

DUTCHESS

COMMUNITY COLLEGE

Dear Prospective International Student:

Thank you for your recent inquiry about admission to Dutchess Community College. Enclosed you will find a descriptive brochure and application materials pertinent to admission and study at the College.

Before completing the application materials, please read the descriptive information carefully and consider the information in this letter, which describes the characteristics of the College and its programs. The following information should be helpful in making the decision to apply for admission:

1. Dutchess Community College, a unit of the State University of New York, is a two-year college authorized to award the Associate of Arts (A.A.), Associate of Science (A.S.), and the Associate of Applied Science (A.A.S.) degrees. The College is located near Poughkeepsie, New York, a city with a population of approximately 30,000 and 75 miles north of New York City. This region, the Mid-Hudson Valley, is noted for its beauty and experiences a four-season climate.
2. Students are educated in specific career areas and professional studies for transfer or employment upon graduation. Graduates of the Engineering Science, Computer Science, Business Administration and Liberal Arts Programs typically transfer to major colleges and universities in all areas of the United States. Enrollment consists of approximately 8,200 students, of which 4,100 are full-time.
3. The College **does not** have dormitory facilities, residence halls, or homestay accommodations. It is the responsibility of the student to find a place to live. Students generally live with family members or their sponsor.
4. The approximate expenses that a student from another country can expect to pay are:

\$ 6,167.00	Tuition and Fees
1,600.00	Transportation
1,400.00	Personal Expenses
6,350.00	Room and Food
1,250.00	Books and Supplies
<hr/>	
\$ 16,767.00	Total

The total expense is an estimate for a 9-month (late August through mid-May) academic year. Summer school tuition and fees are not included. You should budget at least another \$3,500.00 for the balance of the year to take care of your personal needs.

It is strongly encouraged that students purchase a health insurance policy specifically for international students.

Dutchess Community College **is not able** to offer scholarships or financial aid to international students. Some students are considered for part-time employment (20 hours per week) in on-campus work situations.

5. Applicants must be secondary/high school graduates.

6. Since all instruction is in English you should be very fluent in this language. As part of your application, if English **is not** the first language of your home country, you must take the Test of English as a Foreign Language (TOEFL) and score a minimum of 502 (paper-based), 173 (computer-based), or 61 (internet-based). This is administered at test centers throughout the world at various times of the year. For further information, please contact the American Embassy in your country. Also TOEFL test information can be found online at: <http://www.toefl.org>
7. The Nursing Program is **no longer open** to international students or any students who are not legal residents of Dutchess or Putnam counties in New York State. Please read the Residence Requirement Sheet enclosed.
8. The Dental Assisting Certificate Program is open **only** to currently employed dental assistants.
9. An applicant who is in the United States on a visa other than F-1 and does not want to return to their home country to apply for a Student Visa (F-1) must apply for a change of status to F-1. This is done by completing a Form I-539 and submitting a check or money order for \$300.00 made out to the Department of Homeland Security. This procedure must be completed **before** the departure or expiration date on your I-94 (Departure Record) or visa. Please note the following deadlines for submission of all paperwork:
 - **Fall Admission – May 15**
 - **Spring Admission – October 15**

If you feel the above conditions are appropriate to your needs and academic interests, please complete the enclosed application materials and send them to my attention immediately. Make certain that **official academic transcripts** are enclosed and have been translated into English, if necessary, and that they are original copies. Photocopies of original secondary school diplomas and transcripts, as well as any postsecondary transcripts, must be evaluated by the **World Education Services** (form enclosed) or <http://www.wes.org> to determine equivalency to a U.S. high school diploma and credits. The cost of the evaluation is the student's responsibility.

The form FSA-3, Foreign Student Financial Statement, and Form I-134 (Affidavit of Support) must be completed fully and signed. **Bank statements and official documentary evidence of financial support are necessary.**

Please contact me if you have any questions concerning Dutchess Community College or the admissions process. I will look forward to hearing from you.

Sincerely yours,

Marta A. Newkirk
Assistant Dean of Students Services

Enc. Brochure – Information for Prospective International Students
Personal Data Form (FSA-1) (with supporting academic records)
Autobiographical Essay (FSA-2)
SEVIS Form I-901 Fee Information
Foreign Student Financial Statement (FSA-3) (with supporting bank statements to be submitted) Affidavit of Support (Form I-134)
World Education Services, Inc. Evaluation Application
Application to Change Nonimmigrant Status (Form I-539), if applicable.

**DUTCHESS COMMUNITY COLLEGE
STATE UNIVERSITY OF NEW YORK**

53 Pendell Road

Poughkeepsie, New York 12601

INTERNATIONAL UNDERGRADUATE APPLICATION

HOW TO APPLY FOR ADMISSION

Follow these instructions carefully.

All documents must bear your name exactly as it is written on your passport and academic records.

