



Dear International Applicant,

Thank you for your interest in **Erie Community College**. Enclosed, you will find the necessary application and forms required to be considered for admission to Erie Community College. The review of all documents must be done carefully which takes considerable time; a minimum of thirty(30) days from receiving **all** required documents is required before a decision can be made. If the applicant is out of the United States, then **all** required documents must be received by July 01 for the Fall semester and December 01 for the Spring semester. Some programs such as allied health programs(Dental Hygiene, Nursing, etc.) require advanced (earlier) submission of completed application. Please contact the Admissions Office(telephone 716.851.1456) for the dates required for Dental Hygiene, Nursing and other programs. Where your signature is required, please use your complete first name, complete middle name and last (family) name in blue ink. Your signature must be legible (in English) and in blue ink. Your address in your country of citizenship cannot be a post office box. All official correspondence issued by the International Student Office will be conducted in writing only.

Be sure to answer all questions on the application. Not answering all questions or leaving blanks will delay the processing of the application.

- The submission of falsified documents will be grounds for permanent rejection.
- Where your signature is required, your signature must be in **blue ink, legible** and include your complete first name, complete middle name and family name. Non-legible signatures will not be processed.
- All prospective International Students must complete the "**International Application**". The part-time non-matriculated application or the on-line Admissions Office application will not apply. The completed international application and accompany official documents must be returned by using the standard postal service such as the government postal service or private special delivery such as FEDEX, UPS or DHL. Returning the application by electronic means, by facsimile are not acceptable.
- The **OFFICIAL** high school diploma and **OFFICIAL** transcript are **MANDATORY** and **MUST** be officially translated into English. Translation into English must be performed by an official agency; private individuals are not acceptable. **All documents must be original or Certified True Copies stamped and signed (every page) by an official from the school issuing the document. Photocopies, facsimiles, copies, computer down load and scanned documents are not acceptable.**
- **TOEFL**: Minimum score is 460 paper based(140 computer based or 46 internet based). Please request the Educational Testing Service to send your TOEFL score directly to this office (School code: 2228).

**International Student Office Hours** are Tuesdays and Wednesdays 8:30 a.m. to 3:30 p.m. and Thursdays 8:30 a.m. to 11:30 a.m. Please make an appointment, please call (716.851.1359) during business hours only. **For privacy reasons it is not possible to return telephone calls.** Please call again during office hours. If no response to telephone call during office hours, please call back again during office hours. The office is closed during holidays. Office hours are subject to change. For correspondence please use the e-mail system; [rosolowski@ecc.edu](mailto:rosolowski@ecc.edu). All correspondence and students concerns are treated equally; on a first come, first serve basis. Responses to all inquiries will take approximately one business week. page 1

- The official bank statement, the "FSA-4 International Application Financial Form" and the "Affidavit of Support":

"FSA-4 International Application Financial Form", the current official bank statement, and the "Affidavit of Support" must be ORIGINAL, and properly signed. The bank statement date must not be more than six(6) months old. A minimum of \$14500.00USD or equivalent funds is required in a **PERSONAL Savings or Personal Checking Account only**. The word "**personal**" must be clearly indicated on the bank statement on bank letterhead. The amount on deposit must be clearly stated. The bank statement "more than \$14500.00 on deposit" is not acceptable. The bank savings account holder(s) and the person(s) who is(are) the sponsor(s) on the Affidavit of Support must be the same person(s). **Corporate account, business account, bonds, and credit accounts, are not acceptable. On-line bank account statements are not acceptable. The "Affidavit of Support" document must be signed legibly in blue ink including complete first, complete middle and family name. Non-legible signatures will not be processed.**

- The English Proficiency form(FSA-3) must be verified by signature and official stamp of a professor or director of a school. The English Proficiency Form **is mandatory for all students**.

- **Health Insurance Coverage is mandatory**

There are no exceptions or waivers. Erie Community College Insurance Rates through Marsh Affinity Group Services Gateway USA are as follows:

<u>Age</u>	<u>Rate/month</u>
18 - 29	\$ 49.00
30 - 39	\$ 64.00

Minimum enrollment is for eleven(11) months. Cost for age 18 – 29 for 12 months is \$588.00 USD Please contact Helen Gach at 716/851-1888 for rates beyond age 39.

