

INTERNATIONAL STUDENT
Application for Admission

COLLEGE INFORMATION AND APPLICATION FORM

F, M, and J VISA (INTERNATIONAL STUDENT) APPLICANTS

F, M, and J TRANSFER FROM ANOTHER COLLEGE

THOSE REQUESTING CHANGE TO F, M, or J STATUS

VALENCIA

STEPS TO TAKE TO ENROLL AT VALENCIA COMMUNITY COLLEGE

I. APPLY FOR ADMISSION

To complete the application process at Valencia you must provide the following before the application deadline (see deadlines below). Students are encouraged to submit their application well in advance of the deadline date to facilitate assessment and advising. Applications and documents not completed by the deadline will not be processed and the application for admission will be deferred to the next academic term. Once the application is completed, it is recommended that you make copies of all documents you submit to the college. This will help with the processing of your paperwork with the U.S. Consulate and U.S. Citizenship and Immigration Service (USCIS).

TERM	STUDENTS NOT IN THE UNITED STATES	STUDENTS IN THE UNITED STATES	DATE STUDENT MUST REPORT TO VALENCIA
Fall '10	June 15, 2010	July 15, 2010	August 16, 2010
Spring '10	October 15, 2009	November 15, 2009	December 15, 2009
Summer '10	February 15, 2010	April 15, 2010	April 15, 2010

Valencia Community College Admissions and Application Fee

Please complete the enclosed application and submit to Valencia Community College. The application can be mailed or brought to the Answer Center on any Valencia campus. If you submit the application in person, the application should be brought to the International Student Services Office where a Valencia identification number will be assigned to you. You will then be able to take the application to the Business Office to pay the \$35 non-refundable application fee. If you are mailing the application to Valencia, be sure to enclose either a check or money order (in U.S. dollars) for the amount of \$35 and send to:

East Campus/
Winter Park Campus

Attn: International Admissions
Valencia Community College
701 N. Econlockhatchee Trail, MC: 3-13
Orlando, FL 32825

West Campus/
Osceola Campus

Attn: International Admissions
Valencia Community College
1800 S. Kirkman Road, MC: 4-8
Orlando, FL 32811

Official High School Evaluation

All applicants must provide official proof of high school equivalency as evaluated by an agency identified by the National Association of Credential Evaluation Services (NACES) prior to being accepted and admitted to the college. A list of agencies can be found on the NACES Website:

www.naces.org. The official copy of the evaluation must be mailed directly from the evaluation company to Valencia's address above. The evaluation must be completed document-by-document and submitted prior to acceptance to Valencia.

Official College or University Evaluation (if you have attended a previous institution)

Applicants who have previously attended international colleges/universities must have their transcript(s) evaluated and sent directly to Valencia Community College. International credentials must be evaluated course-by-course by an agency identified by the National Association of Credential Evaluation Services (NACES) before credit can be granted. A list of agencies can be found at www.naces.org.

If you are transferring from an institution in the United States be sure to submit official college transcripts. Transcripts must be submitted in a sealed envelope from the college or university.

Declaration of Finances

- A.** Submit a signed notarized letter in English from your sponsor, parent, or guardian stating that he/she will provide you with approximately \$31,000 (U.S. Dollars) per academic year for college fees and other incidental expenses. Attached to this application is the Declaration of Finances form which must be completed and returned with the application. (NOTE: All dollar amounts are subject to change without notice.)
- B.** Submit on bank letterhead in English, an official letter confirming the fact that your sponsor, parent or guardian has the financial resources to finance your college education. Funds in deposit must be shown in U.S. dollars.

Provide Proof of English Proficiency

TOEFL Exam – An official International TOEFL Score of 450 or better on the paper version, 133 or better on the computer version, or 45 or better on the internet based test should be sent directly to Valencia Community College and is required before you will be admitted or accepted to the college. Applicants who enroll in English for Academic Purposes (EAP) must present a TOEFL score of 450 or better on the paper version, or a score of 133 or better on the computer version, or 45 or better on the internet based test. Valencia's school code for TOEFL results is 5869. Applicants who cannot locally obtain a bulletin and registration form should write or visit the TOEFL Website:

TOEFL
P.O. Box 6151, Princeton, NJ-USA 08541-6151
Website: www.toefl.org

LOEP Exam An appropriate score on the Level of English Proficiency (LOEP) exam is required prior to being accepted and admitted to the college. The LOEP exam can only be taken if you are presently in Orlando.