1. Complete the Personal Data Form (FSA-1). Be sure to answer all questions completely and provide a year-to-year description of your educational background. A permanent address (not a Post Office Box Number) **outside** the United States is **required** on all applications.
2. Submit official transcripts, matriculation certificates, mark sheets and/or diplomas. Documents issued from the applicant's home educational system (or any other non-U.S. educational system) must carry the official seal and signature of a school or government official. *Academic documents which are not in English must be accompanied by an exactly worded and certified translation.* Foreign secondary school diplomas, any college credits, and degrees must be evaluated by the **World Education Services** to determine their U.S. equivalent. The cost of the evaluation is the student's responsibility. Transcripts from American and Canadian colleges and universities must be sent directly from the Registrar's Office of the school. The submission of falsified documents will be considered grounds for rejection.
3. Write an autobiographical essay in English using Form FSA-2. You should include information about yourself relevant to your admission application, not already given on other forms. Transfer applicants should indicate their reason for wishing to transfer from their current institution to Dutchess Community College (DCC).
4. Submit the **official** TOEFL (Test of English as a First Language) test score report. For admission to DCC, a TOEFL score of 502 is required on the paper-based version, 173 is on the computer-based version, or 61 on the internet-based version.
5. Provide all the information requested on the Foreign Student Financial Statement (FSA-3). Carefully document the sources of financial support as requested in Part II. Also complete the Affidavit of Support (Form I-134).
6. Submit a copy of the payment receipt of the SEVIS fee for first time F-1 visa or Change of Status application. The fee is paid after the I-20 is issued. Information is enclosed.

These forms and necessary documents must be returned to the Assistant Dean of Student Services at Dutchess Community College.

VISA INFORMATION

All international students must obtain a Student Visa (F1) or receive a Change of Status Approval to F-1 in order to begin full-time study at DCC. You should not attempt to enter the United States for study at Dutchess Community College until you have submitted your letter of admission and an official Form I-20 issued by DCC to the U. S. Embassy or Consulate in your home country. If you are unable to enroll in the semester you are admitted, admission is forfeited. Admission and visa documents cannot be transferred from one semester to another without submitting a written request for reconsideration, indicating the specific semester for which entry is requested. The unused Form I-20 **must be returned** to the Assistant Dean of Student Services at Dutchess Community College as new visa documents are required for an approved deferred admission.

Personal Data Form (FSA-1)

For Foreign Nationals and Non-Permanent Residents of the United States

PLEASE PRINT

1. Family/Last Name _____ Given/First Name _____ Middle Name _____		
2. Social Security Number: _____ - _____ - _____ (If you have one)	3. Date of Birth: ____/____/____ Mo Day Yr	4. Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female
5. Permanent Address _____ (Outside U.S.) _____ City State/Province Country		
6. Mail Address in the U.S.: _____ (Include Street, P.O. Box, Apartment Number as appropriate)		
7. Home Telephone (outside U.S.): () _____ - _____	8. Telephone (in U.S.): () _____ - _____	
9. If you have a Relative or Friend in the U.S. please indicate address: _____ _____ City State Zip-Code		
10. Check here if you wish to identify yourself as:	<input type="checkbox"/>	Physically or Learning Disabled
11. Check here if your:	<input type="checkbox"/>	Native language is not English
11a. If not English, please specify your native language: _____		
CITIZENSHIP DATA		
12. Are you a U.S. citizen or permanent resident?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
13. Country of Birth: _____		
14. Country of Citizenship: _____		
15. If you are not a permanent resident, have you applied for permanent resident status?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
16. If you are not a permanent resident, indicate the visa type you currently have.	<input type="checkbox"/> F-1 <input type="checkbox"/> J-1 <input type="checkbox"/> A-2 <input type="checkbox"/> B1/2 <input type="checkbox"/> H-4 <input type="checkbox"/> Other _____	
17. If you currently hold a visa, what is the expiration date on it or on the I-94?	_____/_____ Month Year	
18. Indicate the total number of months and years you have been in the U.S. since your last date of entry.	_____/_____ Years Months	
19. Where will you be living while attending DCC? _____		

ACADEMIC INFORMATION

FSA-1

20. Academic Program (Major) "Excluded are the Nursing and Dental Assisting Certificate Programs." _____

21. Date you expect to begin study. (August or January) _____ / _____
 Month Year

22. Date you took or will take the TOEFL. (Be sure to request that TOEFL scores be sent to the Assistant Dean of Student Services) _____ / _____ SCORE _____
 Month Year

23. Indicate semester of previous application, if any: _____ / _____
 Month Year

24. Will you be entering as a: Freshman Transfer

25. If you have attended a postsecondary institution, give last institution attended.
 • College Name _____ • City/State _____
 • Dates Attended: From _____ To _____ • Total Credits _____ • GPA _____ • Major _____

