution for a KCC health career program may receive a refund if they are not accepted into the health program, and they choose not to transfer.*
4. Submit one passport-sized photograph or e-mail a digital passport photo image.
5. Submit a financial **Affidavit of Support** demonstrating capital adequate to pay the costs of attendance and living expenses for one full academic year (signed and notarized). This form must be accompanied by an original bank statement(s) which is less than six months old. The bank statement must indicate in **U.S. dollars** the total amount available from personal funds, family funds from abroad, or funds from any other source.
6. Submit **official TOEFL (Test of English as a Foreign Language) scores** for evaluation. The minimum admission score is 520 (paper), 190 (computerized), or 68 (Internet). Successful completion of English Composition I at an accredited U.S. college or university will also satisfy this requirement. Another option for in-country applicants: take the COMPASS placement test or ACT in place of the TOEFL with the minimum reading and writing scores as stated on page 2 of this document. Students from English-speaking countries may be exempt from the TOEFL. International students must also satisfy all other college testing requirements.
7. Request and submit **official transcripts** (translated into English) of all college(s) and high school credit earned in foreign countries. Credentials must show proof of graduation from high school.
8. Provide a copy of valid passport.
9. Submit a copy of most recent visa (even if expired).
10. Submit a printout of the I-94 document (or a photocopy of both sides of the I-94 card issued prior to May 2013).
11. Submit proof of health insurance (required). (See pages 2-3 for links to information about companies providing health insurance to international students.)

**After Acceptance**

12. If hosted by a district resident, submit the "live-in-guest" tuition waiver. (Waiver request form is available from the Admissions Office.)
13. Send a copy of your international transcript(s) to one of the approved **NACES organizations** (see page 4) to confirm degrees and/or credits from transcripts.

**F-1 students transferring from another U.S. institution:**

Complete all of the "In-Country Applicant" items listed above, and the following additional items:

14. Provide a copy of current I-20 document; list I-20 expiration date.
15. Request official transcripts from previous U.S. schools attended, showing cumulative GPA of 2.0 or above on a 4.0 scale.
16. Provide the **International Student Transfer Verification Form** (Section I completed by student; Section II completed by the International Student advisor from the previous school. Contact the KCC International Student Advisor for this form.)

*Note: Students who, for whatever reason, are out-of-status must attempt to correct the issue at the most recently attended institution before KCC will consider their application.*
Eligible Degree Programs for International Students

This chart shows KCC programs arranged by career area. It includes transfer programs for those pursuing four-year bachelor’s degrees (A.A., A.S., A.E.S., and A.F.A.) and occupational programs (A.A.S. and A.G.S.) for more immediate entry into the workforce. KCC has cooperative agreements with Governor’s State University and Olivet Nazarene University, so students who earn an A.A.S. or an A.G.S. degree may also be eligible to transfer to those universities to earn a bachelor’s degree if they complete additional courses. Students with an A.A.S. may also complete bachelor’s degrees at universities with “Two-plus-two” or “capstone” programs, such as Illinois State University and Southern Illinois University.

Arts and Sciences

Associate in Arts (A.A.)
- English
- General (University Transfer)
- History
- Mass Communications
- Political Science
- Psychology
- Sociology
- Visual Arts

Associate in Science (A.S.)
- Biological Sciences
- Chemistry
- General (University Transfer)
- Mathematics
- Physics

Associate in Fine Arts (A.F.A.)
- Fine Arts

Associate in Engineering Science (A.E.S.)
- Engineering

Education

Associate in Arts (A.A.)
- Elementary Education
- Secondary Education

Associate in Applied Science (A.A.S)
- Child Development
  - Director/Administrator Option
  - Education Option
- Paraprofessional Educator/Teacher’s Aide

General Studies

Associate in General Studies (A.G.S.)
- General (not typically designed for university transfer)

Health Careers

Associate in Applied Science (A.A.S.)
- Medical Laboratory Technology
- Nursing—Registered
- Paramedic
- Physical Therapist Assistant
- Radiography
- Respiratory Therapist

Human and Public Service

Associate in Arts (A.A.)
- Criminal Justice

Associate in Applied Science (A.A.S.)
- Law Enforcement
- Paralegal/Legal Assistant Studies

Industry and Technology

Associate in Applied Science (A.A.S.)
- Air Conditioning & Refrigeration
- Automotive Technology
- Computer Graphic Technology
- Construction Management
- Electrical Technology
- Manufacturing Technology
  - Industrial Maintenance
  - Machine Tool
  - Transportation/Warehousing/Distribution/Logistics
  - Manufacturing Technology & Welding
- Welding Technology

Business and Information Technology

Associate in Science (A.S.)
- Business

Associate in Applied Science (A.A.S.)
- Business
- Office Professional
PREPARING TO ENTER THE UNITED STATES

PREPARATIONS

- **Hand-carry all immigration documents and keep them in a secure location.** You will need to present the documents to the immigration officer at the port-of-entry. You will not be able to get your checked luggage before arrival processing. If you do not have your documents available, it will delay processing and may result in denial of entry into the United States.

