



ST. CLAIR COUNTY  
COMMUNITY COLLEGE

[www.sc4.edu](http://www.sc4.edu)

# International Student Application for Admission

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

St. Clair County Community College • Attn: One-stop Student Service Center  
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)

## History

**St. Clair County Community College (SC4)** was founded as Port Huron Junior College in 1923. Voters in 1967 approved transforming the junior college into St. Clair County Community College.

The college first received its accreditation from the North Central Association in 1931. SC4 is accredited by the Higher Learning Commission and is a member of the North Central Association of Colleges and Schools.

The college is located along the banks of the Black River in downtown Port Huron, near the southern tip of Lake Huron and just across the St. Clair River from Ontario, Canada. SC4 serves as the primary center of higher education for the Blue Water Area. We work to fulfill the diverse needs of our educational communities by providing a broad range of educational, cultural, and social learning opportunities. We offer a comprehensive future-focused curriculum and prepare students for the changing global economy.

## Who is an International Student?

You are an international student if you have, or will be applying for, a temporary U.S. visa (most commonly the F-1 and J-1 visas). SC4 is approved to issue F-1 student visas.

## Who is NOT an International Student?

You are not an international student if you are a U.S. citizen, permanent resident, asylee, refugee, or have submitted the Form I-485 to the Department of Homeland Security in application for permanent residency status and have received a receipt for the form. If any of these statuses apply to you, please complete our admission application at [www.sc4.edu/](http://www.sc4.edu/) apply and submit a copy of the appropriate documentation.

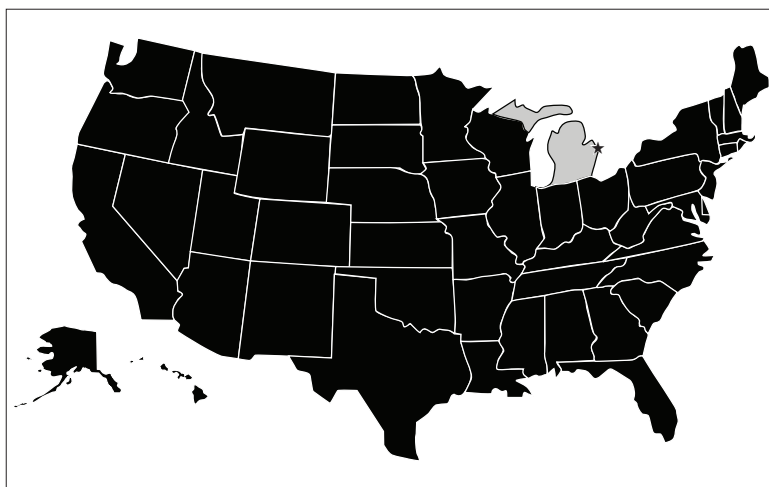
**Major airports in area:**  
Detroit Metro Airport (DTW)  
[www.metroairport.com](http://www.metroairport.com)  
Flint National Airport (FNT)  
[www.bishopairport.org](http://www.bishopairport.org)

## Mission

SC4's mission is to maximize student success.

## Vision

SC4's vision is to create an academic and cultural environment that empowers students to succeed.



## Application deadlines

Fall Semester	June 1
Winter Semester	October 1
Summer Semester	March 1*

Adherence to these deadlines ensures SC4 adequate time to review application documents and provides students and authorities ample time to carry out the visa process.

\*Only Canadian commuter students are allowed to begin studies in summer semester.

