



ADMISSION PROCESS AND CHECKLIST

To ensure ample time for processing and postal mail, please plan on applying at least **six months** prior to the start date of the semester. Fall semester has a late-August start date. Spring semester has a mid-January start date. Please be sure to read all the directions; all documents must be submitted in English. Only completed applications will be accepted. There are several categories required to be considered for admission, please read the following instructions carefully:

SECTION 1. THE FOLLOWING IS REQUIRED OF ALL PROSPECTIVE STUDENTS:

A. APPLICATION FOR ADMISSION

- ___ 1. Please print your name exactly as it appears on your passport. When writing your birth date, be sure to write it: Month/Day/Year. Fill in all information that is on the application.
- ___ 2. The last page of the application has letter codes to be used for your intended program of study.
 - The following programs have restricted admission: Nursing, Practical Nursing, and Veterinary Technician. International students interested in one of these programs should apply as a Health Science major. You will be considered as a pre-major until gaining acceptance. Students interested in these majors must also have their high school transcripts evaluated by either World Evaluation Service or Education Credential Evaluators. It is important that you inform the International Student Advisor of your intention to enter one of these restricted programs.
- ___ 3. Students must have an intermediate to advanced command of the English language. As proof, official records showing minimum scores for TOEFL (75) or IELTS (6.5) must accompany your application packet.
- ___ 4. Complete the financial questions portion of the application. This information is necessary for the Department of Homeland Security's SEVIS database as well as understanding exchange rates and other costs.
- ___ 5. Provide a copy of your current Passport.
- ___ 6. Application fee of \$30 is non-refundable.

B. FINANCIAL RESOURCE STATEMENT – AFFIDAVIT OF SUPPORT

- _____ 1. Affidavit of Support with Financial resource papers- A **bank statement** showing that there are sufficient funds to cover the cost of tuition and living expenses for at least one year (approximately \$34,000) and your sponsor's **income statement** showing that sufficient income exists to support you for the duration of your studies at LCCC. Proof of income such as salary information, and bank statements are required.

- _____ 2. If you will have your spouse or child accompany you to the US, you must indicate so on the affidavit; you or your sponsor will also need to document an additional \$6000 for your spouse and \$4000 for each child as evidence of financial support. Under no circumstances can your spouse or child accept employment. Be sure to complete the Dependent Supplement.

- _____ 3. Affidavit of Support forms must be completed and submitted with as part of a complete application. Please read the directions carefully and provide all necessary documents. All documents must be submitted in English and all figures must be in US dollars. Two forms are required for each sponsor.

C. HIGH SCHOOL AND/OR COLLEGE TRANSCRIPT

- _____ 1. Applicants for admission must submit a transcript showing the equivalent of a U.S. high school education Students should be 18 years of age before the end of their first semester. All documents must be submitted in English.

SECTION 2. TUITION DEPOSIT

- _____ 1. A \$1,650 tuition deposit is required; it must be in U.S. dollars drawn from a U.S. bank. This is a pre-payment of a portion of the first semester's tuition and will be deducted from your first semester's tuition bill upon arrival, or should you decide not to attend or are denied a visa, it will be refunded once the original I-20 is returned to LCCC.

- _____ 2. When you have completed all of the documents, they should be sent in together with a check or money order payable to **LCCC** for \$1,680. (\$30 application fee + \$1,650 tuition deposit) This should be drawn from a US bank and in US dollars; wire transfers are not accepted.

To: Mrs. Christine Flores
International Student Advisor
Lehigh Carbon Community College
4525 Education Park Drive
Schnecksville, PA 18078

If you are returning these papers in person, please call 610-799-1137 to schedule an appointment with the International Student Advisor.

ISSUANCE OF THE I-20 AND THE I-901 SEVIS FEE

- It takes approximately two weeks after the submission of the necessary documents for a review and for the I-20 to be issued. All information is entered into a Department of Homeland Security Database (SEVIS). LCCC must send the I-20 directly to the student unless other arrangements are made.
- Prospective students should be aware that there is the SEVIS I-901 fee which must be paid before scheduling an appointment with the consulate. More information about this fee will be provided when the I-20 is issued.
- LCCC must send the I-20 directly to the student. Documents will be sent via regular mail. If you wish to have the documents express mailed, you will be required to pay the mailing cost. Those already in the US can pick it up in person. I-20s cannot be given to anyone other than the student. If you wish to have the I-20 express mailed, this additional charge can be deducted from your deposit if you indicate so.

SECTION 3. THINGS TO CONSIDER UPON YOUR ARRIVAL TO THE US.

- You are permitted to enter the US up to 30 days prior to the start date listed on your I-20, which is typically the first day of class. You will need to find your own transportation from the port of entry to the US to the Lehigh Valley area.
- Once you arrive you will have 15 days to report to the International Student Advisor on the main campus of LCCC; please call or email me for an appointment, 610-799-1577.
- When you come for your appointment, bring with you your passport/visa/I-94 so that they may be copied for your files.
- You should also prepare to complete English and Math placement testing to determine the proper courses you will need for your first semester.
- After your placement testing, your advisor will assist you in selecting your courses and if you request, a tour of the main campus. Please review the back of this sheet for English language courses.

ENGLISH PLACEMENT TESTING.....WHICH WAY DO I GO?

TOEFL score-75 or IELTS score 6.5 required

If English is my native language

Meet with ELL Director for proper testing:

ENG 099 Basic Skills Writing
RSS 099 Basic Skills Reading

ENG 100 Fundamentals of Writing
RSS 100 Fundamentals of Reading

If I do not speak English as my native language

Meet with ELL Director for proper testing:

ESL 091 Basic Structure of Written English
ESL 097 Skills for Effective Reading in English
ESL 094 Speaking Clearly in English

ESL 092 Intermediate Structure and Composition
ESL 098 Intensive Reading in English
ESL 095 Speaking Effectively in English

ESL 251 English for Academic Purposes
ESL 096 Accent Reduction

ENG 111 Speech
ENG 105 Research and Composition