- **Conditional Acceptance:** The first semester at Erie Community College all students are mandated (required) to take EN132 Reading/Writing III and EN142 Oral/Aural III unless your TOEFL score is 550 or higher. A student is deficient in language skills with a TOEFL score below 550, and must enroll in EN132 and EN142. The courses EN132 and EN142 are 3.0 degree credit hours each. **It is mandatory for a student to attend the North Campus or the City Campus with a TOEFL score less than 550.** The courses EN132 and EN142 are available only at the North Campus and City Campus. Registration for classes will take place prior to the beginning of the semester. All incoming ECC students must take English and Math PLACEMENT TESTS before advisement and registration.

- **Continuous Full Time Matriculation(enrolled)**

All International students(F-1) must maintain **continuous** full time enrollment or full time matriculation with a minimum of **12.0 credit hours** or more per semester. At least 9.0 credit hours of the 12.0 credit hours must be traditional "seated" courses. Internet courses, distant learning courses, hybrid courses and tele-courses are not seated courses and are not part of the seated 9.0 credit hours. Students not full time matriculated with 12.0 credit hours or more and 9.0 credit hours of seated courses will be reported to SEVIS as "out of status". Until the out of status is adjudicated the student will not be able to transfer.

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- **Curriculum Matriculation:** All first semester international students must be full-time matriculated(enrolled) one of the following curricula: Liberal Arts General Studies curriculum, Humanities, Social Science, Science, Nursing, Dental Hygiene, or Dental Laboratory Technology until completion at Erie Community College of EN132 Reading/Writing III and EN142 Oral/Aural III, or until achievement of a TOEFL score of 550 paper based(213 computer based) or higher.
- **Deadline for Application:** All application materials, official documents, official high school transcript(grades), official high school diploma, test scores, medical certificates, and supporting documents are to be received no later than **May 31<sup>st</sup> for September (Fall)** admission; no later than **October 31<sup>st</sup> for January(Spring)** admission. If the applicant is out of country(the United States), then **all** required documents must be received by July 01 for the Fall semester and December 01 for the Spring semester. All applications received after the deadline will be processed in the order of receipt. **All applications will be treated equally, in a first come first serve basis.** For applications received after the deadline, there may not be sufficient time to process the application, issue an acceptance, receive payment, and issue the I-20 A-B Certificate of Eligibility for Nonimmigrant (F-1) Student.
- **Nursing, Dental Hygiene and other curricula**  
Applying for admission to the **Nursing Program** requires completion of the International Application. It must be **complete** no later than **April 1st for North Campus, and October 1st for City Campus.** **Dental Hygiene** applications are reviewed for acceptance on an on-going basis. Applications are evaluated in order of receipt. Applications will not be evaluated by the academic department until the international application is **complete**. It is important to contact the Admissions counselor Mr. Mark Mazzone(mazzone@ecc.edu) at 716.851.1114.
- **Address Application:** All application materials, official documents, official high school transcript (grades), official high school diploma, test scores, medical certificates, and supporting documents are to be mailed (not e-mailed or facsimile) to the following address:  
**International Student Office G-128  
Erie Community College  
6205 Main Street  
Williamsville, New York 14221-7095 ; U. S. A.**
- **It is the responsibility of the International Student** to inform Erie Community College Registrar's Office, and the International Student Office, and the Bureau of Citizenship and Immigration Services (BCIS) of any change of your United States address **within 10 days.** **Form A-11SR** should be completed and mailed by the student to The BCIS. (form can be downloaded from BCIS website). Failure to comply is a violation of BCIS regulations.
- ***It is the responsibility of the International Student*** to maintain F-1 status and to be aware of United States Laws and all regulations as stated by the BCIS. It is the International Student's responsibility to be aware of all changes made by the BCIS. Such changes and regulations can be accessed through the web site, [www.immigration.gov](http://www.immigration.gov) .

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- **Record Keeping:** All application materials, official documents, official high school transcripts (grades), official high school diploma, test scores, medical certificates, TOEFL scores, and supporting documents are the permanent and exclusive property of Erie Community College. They are **NOT** returnable to any person or party. **Please make notarized copies of all documents before you send them to this office. You are required to keep a permanent copy of your I-20. ECC will not supply copies of your I-20 , your application or any documents submitted.**
  
- **Refund of Tuition Payment or Insurance Payment**  
 In order to receive refund of tuition due to cancellation of registration before the first week of classes please contact the Bursar, Mrs. Helen Gach at gachh@ecc.edu. Notification of cancellation must be received by the Bursar **before** the start of classes. The minimum time for return of tuition funds is six to eight weeks. For refund of insurance the procedure is the same and the same return time of six to eight weeks minimum.
  