ENGLISH IS YOUR FIRST LANGUAGE If your native language is English, a TOEFL is not required.

Please type or print in ink all information requested.

1 General Information

Name as it appears on your passport

Family Last Name	First Name	Middle Initial	Preferred Name	
Mailing Address		City	County	State
Country	Country of Citizenship	Country of Birth		Birthdate Mo / Day / Yr
Telephone Number	E-mail Address			

Should your transcripts, test scores, etc. arrive under any name(s) other than those listed above, indicate name(s) here:

Gender: F (2) M (1) What is your native language?

I will be enrolling in an English or mathematics course during my first term. Yes No

Date I plan to enroll at Valencia Community College (refer to enrollment steps at left for application deadline dates): Year: Fall Term Spring Term Summer Term

Please select one of the following as your home campus: East Osceola West Winter Park

Do you currently have a Passport? Yes No If yes, from what country? When does your Passport expire?

Do you currently have a Visa? Yes No If yes, what type? When does your Visa expire? (Attach copies of both sides of I-94.)

Have you taken the TOEFL? Yes No If yes, which version of the TOEFL did you complete? Paper Computer Internet
TOEFL score (Please send official TOEFL score to Admissions Office)

Are you married? Yes No Do you plan to bring your spouse and/or children with you? Yes No If yes, complete the following:

Spouse's Name Date of birth Country of citizenship

Child's Name Date of birth Country of citizenship

Child's Name Date of birth Country of citizenship

Child's Name Date of birth Country of citizenship

2 High School Information

Which of the following have you completed? Please check one. Standard High School Diploma U.S. General Education Diploma (G.E.D.)

Please complete the following:

Name of high school presently attending or graduated from Graduation Date (Mo/ Day/Yr)

City County State Country

High School Equivalent Diploma (G.E.D.): State Issuing G.E.D. Date Issued (Mo/ Day/Yr)

3 College and University Information

In order to be admitted, all college/university transcripts must be received and evaluated prior to enrolling in classes.
Failure to list all previous institutions could result in dismissal from Valencia.

List all institutions/dates attended:

Enter official name of institution. No abbreviations please.

College/University Name and Campus	Dates Attended	From Mo Yr	To Mo Yr	City	State	Country
.....	/	/
.....	/	/
.....	/	/

Finance Office Use	Office Use Only	
	V#:	Campus of Record <input type="checkbox"/> E <input type="checkbox"/> W
	ID generated by:	Data entry date:
	Status:	Processed by:

Associate in Arts (A.A.)

- Architecture (Articulated University of Florida)
- Art, Studio/Fine Art
- Dance Performance *
- Articulated Engineering (Florida Institute of Technology)
- Articulated Engineering (Polytechnic University of the Americas)
- Articulated Engineering (University of Central Florida)
- Articulated Engineering (University of Florida)
- Articulated Engineering (University of Miami)
- General Studies
- Information Technology (Articulated University of South Florida)
- Sign Language Interpretation
- Theater/Drama/Dramatic Arts

Students who have earned a Bachelor's degree or an Associate in Arts degree from a regionally-accredited institution are not eligible to receive another Associate in Arts degree.

*This is a limited access, selective admission program that requires an additional application.

Contact the department for more information.

Non Degree Seeking:

- Transient Student - enrolled as a degree-seeking student at another institution and wants to transfer Valencia credits to that institution. (A Transient Student form is required.)

Associate in Science/Associate in Applied Science (A.S./A.A.S.)