EDUCATIONAL HISTORY

26. Elementary/Primary Education

Academic Years	Age		Name and Address of School (City and Country)	Primary Language of Institution	Certificates, Diplomas, Degrees, Graduations, Standardized Examinations
	Start	Completed			
19____ - 19____					
19____ - 19____					

27. Secondary/High School Education: A Certified copy of all secondary education records must be submitted in English.

Academic Years	Age		Name and Address of School (City and Country)	Primary Language of Institution	Certificates, Diplomas, Degrees, Graduations, Standardized Examinations
	Start	Completed			
19____ - 19____					
19____ - 19____					

28. Total Number of Years of Formal Schooling _____

29. List Any Academic Honors You Have Received - Prizes, Scholarships, Fellowships, etc.

30. Occupational Experience: List most recent full-time or part-time employment. Give most recent first. Write "None" if you have not been employed.

<u>Employer's Name and Address</u>	<u>Type of Business</u>	<u>Title of Your Position</u>	<u>Dates of Employment (month and year)</u>
_____	_____	_____	From: _____ To: _____

I certify that all information on this application form is true to the best of my knowledge.

Applicant's Signature _____

Date _____

DUTCHESS COMMUNITY COLLEGE
STATE UNIVERSITY OF NEW YORK (SUNY)

AUTOBIOGRAPHICAL ESSAY

INSTRUCTIONS: The autobiographical essay is to be written by the applicant in English. It should include information relevant to your admission application, but not already given on other forms, such as why you are applying for study in the United States, reasons for selecting the field of study chosen, work experience relevant to your field of study, the explanation for any extended interruption in your school attendance, special interests and abilities you have, plans for further study and/or employment after completion of your first degree, family background, etc. You may use both sides of this sheet. Return your essay with other application forms to the Assistant Dean of Student Services at Dutchess Community College.

Applicant's Family Name	First Name	Middle Name		
Permanent Address	Number and Street	Town or City	Province or State	Country

INTERNATIONAL STUDENT FINANCIAL STATEMENT (FSA-3)

PART I (Write in Ink or Type)

1. Family/Last Name _____ Given/First Name _____ Middle Name _____
2. Permanent Address: _____

3. Academic Program _____
4. I expect my program of study to take _____ years to complete.
5. Birthdate: _____ / _____ / _____
Month Day Year
6. Country of Citizenship _____
7. I plan to come with dependents
 The following dependents will accompany me (list names and relationships)

8. Does your country restrict dollar exchange? Yes No
 What is the maximum dollar amount permitted for a student?
 \$ _____
9. Total amount of U.S. dollars you expect to bring with you upon arrival (tuition, room, meals, and books must be paid at the beginning of each semester)
 \$ _____
10. Do you have a source within the U.S. for emergency funds once you arrive in this country? Yes No
11. If YES, name source: _____
 Amount available in U.S.: \$ _____

PART II: COMPLETE EACH RELEVANT ITEM BELOW. SIGN AND DATE THE FORM AT (C).

Enter Amount of Assured Support Available for Each Year of Study in U.S. Dollars			
Funds	Year 1	Year 2	Required Documentation
Personal Savings Name of Bank _____ Account Holder _____	\$	\$	1. Bank Statement. 2. Complete (A) and (C) below.
Family/Relative/Sponsor Name _____ Name _____	\$	\$	1. Bank Statement. 2. Complete (A), (B), and (C) below.
Government/Employer/Scholarship/Other Name of Sponsor _____ Other (specify source and type of support) _____	\$	\$	1. Official letter of support. See Instructions on reverse side. 2. Bank statements, affidavits, or sworn statements. 3. Complete (C) below.
TOTALS	\$	\$	

VERIFICATION:

- A. This is to certify that the funds indicated above are on deposit or are being held in the name of the applicant, his family members, or sponsors (named above) at the savings institution named below. (Verification of amounts is without liability for the bank or its officials). Attach separate statement of accounts with official signature/seal.
 Name of Bank _____ Date _____
 Bank Official's Title _____ Bank Official's Signature/Seal _____
- B. This is to certify that I (we) the undersigned have agreed to provide the funds indicated above to the applicant for the purpose of full-time study at Dutchess Community College and that I (we) are submitting bank statements indicating the availability of these funds. I (we) further understand that Dutchess Community College cannot provide ANY financial assistance to the applicant and that I (we) must provide these funds for the duration of the applicant's course of study. If the commitment is not met, the student may be subject to dismissal from the college for non-payment.
 Sponsor Signature _____ Date _____ Relationship to Applicant _____
 Sponsor Signature _____ Date _____ Relationship to Applicant _____
- C. This is to certify that the information given on this form is complete and accurate to the best of my knowledge. I am fully aware that any false or misleading statement will result in an automatic denial of admission, or cancellation of registration following enrollment.
 Applicant's Signature _____ Date _____

Return this form with all additional financial documentation directly to the Assistant Dean of Student Services at Dutchess Community College.