BERGEN COMMUNITY COLLEGE

Applying for an F-1 Returning Student



International Student Center, Room SC-110
Pitkin Education Center
Bergen Community College
400 Paramus Road, Paramus NJ 07652, USA

International Student Center, 400 Paramus Rd, Paramus, NJ 07652-1595
Phone: +1 (201) 689-7601 / Fax: +1 (201) 251-0353 / www.bergen.edu/isc

Applying as an F-1 Returning Student

Thank you for your interest in attending Bergen Community College!

The following information packet is for applicants who have previously attended Bergen Community College (BCC). Applicants who are currently living outside the United States (US) may need to apply for an F-1 student visa from their home country. Please submit the following documents to the International Student Center and allow up to 3 weeks for processing. More information is available at www.bergen.edu/isc. If you need assistance, please e-mail us at intadmissions@bergen.edu.

Check List for applicants applying as a returning student:

- ☐ F-1 Returning Student Form
- ☐ Bergen Community College application for admissions, available at www.bergen.edu. Click the *apply online* option. All F-1 students MUST apply for a degree or certificate program. ***Do not complete the application if you are already a BCC student with a BCC ID#.***
- ☐ Agreement of Support Form
- ☐ Bank Statement showing at least $22,000 USD
- ☐ Agreement of Support for Room and Board Form (applicable to *transfer students* only)
- ☐ Photocopy of passport identification pages (faxed copies will NOT be accepted)
- ☐ Photocopy of previous I-20 (if applicable)
- ☐ Biographical Information Form
- ☐ Transfer Recommendation Form (if applicable) – Ask the designated school official (DSO) at your current institution to complete the form and release your SEVIS record only **AFTER** you have been accepted to BCC. This form must be mailed or faxed back to BCC before the I-20 will be issued. Once the applicant submits all paperwork, BCC will issue an acceptance letter. It is the applicant's responsibility to contact his or her former institution to request the SEVIS transfer. The I-20 will be issued normally within 2 weeks after the SEVIS record has been released to BCC.
- ☐ Any student who has already earned an associate degree or certificate from BCC will be required to submit a statement explaining why he/she wants to return to BCC for another degree or certificate. All requests will be approved by the Director.

Please return completed paperwork to the International Student Center in SC-110 OR mail your paperwork to:

International Student Center, Room SC-110 Pitkin Education Center
Bergen Community College
400 Paramus Rd.
Paramus, NJ 07652
U.S.A.

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What you need to know:

- Applicants may not apply directly to The School of Health Professions Program. International applicants must first apply to a general program, for example, the Associate of Science, Natural Science and Math, General (AS.NSM.GEN) and then apply for a change of major after one semester of study or after fulfilling all prerequisites.

- **Second Bergen Community College Degree** – Students who have completed a certificate or degree program at Bergen Community College and wish to pursue another certificate or degree at the College must complete and submit a new application for admission. Credits earned toward or for a prior degree or certificate are considered transfer credits and apply toward a second degree as outlined in the College Residency Policy. Such applicants should write "*Second degree*" at the top of their applications. **Students may earn only one Associate in Arts (A.A.) and one Associate in Science (A.S.) degree at Bergen Community College. Two or more Associate in Applied Science (A.A.S.) degrees and certificates are permissible if in different majors.**

- Standardized tests (the SAT or TOEFL) are not required for admission. However, if students have taken the SAT and scored 540 or above on the Critical Reading section of the test, or scored an 80 or above on the Internet Based TOEFL, they may be exempt from language based placement testing. Test scores must be submitted to the Office of Testing Services upon arrival in the US. For information on testing, please visit www.bergen.edu/testing.

- If a student is not exempt from the language based placement test, he or she will take the Level of English Proficiency (LOEP) test at BCC. This is not an entrance examination; it is used for placement only. If it is necessary for a student to take English as a Second Language courses through the American Language Program (ALP), the test score will determine the appropriate ALP course level. Each level is one semester long.

- International students at BCC are required to show sponsorship of at least $22,000 at the time of application. The $22,000 figure reflects tuition and fees for one academic year of study and estimated living costs. Tuition and fees for an international student are estimated at $10,000 per year, or approximately $5,000 per semester.