- Accounting Technology
- Baking and Pastry Management
- Building Construction Technology
- Business Administration (Indicate Specialization):
 - Finance
 - Human Resources Management
 - Management
 - Marketing
 - Property and Casualty Insurance Management
 - Real Estate Management
 - Small Business Management
- Business Administration (Articulated)
- Civil/Surveying Engineering Technology
- Computer Engineering Technology (Networking) (Indicate Specialization):
 - Cisco
 - Microsoft
- Computer Information Technology
- Computer Programming and Analysis
- Criminal Justice Technology
- Criminal Justice Technology (Articulated)
- Culinary Management
- Digital Media for Video and Motion Graphics
- Drafting and Design Technology
- Electronics Engineering Technology (Indicate Specialization):
 - Electronics
 - Laser and Photonics
 - Robotics and Simulation
 - Telecommunication and Wireless
- Entertainment Design and Technology (Indicate Specialization):
 - Live Show Production
 - Production Design
- Film Production Technology (Indicate Specialization):
 - Cinematography
 - Post-Production
- Graphics Technology (Indicate Specialization):
 - Graphic Design
 - Interactive Design
- Hospitality and Tourism Management
- Hospitality and Tourism Management (Articulated)
- Industrial Management Technology
- Landscape and Horticulture Technology (Indicate Specialization):
 - Horticulture
 - Landscape
- Medical Information Coder/Biller Administration
- Medical Office Administration
- Music and Sound Technology (Indicate Specialization):
 - Music Performance and Sound
 - Sound Technology
- Office Administration
- Paralegal Studies (Articulated) (Indicate Specialization):
 - Litigation
 - Transactional
- Restaurant and Food Service Management

Declaration of Support for Living Expenses

All International Students are required to certify that they will have available the sum of \$30,155.00 for EACH year of study at Valencia Community College. By living with a local host/sponsor, the living expenses of \$14,635.00 may be waived (leaving the student responsible for Tuition & Fees, Books & Supplies, and Mandatory Insurance as stated on the Declaration of Finances/Affidavit of Financial Support form). The local sponsor must live within commuting distance to a Valencia Community College campus (as verified by the local host/sponsor's address) and must certify, by completing the information below, that they will provide lodging, food, transportation, etc. (up to \$14,635.00) to the student for EACH year of study. The Declaration of Finances form must show a minimum of \$15,520.00 USD if this Declaration of Support form is submitted.

NAME OF LOCAL SPONSOR (PLEASE PRINT) _____ () LOCAL TELEPHONE NUMBER _____

STREET ADDRESS (MUST BE A STREET ADDRESS; A P.O. BOX CANNOT BE USED) _____

CITY _____ STATE _____ ZIP CODE _____ COUNTY _____

I, _____, reside at the above address

NAME OF LOCAL SPONSOR (PLEASE PRINT) _____ and will be responsible for the living expenses, of _____ NAME OF STUDENT: (PLEASE PRINT) _____

each year he/she is attending Valencia Community College. I do hereby swear and affirm that the above information is correct and true. I understand that to make false or fraudulent statements within this document may result in disciplinary action, denial of admission, and/or invalidation of credits or degrees earned.

SIGNATURE OF LOCAL SPONSOR (MUST BE SIGNED IN PRESENCE OF NOTARY) _____ DATE _____

NOTARY: Before me personally appeared _____ NAME OF LOCAL SPONSOR: (PLEASE PRINT) _____

on _____ 2 _____ who states that he/she executed the above instrument of his/her own will and accord, with full knowledge of the purpose thereof.

ID PRESENTED: FLORIDA DRIVER'S LICENSE # _____ PASSPORT # _____

SIGNATURE OF NOTARY: _____ NOTARY STAMP (REQUIRED): _____

Local Sponsor's Relationship to Student (for Other, write in sponsor's relationship to student):

- FATHER
- MOTHER
- BROTHER/SISTER
- AUNT/UNCLE
- OTHER: _____

SEAL OF NOTARIZING OFFICIAL

International students are required to have available the sum of \$30,155 for each year of study at Valencia Community College, excluding travel expenses. Additional family members, such as a spouse and/or child, will require certification of additional funds in the amount of \$4,500.00 per person. (NOTE: All dollar amounts are subject to change without notice.)

Indicate the source(s) of funds for the student's educational expenses (if there are multiple sponsors, each sponsor must complete a separate Declaration of Finances/Affidavit of Financial Support document). Use exact amounts in U.S. dollars.

SOURCE(S)	AMOUNT(S)
FAMILY/SPONSOR	\$ _____
GOVERNMENT SPONSOR	\$ _____
PERSONAL SAVINGS	\$ _____
PERSONAL CHECKING	\$ _____
OTHER: _____	\$ _____
TOTAL:	\$ _____

Average expenses for a full-time Valencia Student for 12 months	
Tuition and Fees	\$ 13,069.00
Books and Supplies	\$ 1,664.00
MANDATORY Insurance (12 month coverage, paid annually)	\$ 787.00
Living Expenses*	\$ 14,635.00
TOTAL:	\$ 30,155.00

NOTE: Sponsor must ATTACH an ORIGINAL of the most recent BANK LETTER in ENGLISH on BANK LETTERHEAD verifying financial sources in U.S. DOLLARS. BANK STATEMENTS ARE NOT ACCEPTABLE. The Bank Letter must specify that the financial sources are immediately accessible to the student (i.e. checking or savings account, certificate of deposit, etc.)