- **Do not carry large amounts of cash.** It is a good idea to have a debit card (VISA or MasterCard) or traveler’s cheques in U.S. dollars to access or transport your funds. Automatic Teller Machines (ATMs) are readily available for cash withdrawals. Usually, there is a small fee for using an ATM. If you carry currency from your own country, you will also pay a fee for currency exchange.

- **What is the Form I-94, and why is it important?**
  - The Form I-94 is your Arrival/Departure Record. The Form I-94 is a critical document. It shows that you have been legally admitted to the United States, the class of admission, and the authorized period of stay.
  - It is very important that the information on the form is correct. This information is entered into a system that shows arrival and departure information.
  - Inconsistencies between the information on the Form I-94 and SEVIS records can cause problems when different government systems interact. For example, if a student applies for a Social Security number to work on campus, discrepancies can cause issues with immigration status verification.

  *(Additional information about the Form I-94 and how to print the document from the internet is in the “Arriving” section on page 12.)*

For information on how to prepare to study in the United States, visit “Education USA,” a U.S. Department of State website:

http://www.educationusa.info/5_steps_to_study/undergraduate_step_1_research_your_options.php

[*This website also has information posted in several languages.]*

A new website has also been launched by the U.S. government to help international students interested in studying here. It is called “Study in the States” at

http://studyinthestates.dhs.gov/students

*Click the “**Student**” tab.*
ARIVING

Arrival in the U.S. (from a student perspective)
We want your arrival in the United States to go as smoothly as possible. Please review
the information on the U.S. government website below for information about what to
expect at the port of entry. http://studyinthestates.dhs.gov/2013/04/here-to-help-what-to-expect-at-a-
port-of-entry-with-a-us-customs-and-border-protection-officer

Form I-94
- When you enter the United States, an electronic Form I-94 record is created.
  You will receive a stamp in your passport that indicates your date of entry, your
  visa classification (F-1), and the date you must leave the U.S. As an F-1 student,
  your departure date will be indicated as “D/S”—for “Duration of Status.” That
  means that you are authorized to remain in the United States as long as you
  follow the rules to maintain your student status. More information about the I-94
  and how to print a copy (if you need it for a specific purpose) is at the following
  https://i94.cbp.dhs.gov/I94/request.html

  If you cannot locate your I-94 number online, go to this web page:
  https://help.cbp.gov/app/answers/detail/a_id/1697/kw/i94/session/L3RpbWUvMT
  QwNDE1NjQ2NC9zaWQveHQxZFg3WWw%3D

- If you entered the United States before May 2013, you received the departure
  portion of CBP Form I-94 from the immigration officer. You must keep the Form
  I-94 and your passport in your possession at all times until you depart the
  United States. It is your responsibility to ensure that your I-94/I-94W is turned in
  to Customs and Border Protection (CBP) at the end of your visit to the United
  States. You may also turn the form in to an airline agent, if the CPB does not
  collect it.

Problems at the Port-of-Entry
If you should encounter problems at the port-of-entry, the immigration officer should call
the Kankakee Community College campus at the numbers below. During the day, they
will be able to connect the call to a KCC Designated School Official, either Elise Schultz
or David Hermann. After business hours, campus security will be able to contact one of
the DSOs for a return call.

Monday-Friday 8 AM - 5 PM 815-802-8500
Evenings 5 PM - 10 PM 815-802-8100 (Campus Security)
Weekends 815-802-8190 (Campus Security)
815-867-0009 (Campus Security Cell Phone)

Transportation to Kankakee
The most convenient door-to-door transportation to Kankakee would be by taxi or private
limousine service. For an estimate of taxi fares, check the following web site:
Limousine services can be acquired at both O'Hare and Midway airports. Another option is to arrange for a pickup by a limousine from the Kankakee area. One local limousine company is:

Reliable Limo
815-935-5856  www.reliablelimoinc.com

ARRIVAL IN KANKAKEE
After you have arrived at your lodging and rested, you should come to the college to check in with a Designated School Official (DSO) in the Student Services Office. For your convenience, it is preferred that you call 815-802-8500 to make an appointment, if possible. When you call for the appointment, please tell the receptionist you are a new international student checking in.