- Applicants transferring from another US institution and who plan to live with a friend or family member in the US may complete the Agreement of Support for Room and Board Agreement and are only required to submit a bank statement showing $10,000 (estimated tuition costs).

- An applicant that wishes to bring a spouse to the US (on an F-2 visa); an additional $12,000 must be reflected in the financial statements and indicated on the Agreement of Support Form. If the applicant wishes to bring a dependent child, an additional $6,000 must be reflected on the affidavit and bank statements.

- Remember, BCC does **NOT** provide housing and therefore students must obtain housing on their own.

- International students are **NOT** eligible for the in-county tuition rate, and are therefore charged out-of-county tuition rates. Financial aid is not available to international students.

- Admitted international students are strongly advised to purchase adequate health insurance coverage.

- Upon being admitted, students will receive a medical history form, which will require a physical examination by a doctor and proof of immunization records in English. This examination can be performed either in the student's home country or in the US upon arrival. Students will have to show proof of immunization against Measles, Mumps and Rubella in English. It is extremely important that students submit necessary health records. The form can be found at: www.bergen.edu/isc/forms.

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F-1 Returning Student

Last Name: _____ First Name: _____

BCC Student ID: _____ Date: _____

Current Immigration Status: _____ Date of Birth (MM/DD/YY): _____

SEVIS ID#: **N** _____ (Located at the upper left corner of SEVIS Form I-20)

Foreign Permanent Address: _____

_____

U.S. Current Address (if applicable): _____

_____

Phone: _____ E-mail: _____

Last Enrolled Term at BCC: _____ Last physical date you were in the USA: _____

Anticpated return to BCC (check one box and include year): ☐ Spring 20____ ☐ Fall 20____

Last major studied at BCC: _____

Major of interest upon returning to BCC: _____

Were you dropped for academic or disciplinary reasons? ☐ No ☐ Yes

Have you attended any other U.S. institutions since leaving BCC?
☐ No ☐ Yes – Institution's Name: _____

Have you been outside the U.S for 5 months or more? ☐ No ☐ Yes

Have you already earned a BCC degree and/or certificate? ☐ No ☐ Yes

Select a campus you wish to enroll at? (*Note: Your I-20 will be issued for that campus.*)

☐ Paramus (Main) ☐ Lyndhurst (Meadowlands)

_____ _____
(Student's Signature) (Date)

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Agreement of Support

International applicants must show financial sponsorship of at least **$22,000 USD*.** This form may be duplicated for multiple sponsors. Students who wish to show personal funds to satisfy the $22,000 requirement do not need to complete the Agreement of Support, but must show a bank statement in their own name for the entire amount. All bank statements are required to be within the last six months.

BCC Student ID: _____

Name of Sponsor: _____ Sponsor's relationship to student: _____

Complete Address of Sponsor: _____

_____

I hereby certify that I promise to provide _____
(Name of International Student)

funds in the amount of US $ _____ for each year of study at Bergen Community College.

I hereby affirm that the contents of the statements of this form are true and correct.

_____	_____	_____
(Sponsor's Name Printed)	(Sponsor's Signature)	(Date)

If the international student is bringing dependents with him/her to the USA and those dependents will be supported by the sponsor indicated on this form, an additional $12,000 for a spouse and an additional $6,000 per child must be evident.

**Sponsor MUST attach a bank statement or bank letter showing the amount indicated above. The $22,000 is an estimate for tuition and living expenses for one academic year. ($10,000 for tuition/fees and $12,000 for room/board) These figures are subject to change.*

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Agreement of Support for Room and Board

International applicants are required to show sponsorship of at least $22,000 USD. This signed document demonstrates the room and board portion of the expenses for F-1 students at Bergen Community College, estimated at $12,000 per academic year. Students are required to show an additional $10,000 for tuition and fees in the form of a bank statement or letter and signed Agreement of Support. Students who wish to show personal funds to satisfy the $10,000 requirement do not need to complete the Agreement of Support for Room and Board, but must show a bank statement in their own name for the entire amount. Both Agreements of Support are available at www.bergen.edu/isc/forms.

