Dear Prospective International Student:

Thank you for your recent inquiry about admission to Dutchess Community College. Enclosed you will find information and application material 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, as well as certificate programs. The college is located in Poughkeepsie, New York, 75 miles north of New York City in the Hudson River Valley, noted for its history, beauty, and four-season climate.

2. Students are educated in specific career areas and professional studies for transfer or employment upon graduation. Information on all our academic programs can be found online at: www.sunydutchess.edu. 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 8,600 students.

3. It is the responsibility of the student to find a place to live. Students generally live with family members or their sponsor. The College has a residence hall (on-campus housing). Students who live in the residence hall must provide proof of health insurance. Health insurance is provided through the State University of New York (SUNY) International Student Health Insurance Plan.

   The residence hall is closed over the Thanksgiving, winter and spring breaks, as well as during the summer. It will be the student’s responsibility to make other living arrangements during those times and provide that information to the college.

4. The approximate expenses that a student from another country can expect to pay are:

   $ 8,636.00   Tuition and Fees  
   1,750.00   Transportation  
   1,550.00   Personal Expenses  
   11,070.00   Room and Board including food  
   1,450.00   Books and Supplies  
   1,492.00   Health Insurance (year)  

   $25,948.00   Total
The total expense is an estimate for a 9-month (late August through mid-May) academic year. Winter and summer sessions’ tuition and fees are not included. You should budget at least another $4,000.00 for the balance of the year to take care of your personal needs. Also if you plan on dependents coming with you the additional expenses are: Spouse ($5,000.00) and other dependent(s) each ($3,000.00).

Applicants must document their ability to meet the educational and living expenses for one year of study.

Dutchess Community College is not able to offer scholarships or financial aid to international students. Some students are considered for part-time employment (17 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 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. International English Language Testing System (IELTS) is also accepted with an overall minimum score of 6.0. IELTS information can be found online at: https://www.ielts.org/en-us/

7. The Nursing Program is not open to international students or any students who are not legal residents of Dutchess or Putnam counties in New York State.

8. 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 $370.00 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.

9. The following deadlines are for the submission of applications and all necessary paperwork and documents:

   - Fall Admission – June 1
   - Spring Admission – November 1

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. Original secondary school diplomas and transcripts, as well as any postsecondary transcripts, must be evaluated by the SpanTran Evaluation Services (form enclosed) or http://www.SpanTran.com 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 must be completed fully and signed. **Bank statements and official documentary evidence of financial support are necessary.** These documents cannot be older than 3 months at the time they are submitted.

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,

Michelle Diano and Steven Posada
Admissions Counselors

Enc. Information for Prospective International Students
Personal Data Form (FSA-1) (with supporting academic records)
Autobiographical Essay (FSA-2)
Foreign Student Financial Statement (FSA-3) (with supporting bank statements to be submitted) and Letter of Financial Support
Application to Change Nonimmigrant Status (Form I-539), if applicable.
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 SpanTran Evaluation 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 on the computer-based version, or 61 on the internet-based version. An IELTS (International English Language Testing System) overall score of 6.0 is also acceptable.

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.

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 Admissions Counselor 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, been approved, and receive a F-1 student visa. 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 Admissions Counselor 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 __________ (Surname)

2. Social Security Number:  _____-____-_______
(If you have one)  3. Date of Birth: ___/ ___/ ___  4. Sex: ☐ Male ☐ Female

5. Home Country Address ____________________________________________________________________
(Outside United States)  ____________________________________________________________________
____________________________________________________________________
City   State/Province  Country                                  Postal Code

6. Mailing Address in the U.S.:
__________________________________________________________________________
(Include Street, Apartment Number (if applicable), town/city including zip code)

E-mail Address: ______________________________

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: ☐ Physically or Learning Disabled
11. Check here if your: ☐ 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? ☐ Yes ☐ No

13. Country of Birth: __________________________________________


15. If you are not a permanent resident, have you applied for permanent resident status? ☐ Yes ☐ No

16. If you are not a permanent resident, indicate the visa type you currently have.
☐ F-1  ☐ J-1  ☐ A-2  ☐ H-4  ☐ B1/2
☐ 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**

20. Academic Program (Major) “Excluded is the Nursing Program.”

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

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

   Month / Year

   Score

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

24. Will you be entering as a:

   - New Student
   - 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

<table>
<thead>
<tr>
<th>Academic Years</th>
<th>Age</th>
<th>Name and Address of School (City and Country)</th>
<th>Primary Language of Institution</th>
<th>Certificates, Diplomas, Degrees, Graduations, Standardized Examinations</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19____ - 19____</td>
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</tr>
<tr>
<td>19____ - 19____</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Academic Years</th>
<th>Age</th>
<th>Name and Address of School (City and Country)</th>
<th>Primary Language of Institution</th>
<th>Certificates, Diplomas, Degrees, Graduations, Standardized Examinations</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<tr>
<td>19____ - 19____</td>
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</tr>
<tr>
<td>19____ - 19____</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Employer’s Name and Address</th>
<th>Type of Business</th>
<th>Title of Your Position</th>
<th>Dates of Employment (month and year)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Applicant's Signature ________________________________ Date ______________________
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 Admissions Counselor at Dutchess Community College.

<table>
<thead>
<tr>
<th>Applicant's Family Name</th>
<th>Given/First Name</th>
<th>Middle Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Country Address</td>
<td>Number and Street</td>
<td>Town or City</td>
</tr>
</tbody>
</table>

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

INTERNATIONAL STUDENT FINANCIAL STATEMENT (FSA-3)

PART I (Write in Ink or Type)

1. Family/Last Name ____________________________________  Given/First Name ________________________ Middle Name _________________

2. Home Country 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, relationships, and dates of birth)

   ___________________________________________________
   ___________________________________________________

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

<table>
<thead>
<tr>
<th>Funds</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Required Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Savings</td>
<td>$</td>
<td>$</td>
<td>1. Bank Statement.  2. Complete (A) and (C) below.</td>
</tr>
<tr>
<td>Name of Bank</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Account Holder</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Family/Relative/Sponsor</td>
<td>$</td>
<td>$</td>
<td>1. Bank Statement.  2. Complete (A), (B), and (C) below.</td>
</tr>
<tr>
<td>Name</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Government/Employer/Scholarship/Other</td>
<td>$</td>
<td>$</td>
<td>1. Official letter of support.  See Instructions on reverse side.  2. Bank statements, affidavits, or sworn statements.  3. Complete (C) below.</td>
</tr>
<tr>
<td>Name of Sponsor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other (specify source and type of support)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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.