AT THE COLLEGE
When you come to meet the International Student Advisor, times will be scheduled for Orientation and placement testing. After testing, the advisor will work with you to schedule classes for the semester. If you arrive at least one week before classes begin, you will have time to complete the activities to prepare for the start of classes and to become settled in your accommodations. (Please note: Your visa will allow entry to the U.S. up to 30 days before the program start date indicated on the Form I-20.)

OTHER CONSIDERATIONS

Housing
Kankakee Community College does not have campus housing, so students must make their own arrangements for room and board. The campus is served by public transportation.

Weather in Kankakee
Kankakee, Illinois gets 38 inches of rain per year. The US average is 37 inches. Snowfall is 25 inches. The average US city gets 25 inches of snow per year. The number of days with any measurable precipitation is 109.
On average, there are 186 sunny days per year in Kankakee-Bradley Metro Area, Illinois. The July high is around 86°F. The January low is 13°F. (Source: “Sperling’s Best Places,” http://www.bestplaces.net/climate/zip-code/illinois/kankakee/60901 )

Students will need warm clothing, such as heavy coats, sweaters, hats, and gloves, in the fall and winter. These items may be brought from the home country, but purchasing them in the U.S. will save baggage space.

More information
For more information on the Kankakee area, visit the following web sites:

The City of Kankakee: http://www.citykankakee-il.gov/
Kankakee County: http://www.visitkankakeecounty.com/
Checklist: Summary of Required Application Documents

The following items must be submitted to complete your application.

<table>
<thead>
<tr>
<th>ITEM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Copy of valid passport</td>
</tr>
<tr>
<td>One passport sized photograph</td>
</tr>
<tr>
<td>International Student Application Form</td>
</tr>
<tr>
<td>International Student Agreement Information</td>
</tr>
<tr>
<td>US $250 recording fee (home-country applicants) / US $ 65 (transfer applicants) to KCC (non-refundable).</td>
</tr>
<tr>
<td>Financial Affidavit of Support signed by owner of each bank account submitted as proof of financial support.</td>
</tr>
<tr>
<td>Proof of financial support adequate to pay the costs of attendance and living expenses for one full academic year ($25,500*).</td>
</tr>
<tr>
<td>Acceptable documents:</td>
</tr>
<tr>
<td>- Original official bank statement(s) on official bank letterhead, in English (or accompanied by an English translation), with amounts indicated in U.S. dollars, signed and notarized.</td>
</tr>
<tr>
<td>- An official letter on bank letterhead, signed and notarized) in English (or accompanied by an English translation) that states the balance of the account in US dollars.</td>
</tr>
<tr>
<td>The documents must:</td>
</tr>
<tr>
<td>- be dated less than 6 months before the intended beginning semester</td>
</tr>
<tr>
<td>- indicate in U.S. dollars the total amount available from personal funds, family funds from abroad, or funds from any other source available to the student or sponsor.</td>
</tr>
<tr>
<td>- be written in English or be accompanied by a certified translation</td>
</tr>
<tr>
<td>[*Estimated expenses: Tuition - $14,200/ Housing &amp; Food - $6000 / Books, supplies $1000 / Transportation, Misc. – $4,300]</td>
</tr>
<tr>
<td>Official TOEFL (Test of English as a Foreign Language) scores (sent directly from ETS). The minimum admission score is 520 (paper), 190 (computerized), or 68 (Internet). Required if student’s first language is not English. <em>(In-Country Applicants: For the substitution of ACT or COMPASS scores, see page 8.)</em></td>
</tr>
<tr>
<td>Official transcripts or certified copies (and English interpretations) of all college(s)/universities and high school credit earned in foreign countries. <em>(Do not send original diplomas, grade reports, or documents that cannot be replaced.)</em> Credentials must show proof of graduation from high school. When regional or national examinations are required for graduation, official test results (including evaluation scale) must be submitted.</td>
</tr>
<tr>
<td>In-Country Applicants Only</td>
</tr>
<tr>
<td>Printout of the I-94 document (or copy of I-94 form card–front and reverse)</td>
</tr>
<tr>
<td>Copy of most recent visa (even if expired)</td>
</tr>
</tbody>
</table>

Please Note:

Admission to KCC is not final until all required documents are on file and a letter of acceptance has been issued. Proof of U.S. health insurance coverage is required before registering for classes. *(Estimated cost: $700 USD)*