## Time schedule

Document translation	Approx. 3 weeks
Mail from you to U.S.	1-2 weeks
SC4 Application Processing	Approx. 2 weeks
Mail from U.S. to you	1-2 weeks
Obtain visa	Varies
Make travel arrangements	Varies
Transcript evaluation	Approx. 3 weeks

## Documents required

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

1. St. Clair County Community College International Student Application for Admission
2. Official Academic Transcripts: high school or secondary school and college/university transcripts (if applicable)
3. Personal Identification Document: passport (must be valid for at least 6 months past the end date of your SC4 academic program)
4. Official Financial Statement/Bank Statement
5. Financial Resources Form
6. Proof of U.S. Health Insurance (Required prior to entering the United States)
7. F-1 Status Contract Form
8. Personal Statement (maximum of 2 handwritten pages)
9. Proof of English Ability, if applicable (SC4 accepts TOEFL and ELS scores)
10. Transfer Eligibility Form if you are transferring from another U.S. college/university

## Application

To apply, you must complete and submit a St. Clair County Community College International Student Application for Admission. You may not apply online. There is no application fee.

## Academic transcript High/secondary school

You must provide an official transcript *in English* showing proof of graduation from a secondary school.

You can still apply if you are completing your last year of High School or Secondary School. Submit your transcripts of all the classes you have completed, and a letter from the school stating that you are currently enrolled and your expected date of graduation.

## College/university

Additionally, if you have attended a college or university, transcripts from that school must be provided. If you want the college/university transcript evaluated for possible transfer credit, the transcript must be evaluated by an organization member of the National Association of Credential Evaluation Services (NACES). Please contact one of the following member organizations to obtain a transcript evaluation report.

### World Education Services, Inc.

Phone: 212-966-6311  
EMAIL: <http://www.wes.org/support>  
Website: [www.wes.org](http://www.wes.org)

### Educational Credential Evaluators Inc.

Phone: 414-289-3400  
EMAIL: [eval@ece.org](mailto:eval@ece.org)  
Website: [www.ece.org](http://www.ece.org)

## Personal identification

You must supply a copy of a current passport for validation purposes. The passport must be valid for at least six months beyond the end of your SC4 academic program.

## 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 may not include expected income from employment during the academic year or summer months as proof of resources.

## Financial resources form

Please complete and attach the financial resources form with your application. Any sponsor also must sign this form or submit a formal notarized letter of sponsorship.

## Visa type

### Student Visa (F-1)

St. Clair County Community College offers programs that meet the requirements of the F-1 student visa. In order to obtain and maintain student visas, students need to comply on the following:

- Declare a program of study and make satisfactory progress toward it every semester.
- Keep school advised of current U.S. and foreign addresses.
- Submit financial resources forms and required documents.
- Comply with all regulations stated in the F-1 Status Contract Form.

Note: After a student's admission is approved, St. Clair County Community College will mail the Form I-20 via FedEx. If you wish to have your Form I-20 sent in a different manner, you will need to arrange this through a U.S. contact or courier.

**Important:** All students must present their Form I-20 to the U.S embassy or consulate when interviewing for a student visa.

For more information, please visit this U.S. Department of Homeland Security website: <https://studyinthestates.dhs.gov>.

## 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, which includes repatriation coverage, for the cost of any medical bills incurred while in the U.S. Those students who are uninsured are required to buy comprehensive U.S. medical health insurance policies before arriving 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.\*

## Final enrollment steps

Before registering for classes, new students must complete:

1. Orientation
2. Placement Test (Reading, Writing and Math)
3. Academic Advising: This appointment clarifies a student's academic path and assists in first semester course scheduling.

If the assessments indicate that developmental courses are needed, students must enroll in courses selected for them by an academic advisor.

## Tuition payment

Tuition for classes must be paid at the time of registration.

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 for the duration of their schooling at SC4.

Students should plan to have the funding available when registering. St. Clair County Community College does not hold classes for students while waiting for funds to arrive from abroad.

Any 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 the college catalog for course information.

All outstanding student financial obligations must be paid prior to class registration for the next semester.

Students entering the following programs will accumulate higher than average contact hours: graphic design, engineering technology, allied health, and science.

## F-1 contract form

Read carefully, sign, and send with your application.

## Personal statement

In English, write a brief (1 to 2 page) introduction of yourself. Summarize your educational and professional goals, your plans for the future, and how SC4 can help you meet these goals.

