



Go farther.

Sophia Rukhadze  
Republic of Georgia

St. Clair County Community College

WWW.SC4.EDU

# International Student Application for Admission

*Welcome to St. Clair County Community College. We look forward to helping you “go farther” in reaching your dreams. Whether you are seeking a certificate or associate degree to help you enter the work force or taking classes to prepare you to transfer to a four-year university, St. Clair County Community College offers a wide range of exciting program options for you. We look forward to seeing you on campus soon.*



St. Clair County Community College • 323 Erie St., P.O. Box 5015 • Port Huron, MI 48061-5015  
(810) 989-5500 • (800) 553-2427, Ext. 5500 • Fax (810) 989-5541 • [enrollment@sc4.edu](mailto:enrollment@sc4.edu)

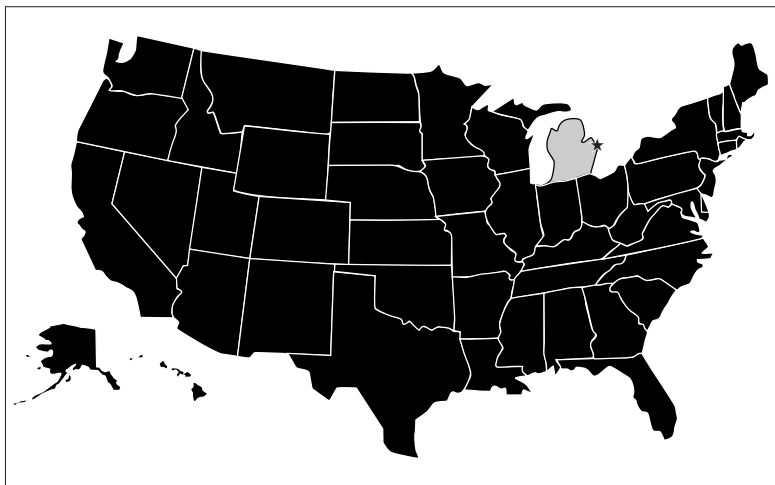
*Thank you for your interest in St. Clair County Community College. This booklet will explain the application and admission process as well as the visa process. We are delighted that you are taking the next step toward becoming a student with us.*

**St. Clair County Community College** was founded as Port Huron Junior College in 1923. Voters in 1967 approved transforming the junior college into the countywide St. Clair County Community College.

The college first received its accreditation from the North Central Association in 1931.

Today, the college offers more than 55 programs of study.

The college is along the banks of the Black River in downtown Port Huron, Michigan, near the southern tip of Lake Huron and just across the St. Clair River from Ontario, Canada.



## Application

To apply, you must complete and submit the St. Clair County Community College International Student Application for Admission. There is no application fee.

## Application deadlines

Applicants wishing to enroll for the fall semester must submit a completed application by July 1. Students wishing to enroll for the winter semester must submit a completed application by November 1. Students wishing to enroll for spring or summer sessions must submit an application by March 1.

## Documents

All documents must be submitted in English. If translations are necessary, then the translator must be a notarized official.

## Academic transcript

You must provide an official transcript in English showing proof of graduation from a secondary school. Additionally, if you have attended a university, transcripts from that school should be forwarded. If you want the university transcript evaluated for possible transfer credit, the transcript must be evaluated by a professional evaluating source in the United States. Information about these sources is available through the Enrollment Services Office.

## Transfer students

In addition to the above required documents, you also will be required to have your current institution's designated school official complete the transfer eligibility form.

## Personal identification

You must supply a copy of your birth certificate and passport for paperwork validation purposes.

## Financial statement

You must provide information regarding sources of financial support. This information is required for all students planning to enter the United States. It is required by St. Clair County Community College in compliance with regulations set forth by the U.S. Bureau of Citizenship and Immigration Services. The U.S. consulate officials require evidence of financial support before a visa is granted. It is recommended that you make and maintain copies of all documents submitted to the college. Documents submitted to the college become part of your student record and cannot be returned.

Most international students take between 12 and 18 credits each semester. A minimum of 12 credits is required by federal regulations.

Students are required to submit evidence that they will have the funds necessary for the entire length of time they plan to study at the college. Students may not include expected income from employment during the academic year or summer months as proof of resources.