*The actual amount of support required varies from student to student. The college does not offer student housing so living expenses will be determined by whether you rent a single room, apartment, or house, and whether you live by yourself or with other students. We have estimated \$14,635.00 in living expenses (rent, utilities, food, transportation, etc.) for one year.

I, _____ have read and understand the above and I do swear and affirm that the financial information provided is true and accurate.
NAME OF STUDENT – PLEASE PRINT CLEARLY
 STUDENT SIGNATURE (does not require notarization): _____

AFFIDAVIT OF FINANCIAL SUPPORT
The affidavit below must be completed by the Sponsor and must match the name of the account holder provided in the Bank Letter.
This affidavit must be signed in the presence of a notarizing official. Documents can be notarized at most U.S. Consulates and Embassies.

Please indicate your relationship to the student: Father Mother Brother Sister Other: _____

I hereby certify that I, _____, will be responsible for the educational and/or living expenses of _____ each year while he/she is attending Valencia Community College.
NAME OF SPONSOR – PLEASE PRINT CLEARLY
NAME OF STUDENT – PLEASE PRINT CLEARLY

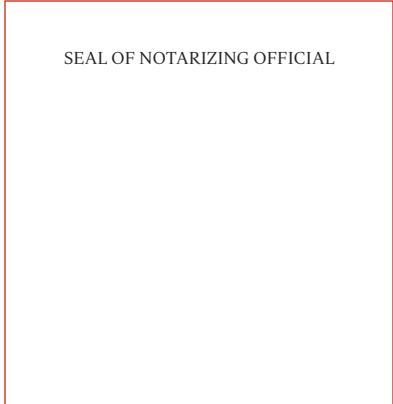
I also certify that the total amount of money I have available for educational expenses at Valencia Community College is U.S. \$ _____
 I authorize the release of my supporting financial documents to verify that the promised financial resources are immediately available to me and the student. I swear and affirm that I know and understand the contents of this affidavit, signed by me, and that the statements are true and correct.

Signature of Sponsor: _____

Signature of Notarizing Official: _____

Date Signed and Notarized: _____

Notary: Sworn and subscribed before me this _____ day of _____ (month) in the year _____





I understand that this application is for admission to Valencia Community College for the term indicated on the application. I also understand and agree that I will be bound by the college's regulations concerning application deadline dates and admissions requirements. If all of my documents are not submitted by the indicated application deadline dates, I understand and agree that my admission to Valencia may be deferred to a later term. I agree to the release of any transcripts, evaluations, student records, and/or test scores to Valencia (including any SAT and/or ACT score reports that Valencia may request from the College Board or ACT).

I certify that all the information given in this application is complete and accurate. I understand that to make false or fraudulent statements within this application or any supporting documents pertaining to this application may result in disciplinary action, denial of admission, and/or invalidation of credits or degrees earned. I agree, as certified by my signature below, that while attending Valencia Community College I will uphold all federal and state laws, county and municipality ordinances, and rules, regulations, policies, and procedures of Valencia.

In accordance with Florida Statute §1001.64(8)(a), Valencia may take into consideration the past actions of any person applying for admission or re-enrollment to Valencia and may deny admission or re-enrollment to an applicant or previous student because of misconduct if such denial is determined to be in the best interest of the college. Valencia reserves the right to refuse admission or re-enrollment, or to place conditions on admission or re-enrollment, of applicants and students who Valencia determines would be disruptive to the orderly processes of the college's programs, would interfere with the rights and privileges of other students or employees, and/or would represent a safety risk to Valencia students, employees, or property. Applicants/previous students have the right to appeal any decision to the Vice President for Student Affairs within seven calendar days of the date the notice of denial of admission or re-enrollment was received.