Send your complete Admissions Packet to:
Office of Admissions and Registration
Kankakee Community College
100 College Drive
Kankakee, IL 60901-6505
INTERNATIONAL STUDENT APPLICATION
KANKAKEE COMMUNITY COLLEGE

(Please print or type)
Name: ____________________________________________
   Family Name ____________________________________
   First Name ______________________________________
   Middle _________________________________________
U.S. Social Security #: ____________________________
I-94#: ____________________________ (if available)
   I-94#: _______________________(if available)
Current Home Country Address: ___________________________________________________________
   ____________________________________________________________
Date of Birth: _____________________ Citizenship: _________________________________________
City/Country of Birth ______________________ Gender: ______Male ______Female
E-mail address _____________________________ (Required--please print clearly)

Home country contact person in case of emergency (while you are in U.S.):
Name(s): ____________________________________ Telephone with country code: ________________
How long do you plan to be a student at KCC? ______ year(s). Dates: ______ to ______
   ______ First Time Student ______ Transfer Student Enrolled in U.S. Institution
Planned Enrollment Date: Fall Semester (August) 20____ or Spring Semester (January) 20____ or
   Summer Term (May or June) 20____
What is your academic goal (see page 9)? ____Transfer Degree--to prepare for university study (e.g. AA or AS)
   ____Occupational Degree (AAS)
What will be your major? _______________________

TOEFL Score: ________________ (Official score report must be received directly from ETS before acceptance.)
(Please send a photocopy of your test scores with your Admissions Form. See #6 of Requirements Instructions for possible
   exceptions.)
High school attended ____________________________________________
   Years attended- from _________ to __________ Date graduated _________________________
Post-Secondary Schools Attended (Colleges/Universities)
__________________________________________________________________________
__________________________________________________________________________
If you are a transfer student currently in the U.S., please indicate the following:
Name of Institution ___________________________________________________________
   SEVIS #________________________
Address ____________________________ City __________ State _______ ZIP Code _______
Are you financially independent? _____Yes _____ No
If yes, do you have at least $25,500 (U.S. Dollars) per academic year available to you?
   _____Yes _____ No
(If yes, a document, such as a recent statement from your bank, attesting to your ability to pay these costs must be
   attached. If you answered No to either of the above, the International Student Sponsor Financial Statement form
   must be completed by your sponsor.)
Student Signature _______________________________ Date _______________________

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Internation
al Student Agreement F
orm

Kankakee Community College

Maintaining Legal F-1 Status (For complete information, please read page 2 of your I-20.)

1. **Passport & Visa:** You must always keep your passport and immigration status valid.

2. **Travel:**
   - You must see a **Designated School Official (DSO) before leaving the United States.**
   - A DSO must sign your Form I-20 before you leave the United States. This signature is valid for one full year, but it must also be valid 6 months beyond the date you plan to re-enter the U.S.

3. **Work:**
   - Students with F-1 status, may work "on campus" in part-time positions. Part-time is considered 20 hours or less per week.
   - You are not allowed to work "off campus" unless you have permission from a DSO and the U.S. Citizen and Immigration Services (USCIS).

4. **Enrollment:** You must register for at least 12 credit hours for both fall and spring semesters.

5. **Address Change:** You must notify a KCC DSO in writing of any change of address within 10 days.
   *Note: The DSO will notify the Department of Homeland Security (DHS) through the SEVIS system. This will satisfy your legal obligation to notify DHS of your address change.

6. **Change of major:** You must notify a KCC DSO of a change of major within 10 days, so that a new I-20 can be issued.

7. **IRS Forms:** You must submit forms to the Internal Revenue Service (IRS) in early spring whether or not you have worked. (See the International Student advisor for more information).

**KCC Policies**

1. **Grades:** You must maintain at least a 2.0 ("C" or 70%) Grade Point Average (on a 4.0 scale) or higher.

2. **Tuition:** The tuition and fees are assessed at the “out-of-state” rate. Some students may receive the in-district tuition rate under special circumstances by submitting proof of "live-in-guest" status. If your guest status should change or you move outside of our district boundaries, KCC may assess the out-of-state charge until the proper documentation is received to re-apply for the in-district rate.

3. **Health insurance:** You must have health insurance and show proof of insurance for each semester before registration.

4. **“Hold” on Registration:** An academic hold will be posted on your record each semester, and you must see a DSO to take off the hold before you can register for classes.

5. **Financial Aid/Scholarships:** No Financial Aid is available from KCC, but students may be eligible for some merit-based scholarships after one year.