- **On Campus Employment**  
 On campus employment is not possible until after the successful completion of the following:
  - the first semester with a minimum GPA of 3.00
  - the successful completion of EN 132 and EN 142
  - the successful completion of developmental math courses(MT 001, MT 003, MT 006, MT 007 and MT 013).

**Your application and signature acknowledge the acceptance of these conditions.**
  
- **Curricular Practical Training**  
 CPT is employment that is directly related to and an integral part of the established curriculum. The employment must be **required** for degree completion. The internship employment must be part of an official internship course in the curriculum that the student is currently enrolled and for which there will be a grade issued. To be eligible the following conditions must be met:
  - Full time completion of one academic year(not including summer session)
  - You must currently be in F-1 status
  - Completion of the ECC Curricular Practical Training Request Form is required.
  - Written approval of curriculum department head and approval of International Advisor
  - Bring to the International Office your U.S. Visa, your I-94 card, and your passport
  - Bring to the International Office your form I-538
  - Bring to the International Office your I-765 application for the EAD
  - Bring to the International Office your current I-20 and all previously issued form I-20 and form I-201IDs
  - You may not have used twelve months or more of full-time curricular practical training or optional practical training

**Your application and signature acknowledge the acceptance of these conditions.**

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- **Optional Practical Training**

OPT before completion of the degree is employment directly related to the student's curriculum that provides the student with practical training in their field of study. To be eligible the following conditions must be met:

- Full time completion of one academic year(not including summer session)
- You must currently be in F-1 status
- A QPA of 3.00 or higher
- You may not have used twelve months or more of full-time curricular practical training or optional practical training
- Completion of the ECC Optional Practical Training Request Form is required.
- Written approval of curriculum department head and approval of International Advisor
- Bring to the International Office your U.S. Visa, your I-94 card, and your passport
- Bring to the International Office your form I-538
- Bring to the International Office your I-765 application for the EAD
- Bring to the International Office your current I-20 and all previously issued form I-20 and form I-201IDs

**Your application and signature acknowledge the acceptance of these conditions.**

- **International Student Office Hours** are Tuesdays and Wednesdays 8:30 a.m. to 3:30 p.m. and Thursdays 8:30 a.m. to 11:30 a.m. Please make an appointment. Please call 716.851.1359 during the above business hours only. Due to privacy requirements the International Office will not return your telephone call; please call again during office hours. If no response to telephone call during office hours, please return call during official office hours. The office is closed during holidays. Responses to all inquiries will take approximately one business week. During semesters, it is mandatory that students make an appointment for inquiries at the International Office.
- Using the U.S. Postal Service and other country's postal service, may not be a reliable method for receiving the I-20. It is strongly recommended that the student make arrangements for a private special delivery service, such as DHL, Federal Express, etc. This will ensure your receipt of the I-20. Payment and delivery is the responsibility of the student.
- The International Student has an obligation to comply with all immigration laws including maintaining status, registration, and change of address reporting law. Please visit [www.immigration.gov](http://www.immigration.gov) for information on immigration law. The school does not control the actions of International Students, therefore, cannot ensure that the student complies with immigration laws and requirements.

Thank you for your continued interest in Erie Community College.

Sincerely,

Judith L. Rosolowski  
International Student Services  
[rosolowski@ecc.edu](mailto:rosolowski@ecc.edu)

John Danna  
International Advisor  
[danna@ecc.edu](mailto:danna@ecc.edu)

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**FSA-1 INTERNATIONAL STUDENT APPLICATION FORM**

**Print only, in blue ink. Required to complete all questions.**

1. \_\_\_\_\_ ; \_\_\_\_\_ ; \_\_\_\_\_  
**Legibly print family name in English**      **Legibly print first name in English**      **Legibly print middle name**

2. Date of Birth \_\_\_\_\_ , \_\_\_\_\_  
month                      day                      year      3. Sex:  Male  Female

4. **Address in your home country of citizenship. Post Office box not acceptable. U.S. address not acceptable.** \_\_\_\_\_  
legibly print complete street address      **print City**

\_\_\_\_\_ ; \_\_\_\_\_ ; \_\_\_\_\_  
province or state                      country                      postal code

\_\_\_\_\_ ; \_\_\_\_\_  
e-mail address                      telephone number

5. **Current Address (U.S.)** \_\_\_\_\_ ; \_\_\_\_\_  
List complete address      legibly print complete street address      print City  
Post Office Box NOT acceptable.