St. Clair County  
Community College

# International Student Application for Admission

**BIOGRAPHICAL / DEMOGRAPHIC DATA – PLEASE PRINT CLEARLY**

Name \_\_\_\_\_  
(Family name) (Given name) (Middle initial)

U.S. Social Security Number (if available) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Gender  Female  Male

Date of birth (00/00/0000) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Is English your primary language?  Yes  No  
(Month/Day/Year)

Immigration status: If currently in the United States, indicate your non-immigrant status (i.e. F-1, B-2, etc.) \_\_\_\_\_  
 Attach copies of Form I-94 (front and back), passport and your current immigration document (Form I-20, Form IAP-66, etc.)

Country of birth \_\_\_\_\_ Country of citizenship \_\_\_\_\_

Predominant ethnic background (This is not used in the admission process. Used for reporting purposes only):  
 American Indian/Alaskan Native  African-American  Asian/Oriental  
 Hispanic  White/Non-Hispanic  Certified American Indian/Alaskan Native (tribal card)

Maiden/previous name \_\_\_\_\_ E-mail address \_\_\_\_\_

**ADDRESS**

Foreign address \_\_\_\_\_  
(Street)  
 \_\_\_\_\_  
(City) (State) (Postal Code) (Country)

Michigan address (if available) \_\_\_\_\_  
(Street) (City) (State) (ZIP)

Phone ( \_\_\_\_\_ ) \_\_\_\_\_ Alternate phone ( \_\_\_\_\_ ) \_\_\_\_\_

**DEPENDENTS (IF APPLICABLE)**

Name \_\_\_\_\_ Date of birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 Relationship to student \_\_\_\_\_ Country of birth \_\_\_\_\_  
 Name \_\_\_\_\_ Date of birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 Relationship to student \_\_\_\_\_ Country of birth \_\_\_\_\_

**APPLICATION PROGRAM DATA**

Starting semester:  Fall 20\_\_\_\_ (begins in August)  Winter 20\_\_\_\_ (begins in January)  
 Spring 20\_\_\_\_ (begins in May)  Summer 20\_\_\_\_ (begins in June)

What is your intended program of study? (See next page for five-digit Alpha – SC4 Program Code)

Program description: \_\_\_\_\_

**CERTIFYING STATEMENT**

I certify that all answers I have given are complete and accurate. I understand that the official policies and procedures of SC4 are published in the college catalog, schedule of classes and on the Web site (www.sc4.edu).

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**HOW DID YOU LEARN ABOUT SC4?**

- Faculty/staff  Alumnus  Friend/relative  World Wide Web
- Counselor  College guidebook (Viewbook)  Current student  Personal research
- Advertisement/brochure  College fair

## Programs of Study (five-digit Alpha SC4 Program Codes)

Select a program code that closely matches your intended field of study.

**Certificate programs** = One-year programs designed to prepare students for an entry-level career.

**Associate degrees** = Two-year programs designed to prepare students for employment.

**Transfer programs** = Two-year programs designed to transfer to a four-year college/university.

### Certificate programs

CERAT	Agricultural Technology
CERAE	Alternative Energy
CERGB	Business, General
CERCS	Clerical Specialist
CERBR	Communications Media - Broadcasting – Radio/TV
CERCE	Computer Electronics and Interfacing
CERAP	Computer Information Systems – Computer Applications
CEREI	Electrical/Industrial
CERDI	Engineering Graphics
CERFS	Fire Science Technology
CERMT	Machine Tool
CERMK	Marketing
ANTLP	Practical Nursing (LPN) Port Huron
ANTLB	Practical Nursing (LPN) Bad Axe
CERMN	Professional Management
CERST	Technology, Applied Studies
CERWC	Welding and Cutting