MM DD YYYY

APPLICANT'S NAME (PLEASE PRINT CLEARLY)

APPLICANT'S DATE OF BIRTH*

PLEASE READ AND INITIAL EACH ITEM BELOW:

- I understand that the \$35.00 application fee is non-refundable.
..... I understand that I must obtain permission from the United States Citizenship and Immigration Services (USCIS) to attend Valencia.
..... I understand that as an international student I will pay the non-Florida Resident tuition rate for the entire length of my studies at Valencia.
..... I understand that I am not eligible for financial aid.
..... I understand that I must maintain full-time student status (registration in 12 credits or more) in order to maintain my student status with the United States Citizenship and Immigration Services (USCIS) and that falling below full-time status will jeopardize my immigration status.
..... I agree that I will drop or add classes only after speaking with an International Student Advisor.
..... I will enroll in and complete the courses in English (reading, writing, and speaking) that are appropriate and/or required for the degree I have selected.
..... I understand that F-1 Visa students cannot be employed off-campus without authorization from an International Student Advisor and the United States Citizenship and Immigration Services (USCIS).
..... I understand that failure to meet any of the requirements and/or conditions of admission and enrollment at Valencia will result in notification to the United States Citizenship and Immigration Services (USCIS) that I am out of status.

APPLICANT'S SIGNATURE (REQUIRED)

DATE

PARENT'S SIGNATURE (REQUIRED IF STUDENT IS UNDER THE AGE OF 16)*

DATE

*If the student is under the age of 16, he/she must receive special permission from the Assistant Vice President of Admissions and Records to attend classes at Valencia.

NOTE: If you are interested in the Intensive English Program through Valencia Enterprises, you must satisfy their requirements for the SEVIS Form I-20. Please contact the Center for Global Languages directly at 407-582-6688 or visit their website at <http://www.centerforgloballanguages.com/> for admission information.

Completion of the SEVIS I-20 Request Form

The I-20 Request Form must be completed and returned with the application. This form will be necessary for completing your I-20 to obtain your Student Visa.

Transferring International Student

All of the following must be completed if you are currently enrolled as an international student at another college or university within the United States seeking admission to Valencia Community College.

- A. Applicants who have attended a regionally accredited institution of higher education in the U.S., and are looking to transfer to Valencia Community College, must submit an official transcript from each institution.
- B. Applicants must contact the International Student Services Office and request a SEVIS Transfer Eligibility Form.
- C. Applicants must provide original student copies of all I-20, Visa, Passport and I-94 documents before being accepted to the college.

When you have arrived at VALENCIA COMMUNITY COLLEGE you will be required to complete the following steps to finish the enrollment process with the college.

2. ASSESSMENT

Degree-seeking students must complete the College Placement Test (CPT). Proof of completed college courses in math and English may be substituted for portions of the assessment. Also, if you have taken the SAT or ACT within the last two years and obtained satisfactory scores as listed in the college's online catalog, you may waive assessment in those skill areas. Visit an Assessment Center (locations on back) to take the CPT. It is important that you prepare for the CPT since the assessment will determine your placement into either college-level or preparatory course work.

3. SIGN UP AND ATTEND ORIENTATION AND ADVISEMENT

After taking the assessment test, sign up for a **mandatory New Student Orientation**. To sign up for New Student Orientation, log into your Atlas account and click on the New Student Orientation link. At orientation you will receive your CPT results, a Valencia catalog, and academic advising; the advisor will help you develop an Education Plan and assist you with selecting classes.

In addition, all international students are required to attend an International Student Orientation which will provide information pertinent to immigration and study in the United States.

4. MANDATORY INSURANCE

As part of the admissions process, students on a F, M, or J visa must purchase insurance provided through Valencia and must maintain this insurance coverage during their entire period of study at Valencia.

5. HOUSING AND MEALS

Valencia Community College does not provide on-campus housing. It is the student's responsibility to locate housing prior to the start of classes. Private accommodations can be found within driving distance of the college. Breakfast and lunch can be purchased at the Valencia Community College dining facilities at a reasonable cost.

6. EMPLOYMENT

F-1 Visa students may not be employed off-campus without authorization from an International Student Advisor and the United States Citizenship and Immigration Service (USCIS).

7. REGISTER FOR CLASSES - Check Online Credit Class Schedule for Dates and Times

You will register for classes online through Atlas using your personal Atlas account, which can be accessed once you've been issued a Valencia I.D. number. To register for classes, go to atlas.valenciacollege.edu on any computer with Internet access or, visit an on-campus Atlas Access Lab (locations on back).