\_\_\_\_\_ ; \_\_\_\_\_  
state                      postal code

\_\_\_\_\_ ; \_\_\_\_\_  
e-mail address                      telephone Number

6. Name of Parent or Guardian \_\_\_\_\_ ; \_\_\_\_\_ ; \_\_\_\_\_  
**Legibly print family name in English**      legibly print first name      complete middle name

Address of Guardian or Guardian \_\_\_\_\_ ; \_\_\_\_\_  
street address                      city

\_\_\_\_\_ ; \_\_\_\_\_ ; \_\_\_\_\_  
state or province                      country                      telephone number

7. Are you a U.S. citizen?  Yes  No      8.  I will commute daily from Canada

9. Your Country of Birth \_\_\_\_\_ 10. Country of Citizenship \_\_\_\_\_  
legibly print                      legibly print

11. Are you a permanent resident of the U.S.  Yes  No 12a. Admission Number A \_\_\_\_\_

12b If you are not a permanent resident, have you applied for permanent resident status?  Yes  No

13a. If you are currently holding a U.S. visa, indicate your type of visa  F-1,  F-2,  B1,  B-2,  
 Other \_\_\_\_\_  
Specify

13b. If you are currently holding a U.S. visa, the expiration date is \_\_\_\_\_ , \_\_\_\_\_  
Month                      Day                      Year

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- 13c Are you presently out of status?  Yes  No  
 13d. If you will need a F-1 student visa, check here;  F-1  
 14a. Did you ever attend a college in the United States  Yes  No  
 14b If Yes, then the name of most recent U.S. college attended:

\_\_\_\_\_, \_\_\_\_\_  
 name of college U.S. state

14c. If yes, then dates of attendance from \_\_\_\_\_, \_\_\_\_\_ to \_\_\_\_\_, \_\_\_\_\_  
 month year month year

14d Submit copies of all previous I-20.

14e. Have you ever been dismissed from a U.S. college for disciplinary reasons?  Yes  No

15. **Curriculum or Major**; your first semester curriculum must be one of the following: Liberal Arts General Studies: Social Science; Science; Engineering Science; Humanities; Dental Hygiene; Nursing, or Dental Lab. Tech. Please select only one.  
 You may change your major after the first semester. Your choice of curriculum or **major is** :

\_\_\_\_\_  
 Nursing, Dental Hygiene and some other programs require **advanced(early)** submission of completed application to E.C.C. prior to May 31 or Oct 31. Important, please contact Mr. Mark Mazzone(mazzone@ecc.edu) at 716.851.1458.

16. Check here  if you wish to identify yourself as physically or learning disabled

17. Please specify your native language \_\_\_\_\_.

Is English your first language?  Yes  No

18. Semester you request to begin study  Fall 200\_\_\_\_  Spring 200\_\_\_\_  
 year year

19. Date you took, or will take TOEFL \_\_\_\_\_, \_\_\_\_\_, 200\_\_\_\_; Your TOEFL Score \_\_\_\_\_  
 Month Day Year

Be sure to request that your official TOEFL test score is sent to Erie Community College. The Erie Community College code for the paper-based TOEFL is **2228**. The Erie Community College destination for the computer-based TOEFL is: Erie Community College, International Student Office, Room G-128, 6205 Main Street, Williamsville, N.Y. 14221-7095; U.S.A.

20. Have you been convicted of a felony?  Yes  No If checked yes, Admissions will send additional information and instructions. A felony in New York State Law is defined as a crime for which one or more than one or more that one-year in prison may be imposed. The felony questions apply if you have been convicted as an adult. If you have been adjudicated as having juvenile delinquent or youthful offender status, you are not required to respond to the felony question. An affirmative response to either question will not automatically prevent admission, but you will be asked to provide additional information. This information will be reviewed by a campus committee to ensure campus safety. Any falsification or omission of data may result in denial of admission or disciplinary action.

**EDUCATIONAL DATA**

Please list all **secondary schools** and universities attended. List each year separately.