### Associate degrees

AASAC	Accounting
AASEX	Administrative Executive Assistant
AASLE	Administrative Legal Assistant
AASMA	Administrative Medical Assistant
AASGB	Business, General
AASIB	Business, International
AASCA	Civil Architectural Technology
AASMT	CNC Programmer/Machinist
AASCD	Communication Design
AASBR	Communications Media – Broadcasting
AASJO	Communications Media – Journalism
AASAL	Computer Information Systems – Applications
AASCN	Computer Information Systems – Networking
AASPR	Computer Information Systems – Programming
AASWD	Computer Information Systems – Web Development
AASCR	Criminal Justice – Corrections
AASCL	Criminal Justice – Law Enforcement
AASEE	Early Childhood Education
AASET	Electronics Technology – Computer Electronics and Interfacing
AASDD	Engineering Graphics Technology
AASFS	Fire Science Technology
AASLD	Landscape Design – Turf and Greenhouse Management
AASMN	Management – Business
AASMK	Marketing
AASMR	Mechatronics
AASMC	Medical Clinical Assistant
AASPA	Paraprofessional Teacher Assistant
AASRT	Radiologic Technology
ANTRN	RN-Associate Degree Nursing
AASIA	Robotics/Automation Technology
AASST	Technology, Applied Studies
AASTM	Therapeutic Massage
AASWC	Welding and Cutting Technology

### Transfer programs

#### Associate in Business

ABTAC	Accounting	ABTGB	General Business
ABTEC	Economics	ABTMK	Marketing

#### Associate in Engineering

AETAE	Architectural	AETEE	Electrical
AETCM	Chemical	AETME	Mechanical
AETCI	Civil	AETOE	Other Engineering

#### Associate in General Education

AGEGE	General Education/Undecided
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#### Associate in Liberal Arts

AATAN	Anthropology	AATHI	History
AATAE	Art Education	AATJO	Journalism
AATAR	Art	AATMU	Music
AATLA	Arts	AATME	Music Education
AATBR	Broadcasting	AATPS	Political Science
AATAD	Communication Design	AATPL	Pre-Law
AATCJ	Criminal Justice	AATSW	Pre-Social Work
AATEE	Elementary Education	AATPY	Psychology
AATEN	English	AATSC	Secondary Education
AATFA	Fine Arts	AATSE	Special Education
AATFR	French	AATSP	Speech
AATGE	Geography	AATSO	Sociology

#### Associate in Science

ASTAG	Agricultural Science	ASTPY	Physics
ASTBI	Biology	ASTSC	Science
ASTCH	Chemistry	ASTPD	Pre-Dentistry
ASTMA	Math	ASTPF	Pre-Forestry
ASTOT	Occupational Therapy	ASTPM	Pre-Medicine (Bachelor's)
ASTPP	Pharmacy	ASTPV	Pre-Vet
ASTPH	Physical Science		
ASTPT	Physical Therapy		

**Return to: St. Clair County Community College • 323 Erie St., P.O. Box 5015  
Port Huron, MI 48061-5015**

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### 1. Self-sponsored

If you or a member of your immediate family will be paying our living and educational expenses, attach a bank statement and customer profile from a bank certifying the availability of sufficient funds. If the account is not in the student's name, a certified letter of support should accompany the bank statement and customer profile. This Financial Resources form is acceptable as a letter of support when signed by both the student and the family member whose name is on the bank statement and customer profile.

### 2. Self-sponsored with dependents

If dependents will accompany you to the U.S., additional funds and a letter of support also are required. The letter must show that the

dependents' financial needs will be covered. The bank statement must show the availability of \$5,000 (U.S.) per adult and \$2,500 per child (aside from tuition costs). Also include the birth certificate for each dependent and marriage license for spouse.

### 3. Government/private agency sponsored

If you will be sponsored by your government or a private agency, an official letter from your government or sponsor must accompany this form indicating (1) the amount of support (2) guidelines for continued support and (3) the length of time that financial support will continue. The letter must include the amount of the annual support. A customer profile of the agency from a bank also must be included.

### 4. U.S. host family sponsored

If a host family in the St. Clair County area (60-mile radius of Port Huron) will be responsible for all living expenses or arrangements, the family should fill in and sign #7 below. The host family also must provide a bank statement or pay stub proving that there is an income. In addition, a customer profile from a bank, certifying the availability of sufficient funds (see tuition insert) should accompany this form. Finally, before the student may apply for a visa, the Form I-134 should be completed. It is available at the Enrollment Services Office, or from the Bureau of Citizenship and Immigration Services. U.S. host families or sponsors also must obtain and submit the I-134 form.

