Prospective International Students and Sponsors

Capital Community College
Office of Admissions, Room 207
950 Main Street
Hartford, CT 06103
(860) 906-5140

Thank you for considering Capital Community College. Visit our web-site at www.capitalcc.edu for further information regarding college departments, academic programs, and news & events. Individuals whose official residence is outside the United States and who will be attending college on a student visa must submit their applications and other required documents for admissions at least three months prior to the start of the semester they wish to begin their studies. ***Capital Community College will accept completed International Student Applications March 1-May 30th for the fall semester and June 1-September 30th for the spring semester. By federal mandate, international students must maintain full-time status which translates to a minimum of 12 credit hours or four courses per semester.***

Note: Each student or exchange visitor issued an initial Form I-20 or DS-2019 on or after September 1, 2004 is responsible for paying a fee to SEVP. Please visit http://www.ice.gov for the most current information. Only checks and money orders will be accepted. Make checks and money orders payable to "I-901 Student/Exchange Visitor Processing Fee." Mail the form I-901 and payment to:

I-901 Student/Exchange Visitor Processing Fee
P.O. box 970020
St. Louis, MO 63197-0020

Students who hold an I-20 from other institutions may transfer to Capital Community College. ***Transfer international* students** are strongly encouraged to submit paper work one month prior to the start of classes. Transfer international students must submit basic admissions and sponsor information along with special paperwork outlined under the section ***Transfer Information*** on page 3. If you are not a transfer student and do not already hold an I-20 kindly disregard the transfer information and form. A complete admissions package can be obtained from the Office of Admissions at the above address or by going to the Admissions Office homepage at www.capitalcc.edu.   All international student applicants ***must*** submit the following information to the Director of Admissions:

A. Basic Admission Forms:

1. Submit a Capital Community College admissions application and a non-refundable twenty dollar ($20.00) application fee. The admissions application must include a local United States mailing address and telephone number as well as the applicant's permanent home address in their country. If you wish to down load an application, please visit our website: http://www.ccc.commnet.edu/deptAdmissions.htm

2. Submit an official transcript in English of previous schooling with a high school diploma or authorized certificate of high school equivalency. These documents should include any earned degree or diploma, grades in all subjects studied, as well as a key to grades. If documents are issued in a language other than English, they must be accompanied by a notarized translation in English.

3. Applicants born *after* 1956 must submit proof of immunization against measles and rubella. This information is required for admission and registration at the college. If you wish to down load an immunization form please visit our website: http://www.ccc.commnet.edu/deptAdmissions.htm

B. Sponsor Information:

1. Submit a notarized affidavit of financial support (Form I-134). Sponsors or prospective students can down load the Form I-134 off of the Bureau of Citizenship and Immigration Services website at http://www.uscis.gov/portal/site/uscis under "Forms". The sponsor will be responsible for food, shelter, clothing, medical expenses, tuition, books and supplies during the students stay in the United States.

2. In order to demonstrate the sponsor's ability to financially support the student, the sponsor must provide:

   a. A letter on company letter head from the sponsor's employer stating the sponsor's position, length of employment, and yearly salary

   b. A copy of a current income tax return

Procedures and Estimated Fees:

Once all of the above information is received, applications will be evaluated and students will receive written notification of a decision from the Office of Admission. Before an I-20 can be issued, the total out-of-state tuition and fees for the entering semester must be paid. Current rates can be found on: http://www.ccc.commnet.edu/tuition.htm

The following are conservative estimates of expenses for a 12 month period (2 semesters). These figures are estimates only:

Tuition and Fees (2 semesters)	$11,584.00	(2014/2015 academic year)
Books and Supplies	1,500.00	
Room and Board	8,000.00	
Transportation	1,000.00	
Personal Expenses	3,000.00	
Medical/Dental	2,000.00	
Total:	$27,084.00	

- Students studying on F-1 student visas are not eligible to receive financial aid. The student's sponsor must be able to document and provide all financial support required while the student is enrolled at Capital.

- In order to maintain International student status with immigration authorities, accepted international students must maintain full-time enrollment at the college (Four or more courses each semester).

- Please notify the Office of Admission if you currently hold a tourist visa (B-2) and wish to change your visa status to student (F-1).

- Please notify the Office of Admissions if you are applying as a transfer student. Exceptions regarding application deadlines may be considered on an individual basis.

Evidence of English Proficiency: Applications from non-English speaking countries must certify English fluency with one of the following documents:

1. A student must obtain a minimum score of 61 on the internet-based Test of English as a Foreign Language. (TOEFL) or 500 on the paper version. Information about this test may be obtained in the following ways:

On the Web:	http//www.ets.org/toefl/ (Most students can register from their home countries.)
By Mail:	Test of English as a Foreign Language Educational Testing Services P.O. Box 6151 Princeton, NJ 08541-6151 USA
By Phone:	(609) 771-7100 or 1-877-863-3546

2. A statement signed by a professor of English, cultural relations attaché, or a diplomatic or consular official of the United States, certifying that the applicant speaks English fluently and understands English sufficiently to succeed as a full-time student in a college in which English is used exclusively. If you are planning to travel outside the United States before you join Capital Community College, please note that you are required to re-enter on your new Form I-20.

Transfer Information: When transferring schools within the United States, a Form I-20 cannot be generated for you until your current institution releases your electronic file at the end of the session or semester. If you have not informed the Designated School Official at your current school of your pending transfer, contact him or her at once to expedite this process.

NOTE: Transfer students must also submit the following:

a. *The International Student Transfer Form filled out and signed by your PDSO or DSO (found on the Forms tab on the Admissions homepage at www.capitalcc.edu.)*
b. *Current I-20 from your home institution*
c. *Official college transcript from your current institution*