8. PAY FOR CLASSES

Pay for classes online or in person at the Business Office (locations on back). Credit card (VISA, AMEX, MC, Discover) and check payments are accepted in a drop box after business hours.

9. GO TO CLASS

Note: Students are required to attend the first day that each class meets or they may be withdrawn as a "no show" and will be liable for the cost of the class(es). In addition, as an international student, if you drop below 12 credits (full time) you will be considered out-of-status with the U.S. Citizenship and Immigration Service (USCIS).

Student Services at Valencia Community College

The Answer Center is your resource for information regarding admissions, academic advising, assessment, records, and graduation. Most of your questions can be answered in the Answer Center, located on all four campuses.
East Campus: Bldg. 5, Rm. 211; West: Bldg. SSB, Rm. 106; Osceola: Bldg. 1, Rm. 150; Winter Park, Rm. 1-210.

International Student Services is your resource for questions regarding academic advising, the admissions process, and student visa status.
East Campus: Bldg. 5, Rm. 217; West Campus: Bldg. SSB, Rm. 106, Osceola Campus: Bldg. 1, Rm 150; Winter Park Campus: Rm 1-210.

The Information Station is where you can go for campus tours and directions, admissions forms and general information. Located adjacent to the entrance of the Student Services area on all four campuses.

The Business Office is the location to pay any fees you owe to the college, including application fees and tuition.
East Campus: Bldg. 5, Rm. 214; West: Bldg. SSB, Rm. 101; Osceola: Bldg. 1, Rm. 155; Winter Park: Rm. 1-206.

Assessment is where you can take the Computerized Placement Test.
East Campus: Bldg. 5, Rm. 237; West: Bldg. SSB, Rm. 235; Osceola: Bldg. 1, Rm. 127; Winter Park: Rm. 1-140.

Student Services is where you can go for assistance with issues that are more complex and involve academic advising and orientation.
East Campus: Bldg. 5, Rm. 210, 407-582-2310; West: Bldg. SSB, Rm. 110, 407-582-1343; Osceola: Bldg. 1, Rm. 140, 407-582-4139; Winter Park: Rm. 1-140, 407-582-6814.

Student Development is where to find information about campus clubs and organizations. This is also the place to get your photo I.D.
East Campus: Bldg. 5, Rm. 212; West: Bldg. 4, Rm. 103; Osceola: Bldg. 1, Rm. 131; Winter Park: Rm. 1-122.

LifeMap is a student's plan of action for achieving educational and career goals. It's your road map for figuring out what to do when, and which Valencia resources could help. See the Valencia Student Handbook for information on how to get started.

Atlas is Valencia's web-based portal that allows you to enroll for classes online, view your schedule and academic history, get information on college events, e-mail other students and faculty, and more.

The Atlas Access Lab provides computer access to your Atlas account.
East Campus: Bldg. 5, Rm. 213; West: Bldg. SSB, Rm. 142; Osceola: Bldg. 1, Rm. 151; Winter Park: Rm. 1-210.

Campus Security offices will issue you a parking decal.
East Campus: Bldg. F; West: SSB-170; Osceola: Bldg. L; Winter Park: 1st Floor Security Desk.

The Bookstore can help you with your textbook and school supply needs. The bookstore also sells CPT review packets.
East Campus: Bldg. 5, Rm. 120; West: Bldg. 1, Rm. 142; Osceola: Bldg. C; Winter Park: Rm. 1-101.

BREAKDOWN OF ESTIMATED STUDENT EXPENSES

EXPENSES	FALL SEMESTER	SPRING SEMESTER	ACADEMIC YEAR TOTAL
Tuition and Fees *	\$ 6,534.50	\$ 6,534.50	\$ 13,069.00
Books & Supplies	\$ 832.00	\$ 832.00	\$ 1,644.00
Mandatory Insurance (paid annually)	\$ 393.50	\$ 393.50	\$ 787.00
Living Expenses **	\$ 7,317.50	\$ 7,317.50	\$ 14,635.00
TOTAL	\$ 15,077.50	\$ 15,077.50	\$ 30,155.00

* Average for a full-time student; current tuition subject to change July 1, 2010

** The actual amount of support required varies from student to student. The college does not offer student housing, so your living expenses will be determined by whether you rent a single room, an apartment, or a house, and whether you live by yourself or with other students. We have estimated \$14,635.00 in living expenses (rent, utilities, food, transportation, etc.) for one year.