5. Student's name (please print) \_\_\_\_\_

6. I certify that my financial information is true and complete to the best of my knowledge. I understand that giving false information will disqualify me as a candidate for admission to St. Clair County Community College.

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date

**Name and address of sponsor or host** (parent's name, friend, government, etc.) U.S. host families or sponsors also must obtain and submit the I-134 form.

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Postal Code \_\_\_\_\_ Country \_\_\_\_\_

Relationship to student \_\_\_\_\_ Phone \_\_\_\_\_

7. As the financial sponsor for the student listed above, I agree to provide all expenses, unless indicated in a separate letter, for the entire length of study at St. Clair County Community College. I understand that the inability to cover all expenses for the student may result in the student's termination and a loss of legal visa status.

\_\_\_\_\_  
Signature of sponsor

\_\_\_\_\_  
Date

## Summary of Immigration and Naturalization Service regulations for F-1 students

■ In compliance with the Bureau of Citizenship and Immigration Services, international students are required to carry no fewer than 12 credit hours each semester. For that reason, students must have the written approval of the designated school official before adding, dropping or changing classes. International students have two semesters to achieve a 2.00 grade point average (a "C" average) with a minimum of 12 credit hours per semester. Failure to meet these

regulations may result in dismissal from the college, and notification to the Bureau of Citizenship and Immigration Services that the student is out of status.

■ Students changing their address are required to submit their new address to the St. Clair County Community College Enrollment Services Office within 10 days of changing it.

■ Any student wishing to leave the country either for travel or vacation must have their

I-20 endorsed by the designated school official no more than five days in advance of travel. It is the responsibility of the student to make sure that the I-20 has this signature. The student will be permitted to leave the country, but without the signature, re-entry may not be granted.

**Detailed regulations are available at [www.uscis.gov](http://www.uscis.gov).**

I certify that I understand and will comply to the INS regulations set forth for F-1 students.

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date



St. Clair County  
Community College

# International Student Transfer Form

Must be completed by students currently attending another college/university in U.S.

Please complete this form and include it with the International Student Application for Admission

If necessary, photocopy this form to fax or mail to St. Clair County Community College when complete.

**To the international student:**

Complete **Part I** of this form, then have the international student advisor at your current school complete **Part 2**.

**To the international student advisor:**

The student named below has applied for admission to St. Clair County Community College.

Your assistance is appreciated in completing **Part 2** below and returning this form by fax to **(810) 989-5541** or mail to **International Student Liaison, Enrollment Services Office, St. Clair County Community College, 323 Erie St., P.O. Box 5015, Port Huron, MI 48061-5015**.

**PART 1: TO BE COMPLETED BY THE STUDENT**

Name \_\_\_\_\_  
(Family name) (Given name) (Middle initial)

Date of birth (00/00/0000) \_\_\_\_/\_\_\_\_/\_\_\_\_ E-mail address \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
(Month/Day/Year)

Year/semester you will begin study at St. Clair County Community College 20\_\_\_\_  Fall  Winter  Spring  Summer

I permit the information below to be forwarded to St. Clair County Community College.

\_\_\_\_\_  
**Signature of student** Date (Month/Day/Year)

**PART 2: TO BE COMPLETED BY THE INTERNATIONAL STUDENT ADVISOR**

SEVIS Release Date (00/00/0000) \_\_\_\_/\_\_\_\_/\_\_\_\_ SEVIS ID Number \_\_\_\_\_  
(Month/Day/Year)

1. If this student is not yet SEVIS active, will you be SEVIS-activating him/her prior to the end of his/her studies at your institution?  Yes  No
2. What is the student's nonimmigrant status?  F-1  J-1
3. To the best of your knowledge, is this student in good standing based on Bureau of Citizenship and Immigration Services regulations:  Yes  No
4. If the student is not in good standing, has your office filed a reinstatement application?  Yes  No
5. What semester/quarter did/will the student last complete at your institution? \_\_\_\_\_ Year \_\_\_\_\_
6. If your institution is a PUBLIC SECONDARY SCHOOL (High School):  
 Date student first enrolled at your institution (Month/Day/Year) \_\_\_\_\_
7. Please indicate any practical or academic training dates granted to this student \_\_\_\_\_