- Column 1 For each year of secondary school, write in the grade, or level, using the terminology of the educational system you attended. For example, in the U.S. you would start with 7<sup>th</sup> grade; in India you would also start with 7<sup>th</sup> grade.
- Column 2 Write the calendar year for each grade level, starting with secondary school; for example, 1992, 1993, etc., If you stayed in the same grade level for more than one year, write in each calendar year; there should be no gaps. If you were out of school for a year or more, please attach in an essay explaining the interruption in your schooling.
- Column 3 List your age for each year of study.
- Column 4 Write the type of school you attended during each academic year, such as secondary, college, colegio, ecole econdaire, gymnasium, university, etc., using the terminology of the educational system you attended.

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FSA-2

STATE UNIVERSITY OF NEW YORK (SUNY) AUTOBIOGRAPHICAL ESSAY

Instructions: all applicants must complete this section.

The autobiographical essay is to be written(not typed) by the applicant in English. It should include information relevant to your admission application, including why you are applying for study in the United States, reasons for selecting the field of study chosen, work experience relevant to your field of study, the explanation for any extended interruption in your school attendance, social interests, and abilities you have, plans for further study and/or employment after completion of your first degree. Please complete this page in full. Postal mail(NO faxes, e-mail or electronic submission) your essay with other application forms to: Erie Community College; International Office, 6205 Main Street, Amherst, N.Y. 14221-7095; U.S.A.

\_\_\_\_\_ ; \_\_\_\_\_ ; \_\_\_\_\_  
print legibly in blue ink complete family name      legibly print in blue ink complete first name      print complete middle name

\_\_\_\_\_ ; \_\_\_\_\_ ; \_\_\_\_\_  
Address number and street(no box number)      city      county  
You may use both sides of this sheet.

If you need more space – please use the back side of this page.

Your Signature \_\_\_\_\_  
legibly sign complete first name in blue ink      complete middle name      family name legibly written in blue ink

Date of Signature; \_\_\_\_\_ , 200 \_\_\_\_\_  
month      day      year

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**ENGLISH PROFICIENCY REPORT: PART II (page 11).**

**TO BE COMPLETED BY ONE OF THE FOLLOWING:**

A director of courses in English or his(her) duly designated representative of an international center, or a professor(instructor) of English at a school or university.

Is the applicant's native language English?  Yes  No

"X" the appropriate boxes to indicate your opinion of the applicant's present ability in English from the standpoint of the language proficiency usually needed for effective pursuit of studies at a university in the United States.

**Speaks English:**

Fluently and colloquially  With ease, but stilted  Haltingly  No ability

**Understands spoken English;**

With good comprehension  With some hesitation  vocabulary only  No ability

**Understands written English;**

Advance level materials  intermediate material  Element. materials  No ability

**Thoughts in written English;**

With fluency and facility  ungrammatically  Elementary only  No ability

**Please recommend an appropriate beginning course load at an American institution of higher education:**

- Needs no additional language training; Could carry a full academic program
- Could carry 3/4 academic load with 1/4 academic training
- Could carry 1/2 academic load with 1/2 academic training
- Is unqualified for academic work

On what date will the applicant take the TOEFL? \_\_\_\_\_ , 200\_\_\_\_ ; Location \_\_\_\_\_  
Month Day Year

The applicant should arrange to have TOEFL score sent to the International Student Office at Erie Community College, School Code 2228.

\_\_\_\_\_  
Legible **signature** of official preparing this report ; \_\_\_\_\_ , 200\_\_\_\_  
Month Day Year

\_\_\_\_\_  
Please **print** your complete first name, complete middle name and last name ; \_\_\_\_\_  
please **print** your official title or official position at the Institution

\_\_\_\_\_  
name of institution ; \_\_\_\_\_  
mailing address

\_\_\_\_\_  
your e-mail address

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## INTERNATIONAL APPLICANT FINANCIAL FORM

All international applicants must document their ability to meet all educational and living expenses for the entire period of their intended study before Erie Community College can issue a Certificate of Visa Eligibility (Form I-20). Read the following instructions carefully before completing and submitting this form.

- Instructions:
- Part I Answer questions 1-6 completely.
  - Part II Indicate the sources of your funding, the amounts on deposit, and the totals for each year, and have the sponsor(s) verify these amounts by signing this form. Include supplementary documentation as indicated.