6. **Campus Regulations:** You must abide by the Code of Campus Affairs and Regulations as stated in the current college catalog.

I, (full name, printed) ______________________________________ have carefully read and understand all information above and hereby certify that the financial information provided herein is true and correct.

Student’s Signature ___________________________ Date: __________________
Sponsor’s Affidavit of Support
Financial Verification

International students or their sponsor must provide evidence of sufficient funds available to financially support two full semesters of study at Kankakee Community College. The sponsor must sign this affidavit, and it must be hand-stamped or sealed by a bank official or an individual authorized to certify documents.

Please print.

I, __________________________________________,  
(Name of sponsor)

who resides at ________________________________________________________________  
(Address of sponsor)

Being duly sworn, depose and say that it is my intention to support  
______________________________________________________________  
(Name of student)

who resides at ________________________________________________________________  
(Home country address of student)

and comes to the United States to study at Kankakee Community College and reside at  
______________________________________________________________  
(If known, address in United States where student will reside)

that I am willing and able to maintain and support the prospective student; and that this affidavit is made by me for the purpose of assuring the college that the student I am sponsoring will not find it necessary to appeal to the college for financial support.

Signature of sponsor _______________________________ Date ____________________________

Address of sponsor ________________________________________________________________

Relationship to student ________________________________

This affidavit must be accompanied by an original official bank document showing a minimum balance of US $25,500. The following documents are acceptable.

- Original official bank statement(s) on official bank letterhead, in English (or accompanied by an English translation), with amounts indicated in U.S. dollars, signed and notarized.
- An official letter on bank letterhead, signed and notarized) in English (or accompanied by a certified English translation) that states the balance of the account in US dollars.
Shipping of Documents
Express Mail and Other Options

Application Documents
When you send your application documents to KCC, you may use the shipping method of your choice.

You may also use the express mail service used by KCC, which offers competitive rates: “University Express Mail Services.” (https://study.eshipglobal.com) Follow the instructions for “Student/Scholars.” Shipments are transported by FedEx, UPS, or DHL. The KCC International Student Advisor can give you the KCC student identification number required for the shipment.

Acceptance Documents
After acceptance by KCC, we will issue an acceptance letter and the Form I-20. You will be notified by e-mail of your acceptance. You may choose the following options for KCC to ship your documents to you. Please notify a DSO at KCC of your shipment choice within 5 days.

1) Send to a U.S. address by the U.S. Postal Service
   • If you want your I-20 sent by regular U.S. mail, to your own residence. There is no additional expense to you.
   • If your I-20 will be sent to a U.S. address, other than your own residence, notify the Admissions office. Include the name of the person who lives at that address.

2) Send by Regular Overseas Mail—Overseas mail may take 4-6 weeks.
   • If you want your I-20 sent by regular overseas mail, there is no additional expense to you.
   • Your I-20 will be sent by regular overseas mail to the address indicated on your application.

3) Send by Express Mail—KCC uses an express mail service (listed above) that will allow you to receive your acceptance letter and I-20 through DHL, UPS, or FedEx in 3-5 days.
   • To use this option, you must notify us within 5 days by e-mail.
   • Sending your documents through express mail is at YOUR expense. You will enter your credit card information (Visa, MasterCard, or Discover cards only) when requesting the service online on the shipping service website.
   • To request express mailing of your documents, go to the following website. (It works best with Internet Explorer & Mozilla Firefox browsers.)
     https://study.eshipglobal.com

NOTE: To arrange for KCC to ship your documents by express mail, you must use the website provided above—do not go through the DHL or FedEx website directly. If you choose Express Mail, all communication will go through the University Express Mail Services (eShipGlobal), who will notify us that you have arranged for your I-20 to be sent by express mail.
Instructions: Using University Express Mail Services for Document Shipment

- Go to the website: [https://study.eshipglobal.com](https://study.eshipglobal.com)
- Create your own user name and password in order to create an account.
- To request a shipment from KCC, you will need
  - your KCC Student ID number (which we will provide you)
  - mailing address
  - e-mail address
  - telephone number
  - credit card information
- You may request shipment either to your foreign address, or to a U.S. contact address.
  - If your I-20 will be sent to a U.S. contact address, include the name of the person who lives at that address.
  - Pay close attention to the information submitted, as errors in the credit card information or submitting incorrect or incomplete address information will result in a delay in the mailing of your I-20.
  - If you experience any difficulty in registering and processing the shipment, please use the “Help” link in the site for step-by-step instructions.
  - If you have additional questions about how to use this service, please e-mail support@eshipglobal.com