

TRANSFER ADMISSION PROCESS AND CHECKLIST

To ensure ample time for processing, please plan on submitting a complete application packet at least **2 months** prior to the start date of the semester for which you want to attend. 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. Please note we need both your permanent home address in your country and your US address.
- ____ 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 or the equivalent transfer course for ENG 105 with a C or better.
- ____ 4. Complete the financial questions part of the application. This information is necessary for the Department of Homeland Security's SEVIS database.
- ____ 5. Tuition Deposit- \$2,500-this is roughly one-third of your first semester tuition.

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 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.
- _____ 3. As a transfer student only one Affidavit of Support form 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. One form is 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. Students should be 18 years old before or during their first semester. All documents must be submitted in English. Please note, students interested in Nursing must have their high school transcripts evaluated by WES or ECE.
- _____ 2. Please have your college send an official transcript to the International Student Advisor or Registrar@mymail.lccc.edu.

D. TUITION DEPOSIT

- _____ 1. A \$2,500 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 transfer, 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 \$2,500.

To: International Student Advisor
Advising Office, SSC 124
Lehigh Carbon Community College
4525 Education Park Drive
Schnecksville, PA 18078

If you are returning these papers in person, they can be dropped off at the Main Advising Office, SSC 124

SECTION 2. FOR STUDENTS CURRENTLY IN F-1 STATUS WHO ARE TRANSFERRING FROM ANOTHER COLLEGE

- ____1. Inform your international advisor at your current school that you are transferring to LCCC and have them complete the Transfer In form.
 - Your international student advisor must complete the attached Transfer In Recommendation form and email or fax it directly to the International Student Advisor at LCCC before we can issue an acceptance letter.
- ____2. Submit to LCCC copies of your current I-20, passport, visa, and I-94 with your International Student Application.
- ____3. After all materials are received and reviewed; you will be notified by LCCC of you acceptance status. Please allow at least ONE week for processing.
- ____4. If accepted, you must set up an appointment **with in 15 days** of the Transfer Release date.
- ____5. If you will be traveling outside of the United States *before* you attend LCCC, you must be issued a new I-20 prior to your departure from the US. It will also be helpful to register for classes before you leave.
- ____6. You are required to send an official transcript from all colleges attended to the Registrar@mymail.lccc.edu. Unofficial transcripts can ONLY be used for verification of pre-requisites during course selection.

Special Transfer Topics:

- If decide not to transfer, it is important that you inform International Student Advisor immediately.
- If a student completes a course of study or OPT, the student is eligible for transfer through the end of the 60-day grace period. Be aware of the 5 month start-date limit to begin studies at your new school: you cannot remain in the US if you are transferring to another institution and do not begin classes within 5 months of your transfer.
- If a student is currently on OPT; the OPT automatically terminates upon transfer.

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

- It takes approximately two weeks after the submission of the necessary documents for the I-20 to be issued. Please plan ahead. Once the current school releases the I-20 to LCCC, the student will be able to make an appointment to pick it up. All information is entered into a Department of Homeland Security Database (SEVIS) and the new I-20 will reflect attendance at LCCC.
- Prospective students should also have their copy of the SEVIS I-901 fee. Please note, those students currently holding an F-1 Visa do not need to pay the SEVIS fee again, it is for initial I-20's only.
- If travelling prior to starting at LCCC, please inform the advisor and arrangements can be made to send the Transfer I-20. All I-20s are sent via regular via secure file transfer directly to the student's LCCC email or can be picked up in person for those students already in the Lehigh Valley. I-20s cannot be given to anyone other than the student. Once students are formally accepted, they will be given access to their LCCC portal and student email. It is important that students use and monitor their LCCC email.



F-1 Visa Student
Transfer-In Request Form

START HERE | GO ANYWHERE

TO: _____ (current P/DSO)

Please print and sign the top section of this form and give it to the International Student Advisor at the school you now attend or most recently attended.

I grant permission for the information below to be released to Lehigh Carbon Community College.

Student's Signature

Date

To: P/DSO:

The above-named student is applying for admission to Lehigh Carbon Community College. We request confirmation of his/her status at your institution before approving transfer to this school. Please complete the following and return to the address below or to International@lccc.edu or faxed to 610-799-1223.

International Student Advisor
Main Advising Office, SSC 124
Lehigh Carbon Community College
4525 Education Park Drive
Schnecksville, PA 18078

1. Current Immigration Status

_____ I-20 Completion Date on Document _____ I-94 Expiration Date _____

_____ The student is in good standing and is/has been pursuing a full course of study.

_____ The student is out of status and a reinstatement to student status was filed on _____
_____ at DHS (District: _____) and is pending.

_____ The student is out of status, and we will advise him/her to apply for reinstatement upon receipt of a new I-20 from Lehigh Carbon Community College.

_____ Other: _____

2. Transfer Release Date _____

3. Please indicate the dates of any practical training (curricular, optional) in which the student has participated:
Curricular _____ Optional _____

Name and Title of DSO

Signature

Name of Institution

Date

Address

Telephone Number