8. Comments \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_  
 Institution \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_  
 Signature of international student advisor Date (Month/Day/Year)

SC4 SEVIS School Code: DET 214 F00 352 000

International Student Liaison, Enrollment Services  
 St. Clair County Community College, 323 Erie St., P.O. Box 5015, Port Huron, MI 48061-5015  
 Phone: (810) 989-5500 • Fax: (810) 989-5541 • www.sc4.edu • enrollment@sc4.edu

## English ability

The applicant must provide proof of English ability by submitting official scores from the Test of English as a Foreign Language (TOEFL). No other scores will be accepted. Students must score a minimum of 153 on the computer version of the TOEFL. The St. Clair County Community College code for TOEFL is 1628. The only exception is if the student's home country's official language is English. Those countries are:

Anguilla, Antarctica, Antigua and Barbuda, Australia, Bahamas, Barbados, Belize, Bermuda, Botswana, British Indian Ocean Territory, British Virgin Islands, Brunei, Canada, Cayman Islands, Cyprus, Dominica, Falkland Islands (Islas Malvinas), Fiji, Gambia, Ghana, Gibraltar, Grenada, Guyana, India, Ireland, Islas Malvinas (Falkland Islands), Jamaica, Kenya, Kiribati, Lesotho, Liberia, Malawi, Malta, Marshall Islands, Mauritius, Micronesia, Montserrat, Namibia, Nauru, New Zealand, Nigeria, Pakistan, Palau, Papua New Guinea, Philippines, Seychelles, Sierra Leone, Singapore, Solomon Islands, South Africa, Sri Lanka, St. Christopher and Nevis, St. Kitts and Nevi, St. Lucia, St. Vincent and the Grenadines, Swaziland, Tanzania, Tonga, Trinidad and Tobago, Turks and Caicos Islands, Tuvalu, Uganda, United Kingdom, Vanuatu, Vatican City, Virgin Islands, Western Samoa and Zimbabwe.

Non-U.S. applicants are also exempt from the TOEFL requirement if they have completed one full academic year at a college or university in the United States as a full-time student or earned an accredited bachelor's, master's or doctorate degree from a college or university in the United States. Applicants from Puerto Rico must meet the TOEFL requirement.

## Mailing information

After meeting all requirements, international students will be sent the I-20 needed for application at the U.S. Consulate for the F-1 Student Visa. St. Clair County Community College will send all I-20s by United States first-class mail. If you wish to have your I-20 sent in a different manner, you will need to arrange through U.S. contact or courier.



## Visa information

You must take your I-20, proof of financial support and any other information required by the U.S. Consulate to apply for a F-1 Student Visa. More information about the requirements may be obtained by contacting the U.S. Consulate in your country. International students who are in the U.S. on a B-2 Visa must have "prospective student" written on their I-94 by an immigration official. Without that marking, students will not be able to change their status with the Bureau of Citizenship and Immigration Services.

## Health insurance

You must pay for your own health care in the United States. St. Clair County Community College does not have a student infirmary or medical center. New international students are required to show proof that they have health insurance to cover the cost of any medical bills incurred while in the U.S. Those students who are uninsured will be required to buy student comprehensive medical health insurance policies to cover their stay in the United States.

## Housing

St. Clair County Community College does not provide housing for students. Students should have housing arrangements prior to arrival.

## Tuition payment guidelines

Tuition for classes must be paid by the student prior to the beginning of classes. All outstanding student financial obligations must be paid prior to class registration for the next semester.

Anyone (with the exception of certain Canadian residents) who is in the U.S. as an F-1 international student will pay the international student tuition rate. Students will be expected to pay the international student tuition rate for the duration of their schooling at St. Clair County Community College.

Students should expect to pay the full amount of tuition as soon as they have registered for courses and plan to have the funding available at that time. St. Clair County Community College does not hold classes for students while waiting for the funds to arrive from abroad.

Any student checks issued to the college (in U.S. funds) that do not clear the college's bank deposit will require an immediate cash or money order payment. Failure to pay will result in the student being dropped from his or her classes.