## English ability

The applicant must provide proof of English ability by submitting official scores from the Test of English as a Foreign Language (TOEFL) or a minimum qualifying proficiency score from an ELS language center. The minimum score required on the Internet-based TOEFL exam is 68; the minimum ELS proficiency level required is 109. The SC4 code for TOEFL is 1628. Exceptions are made if the student's home country's official language is English.

Non-U.S. citizens 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 associate, 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. For more information about TOEFL, please visit Education Testing Service's (ETS) website: [www.ets.org/toefl](http://www.ets.org/toefl).

## Transfer students

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

Questions? Please visit our website [www.sc4.edu/international](http://www.sc4.edu/international), call SC4's Enrollment Services Office at (810) 989-5500, or email [enrollment@sc4.edu](mailto:enrollment@sc4.edu).

\* Upon acceptance to SC4 and receipt of F-1 Visa, the international students specialist will provide resources to international students requiring assistance in researching housing options.



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 (MM/DD/YYYY) Is English your primary language? Yes No

Country of birth Country of citizenship

Maiden/previous name Email address

Immigration status: If currently in the United States, indicate your non-immigrant status (i.e. J-1, B-2, etc.)
\*\*\* Attach copies of your current immigration document (Form I-20, Form DS-2019, etc.) and passport

Predominant ethnic background (Optional - This information is not used in the admission process. It is used for reporting purposes only).
Hispanic/Latino Asian Hawaiian/Pacific Islander Race/Ethnicity Unknown
American/Alaska Native Black/African American White Non-resident Alien

ADDRESS

Foreign address (Street) (City) (State/Province) (Postal Code) (Country)

Michigan address (if available) (Street) (City) (ZIP)

Phone ( ) Alternate phone ( )

DEPENDENTS (IF APPLICABLE)

Name Date of birth Country of birth Relationship to student

APPLICATION PROGRAM DATA

Starting semester: Fall 20 (begins in August) Winter 20 (begins in January) Summer 20 (begins in May and available only to Canadian commuter students)

What is your intended program of study? Program description:

International students are not permitted to select an "undecided" program designation.
What is your plan after attending SC4? Return to my country Transfer to college/university Other

DEPENDENTS (IF APPLICABLE)

Previous Education: High School or Secondary School name: Graduation date
College/university name (if applicable): Graduation date
English proficiency (if applicable): TOEFL/ELS test score Test center name Date taken:

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 (www.sc4.edu/catalog) and on the website (www.sc4.edu).

Applicant's signature: Date:

## Programs of Study (five-letter SC4 Program Codes)

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

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

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

### Associate degree programs

(AAS - Applied Arts & Science-Occupational)

AASAC Accounting  
AASGB Business, General  
AASIS Computer Information Systems  
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  
AASER Engineering Technology – Electronics  
AASEG Engineering Technology – Engineering Graphics/CAD  
AASEM Engineering Technology – Mechatronics  
AASEP Engineering Technology – Precision Machining  
AASEA Engineering Technology – Renewable and Alternative Energy  
AASEW Engineering Technology – Welding and Fabricating  
AASGD Graphic Design  
AASMN Management – Business  
AASMK Marketing

\*Competitive-admission Nursing, Health Information Technology, and Radiologic Technology programs are also offered. Contact SC4's International Student Specialist for more details.

### Transfer associate degree programs

#### Associate in Business – ABTGB

Accounting	General Business
Economics	Management
Finance	Marketing

#### Associate in Arts – AATLA

Anthropology	Journalism
Art	Linguistics
Communication	Music
Criminal Justice	Political Science
Education	Pre-Law
English	Pre-Psychology
Fine Arts	Pre-Social Work
Graphic Design	Pre-Sociology
History	

#### Associate in Science – ASTSC

Agricultural Science	Physics
Biology	Pre-Dentistry
Chemistry	Pre-Engineering
Forestry	Pre-Medicine
Mathematics	Pre-Pharmacy
Occupational Therapy	Pre-Physical Therapy
Physical Science	Pre-Veterinary Medicine

Return to: St. Clair County Community College • Attn: One-stop Student Service Center  
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### Self-sponsored

If you or a member of your immediate family will be paying your 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. All bank paperwork must be dated within 60 days of application submission. 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.