This form should be accompanied by a bank statement or bank letter within the last six months showing a current balance of at least $10,000 USD.*

BCC Student ID: _____

_____ has applied to Bergen Community College for the
(Name of International Student)

_____ semester.
(Fall/Spring-indicate year)

He/she will be living with me, _____, at my residence for the duration of
(Name of Sponsor)

his/her studies at the following address:

_____
(street address, city, state, postal code)

Sponsor's Phone #: _____ Sponsor's E-mail: _____

_____ is my _____
(Name of Sponsor) (Sponsor's relation to student)

I understand that this living arrangement demonstrates coverage of the room and board portion of the financial expenses required of international students seeking enrollment at Bergen Community College under F-1 student status. This room and board portion is *estimated* at $12,000 per academic year.

_____ _____ _____
(Sponsor's Name Printed) (Sponsor's Signature) (Date)

**The bank statement can be from a different sponsor or from the applicant.*

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Biographical Information

This form will be used to create your Form I-20. Complete the following information below and write clearly. Incomplete forms will not be processed.

Process I-20 as (check one box): ☐ Initial ☐ Transfer ☐ Change of Status

Initial – Applicant residing outside the U.S. who will apply for an F-1 student visa in their home country.

Transfer – Applicant is already in F-1 status transferring from one U.S. institution to BCC.

Last Name: _____ First Name: _____

BCC Student ID: _____ Date of Birth: _____

Country of Birth: _____ Country of Citizenship: _____

E-mail: _____ Telephone: _____

All students must provide their foreign permanent address and current U.S. address if applicable. By checking one of the two boxes below, I request that my admission packet and Form I-20 be sent to the following address (please write clearly and do NOT provide PO Box addresses):

☐ Foreign Permanent Address: _____

_____

☐ U.S. Current Address (if applicable): _____

_____

Check all of the following that are applicable:

☐ I have a degree from the United States. (Enclose a copy of your degree)
☐ I have a degree from a country other than the United States. (Enclose a NACES approved evaluation report of your degree. Approved listing of foreign evaluators accepted by BCC can be found at the following website: http://www.naces.org/members.htm.
☐ I have taken the TOEFL exam. (Enclose a copy of your TOEFL Score Report)
☐ I have taken the SAT exam. (Enclose a copy of your SAT Score Report)
☐ None of the above applies to me.

Only provide the following information below if you require an I-20 for your spouse or child. If you do not wish to bring a dependent with you to the USA, do not provide this information.

- Copy of valid passport
- Copy of the marriage and/or birth certificate translated into English

Make sure that you provide additional financial supporting documentation for each dependent (additional $12,000 for spouse and $6,000 per child).

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Transfer Recommendation

Only students who have been attending school in the United States under the F-1 status need to submit this form. Please complete the section below and then ask the Designated School Official (DSO) at your current school to complete the bottom section. Please note that we will not be able to issue an I-20 until the transfer release date indicated on this form. Once the transfer release date has been reached, Bergen Community College will have access to your SEVIS record.

Last Name: _____ First Name: _____

BCC Student ID: _____ E-mail Address: _____

Mailing Address in the U.S.: _____

I intend to transfer to BCC (check one box and include year): ☐ Spring 20___ ☐ Fall 20 ____

I hereby grant permission for the intended request to be made available to Bergen Community College.

_____ _____

(Student's Signature) (Date)

TO BE COMPLETED BY THE DESIGNATED SCHOOL OFFICIAL

The above student intends to transfer to BCC for the semester above. Please answer all questions based on the term immediately preceding the transfer or the last semester preceding a vacation or authorized Practical Training.

Degree level being pursued: _____ Last date of attendance: _____

Has the student maintained full-time status? ☐ Yes ☐ No

To the best of your knowledge, is the student currently in legal status? ☐ Yes No ☐

SEVIS ID#: N00_____

Comments: _____

Please contact the school DSO to confirm acceptance before you release any "COMPLETED", "TERMINATED" OR "CANCELLED" records.

Transfer Release Date in SEVIS: _____ **BCC Paramus Campus: NEW214F00601000**

Name: _____ Title: _____

Institution: _____ Telephone: _____

Address: _____

Signature: _____