Tuition is calculated by contact hour; see college catalog for course information. Students entering the following curricula will accumulate higher than average contact hours during their program of study: communication design, engineering technology and nursing.

## Registration / enrollment

Before registering for classes, new international students must complete an online orientation, take placement tests in English and mathematics, and meet with an academic advisor. If the assessments indicate that remedial courses are needed, students must enroll in courses selected for them by an academic advisor.

## Regulations

In compliance with the Bureau of Citizenship and Immigration Services, international students are required to carry no fewer than 12 credit hours each semester. For that reason, students must have the written approval of the international student liaison before adding, dropping or changing classes. International students have two semesters to achieve a 2.00 grade point average (a "C" average) with a minimum of 12 credit hours per semester. Failure to meet these regulations may result in dismissal from the college, and Bureau of Citizenship and Immigration Services will be notified that the student is out of status.

See the international student liaison for clarification on F-1 regulations.

## Application summary:

An I-20 may be issued by St. Clair County Community College after the following documents are received and validated by the Enrollment Services Office:

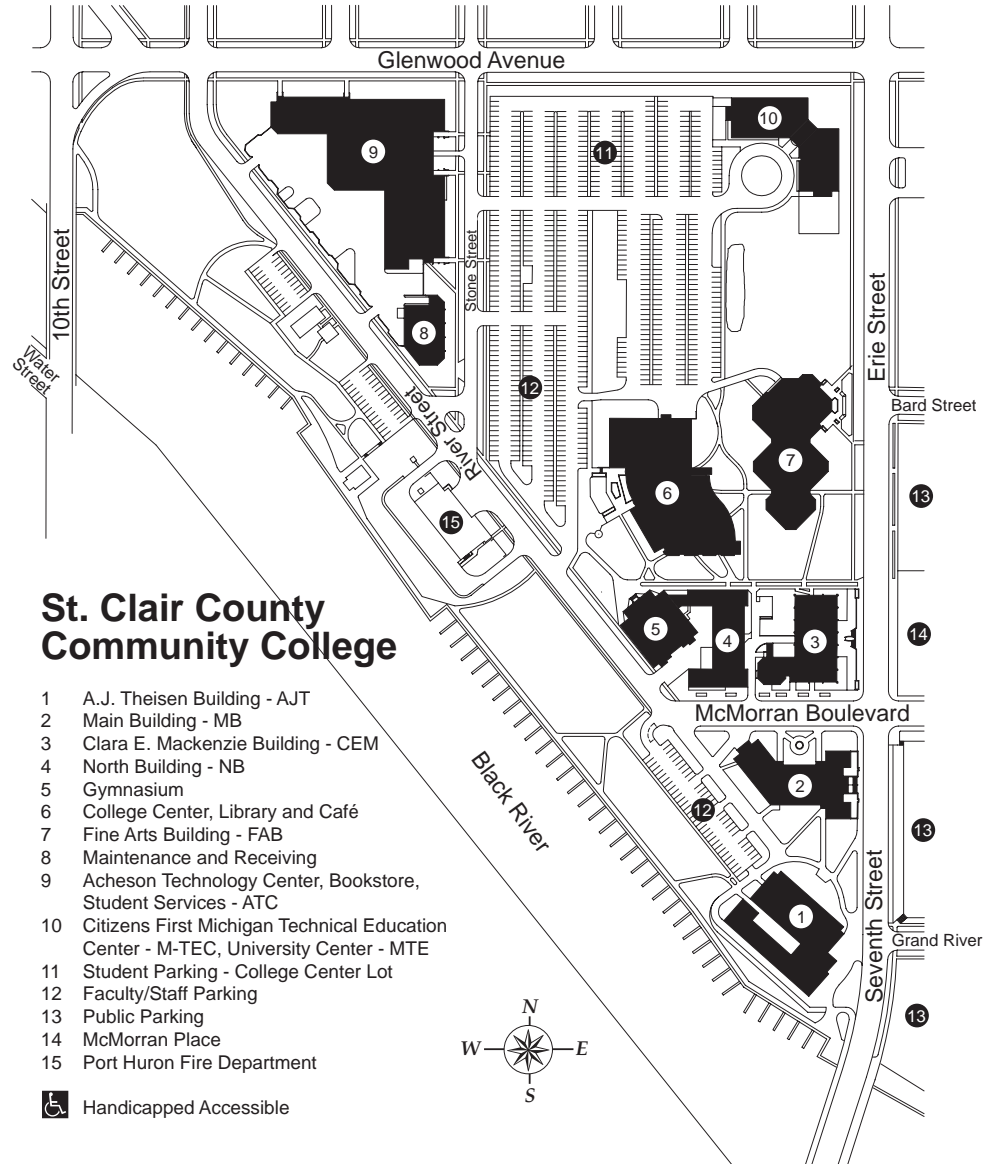
- International Student Admission Application
- Bank statement
- High school diploma
- College transcripts (if applicable)
- Copy of birth certificate and passport
- TOEFL score
- Financial resources form
- Summary of INS regulations for F-1 students form
- International student transfer form, if applicable