### 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 \$6,000 (U.S.) per adult and \$3,000 per child (aside from tuition costs). Also include the birth certificate for each dependent and marriage license for spouse.

### 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.

### 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 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 should accompany this form. Finally, before the student may apply for a visa, the Form I-134 must be completed by the U.S. host family or sponsor. It is available online from the Bureau of Citizenship and Immigration Services.

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

2. 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, 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 \_\_\_\_\_

3. 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 United States Citizenship and Immigration Services regulations for F-1 students

F-1 visa status is granted for the purpose of being a full-time student. Students are required to abide by strict regulations from the United States Citizenship & Immigration Services (USCIS). Penalties for violations of immigration law can be severe; therefore, it is extremely important for students to understand and comply with all regulations.

### F-1 status students must:

- a. **Attend class.** Many instructors calculate absences into final grades. You must achieve passing grades ("C" or better). A cumulative GPA of 2.0 or higher and a credit completion rate of at least 67% is required to achieve satisfactory academic progress.
- b. **Maintain sufficient funds** for tuition, fees, books, and living expenses. Tuition/fees are due in full each semester by the payment deadline. F-1 status students are not eligible for student financial aid or loans.
- c. **Accept only part-time employment** on campus while school is in session. Part-time is defined as up to 20 hours per week. Employment is not guaranteed. DO NOT accept unauthorized employment.
- d. Purchase and maintain **U.S. health insurance**, including repatriation coverage, throughout your enrollment. Proof of insurance is required.
- e. **Keep your passport, visa, and Form I-20 valid** at all times. If your Form I-20 expires prior to completion of your academic program, contact the international student specialist before expiration.
- f. **File a federal tax form** each year. You may be required to file a State of Michigan income tax form if you have earned income during the year. Check <http://www.irs.gov> and <http://www.michigan.gov/treasury> for procedural information.
- g. **Report any changes** in your visa status. The USCIS.gov website provides all forms for printing. Prepare all documentation and speak with the international student specialist to complete the College's portion of the form.
- h. **Check your SC4 email account** for communications relevant to your student status.
- i. **Report address changes** within 10 days of moving.
- j. **Ensure endorsement** of your Form I-20 if you plan to leave the country for travel or vacation. Students must obtain a designated school official's signature in advance of travel. Exiting the U.S. without the proper signature may result in difficulties with re-entry.
- k. **Contact the international student specialist** if you have any questions about the above information. School officials, however, are not immigration experts and it is your responsibility to consult with USCIS or an attorney to remedy difficulties.

### Agreement:

By signing here, I certify that I have read and understand this information. I certify that I take full responsibility for all of the above criteria and that failure to comply with any of these regulations or rules may result in delay, denial, or withdrawal of admission or continued attendance/enrollment. I also understand that non-compliance will result in a violation of USCIS law which can lead to the loss of my F-1 student status. I recognize that this contract is in effect from the time of initial admission to SC4 and throughout each semester of enrollment.

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

\_\_\_\_\_  
Date





# ST. CLAIR COUNTY COMMUNITY COLLEGE

# International Student Transfer Form

Must be completed by students currently attending another college/university in the 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 1 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 Students Specialist, One-stop Student Service 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 \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Email address \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_  
(Month/Day/Year)

Year/semester you will begin studies at St. Clair County Community College 20\_\_\_\_  Fall  Winter  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 \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ SEVIS ID Number \_\_\_\_\_  
(Month/Day/Year)

1. If this student is not yet SEVIS active, will you be SEVIS-activating him/her prior to transferring the record?  Yes  No
2. What is the student's nonimmigrant status?  F-1  J-1  M-1
3. To the best of your knowledge, is this student in good standing based on USCIS 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 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 Students Specialist, One-stop Student Service Center  
St. Clair County Community College, 323 Erie St., P.O. Box 5015, Port Huron, MI 48061-5015  
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