Once a student is accepted to St. Clair County Community College, the following steps must be completed prior to registration:

- Online orientation
- Academic assessments (or submission of ACT scores)
- Academic advising
- Proof of U.S. health insurance

# St. Clair County Community College campus map

323 Erie St., P.O. Box 5015 Port Huron, Michigan 48061-5015  
(810) 989-5500 • www.sc4.edu



St. Clair County  
Community College

### Board of Trustees St. Clair County Community College

Robert W. Gunn Jr., chair  
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College President

### SC4 Mission Statement

It is the mission of St. Clair County Community College to provide quality learning opportunities.

### Non-Discrimination Policy

SC4, an equal opportunity institution, is strongly and actively committed to increasing diversity within its community.

### Accreditation

SC4 is fully accredited by The Higher Learning Commission and is a member of the North American Association of Colleges and Schools.



St. Clair County  
Community College

# International Student Tuition Costs 2006-2007

**Self-sponsored students or government/private agency sponsor:** must provide a bank statement certifying the availability of \$12,000 U.S. dollars.

### Students with a U.S. host family

The sponsor must provide a bank statement certifying the availability of \$5,250 U.S. dollars.

**Note:** Sponsor or host also must complete the *Financial Resources form* in the admissions application.

### Cost estimates for one academic year:

24 credit hours at \$173.50 per contact hour* . . . . .	\$ 4,164
Registration fees for fall and winter semesters . . . . .	\$ 66
Housing at about \$550 per month . . . . .	\$ 6,600
Books/clothing/personal expenses . . . . .	\$ 5,200
<b>Total . . . . .</b>	<b>\$ 16,030</b>

Additional lab fees per semester may be required for certain programs.

### Minimum tuition example:

12 credit/contact\* hours times \$173.50 equals \$2,082 each semester. There are two semesters in each academic year and optional spring and summer sessions.

$$\begin{array}{r}
 12 \text{ credits/contacts} \\
 \times \$ 173.50 \\
 \hline
 \text{\$ 2,082 each semester}
 \end{array}$$

You should read carefully the college catalog course descriptions to determine the number of contact hours per class required for your program of study. Some classes have more contact hours than others. A class for instance may be worth 4 credits but be 6 contact hours in length. For every credit hour that a class is worth, you can expect to be in class for a minimum of that many hours each week. If a class contains more contact hours than credit hours, the college catalog will note the difference. See example below.

**BIO 100 Contemporary Biology.** This course will acquaint the student with the major concepts of the biological sciences through scientific investigation, and the special relevance of biology in today's society. Topical areas of study will include cellular and supracellular organization of life, energy relations, biological control, behavior, reproduction, development, heredity, evolution, ecology and current biological issues.  
Prerequisite: None  
4 credit, plus 2 contact hours\* = (3 lecture, 3 laboratory)

F-1 visa regulations require all international students to take a minimum of 12 credit hours each semester (fall and winter), but the contact hours you pay for may be greater than your credit hours.

**Programs that typically have greater than 12 contact hours per semester are:** Communication design, engineering technology and nursing.

International students are expected to pay tuition, fees and books at the time of registration each semester. The costs on your I-20 are only average costs. Each student's cost may vary.

*\*Contact hours equal the number of hours spent in class per week and may vary from the number of credit hours a class is worth.*