Each applicant must document financial support equal to or greater than the amounts indicated below. These figures are estimated costs and are subject to increase without notice.

Tuition, fees (including mandatory medical health insurance), maintenance; total (per year of study) \$14,500.00USD

Tuition is for the academic year (September through May) only.

Fees and health insurance are listed for the full year.

Maintenance estimate includes housing and food costs for nine months. The college estimates that students need an additional \$1000 for books and supplies, and \$1,500 for personal expenses and incidental costs.

Dependent Support: A Student wishing to have his or her spouse or children accompany him or her must document the following amounts for each family member per academic year of intended study.

Spouse: \$75000.00 per academic year

Each Child: \$5500.00 per academic year

**Source of Funds;** Savings bank Statement: required documentation( must be original; photocopies are not permitted).

**Personal or Family Savings;** Signatures of sponsor on this form. Bank verification in a separate statement of account documenting available **total deposit assets**. Note: salary statements and property cannot be used.

Bank statements carry no liability on the part of the bank.

All documents must be dated within one year of the date of initial enrollment at Erie Community College and must be translated into U.S. dollars.

This information is requested for visa eligibility determination.

Erie Community College reserves the right to require additional financial documentation from applicants whose countries impose currency exchange restrictions when they have submitted completed applications.

A current within six(6) months Official Bank Statement is mandatory in completing the application.

### The Official Bank Statement must include the following:

1. A statement indicating the account is a **Personal Savings or Checking Account**.  
Corporate, business, line of credit and credit accounts are not acceptable.
2. Personal Savings or Checking Account holder's name(s)
3. The account number(s) must be stated
4. The amount of funds on deposit must exceed the equivalent of \$14,500 USD
5. The total amount of funds (currency) on deposit must be stated by the bank.  
The statement that "the funds on deposit exceed \$14,500. USD" is NOT acceptable or "the funds on deposit are sufficient " or "sufficient resources or funds that exceed \$14,500" are all NOT acceptable.
6. The name(s) on the official bank statement(s), the name(s) on the " Affidavit of Support " – the sponsor's statement, and on the name(s) on page FSA-4 must all be the identical.

**The International Office will verify the validity of the bank statement received. This process may include addition separate written bank confirmation and or telephone confirmation.**

FSA-4 continued on next page

**International Student Office Hours** are Tuesdays and Wednesdays 8:30 a.m. to 3:30 p.m. and Thursdays 8:30 a.m. to 11:30 a.m. Please make an appointment, please call (716.851.1359) during business hours only. **For privacy reasons it is not possible to return telephone calls.** Please call again during office hours. If no response to telephone call during office hours, please call back again during office hours. The office is closed during holidays. Office hours are subject to change. For correspondence please use the e-mail system; [rosolowski@ecc.edu](mailto:rosolowski@ecc.edu). All correspondence and students concerns are treated equally; on a first come, first serve basis. Responses to all inquiries will take approximately one business week. page 12





**Transfer Form from a U.S. School  
Eligibility Confirmation for a U.S. School Transfer by an F-1 Student**

The purpose of this form is to confirm eligibility for school transfer processing in accordance with F-1 regulations of the Bureau of Citizenship and Immigration Services (BCIS ). This form is required of all international students currently in the United States in F-1 status, regardless of whether or not the student intends to travel outside of the U.S. before beginning studies at Erie Community College. The student and the Designated School Official(DSO) must complete this form in order for Erie Community College to issue a Certificate of Eligibility for Nonimmigrant (F-1) Student Status Form I-20.

Follow the instructions below:

1. Complete Section 1 below

Notify the school you are currently attending of your intent to transfer to Erie Community College. A D.S.O. at your current school will need to complete Section 2 of this form. If your record has been entered into the SEVIS system, the DSO at your current institution will also need to:

Enter SEVIS your intent to transfer to Erie Community College in the SEVIS Transfer School list; and

Enter SEVIS a "transfer release date" on which your electronic record will become accessible to Erie Community College for processing

2. Return this completed Eligibility Confirmation Form for School Transfer by an F-1 Student to E.C.C.

Please include copies of all immigration related documents listed below:

a. Copy of the bio-data page from your passport

**b. Copies of ALL I-20s issued by other schools**

c. Completed Eligibility of Confirmation Form for School Transfer by an F-1 Student

3. Report to Erie Community College and bring your passport and all immigration documents with you.

**SECTION 1 (page 15) – TO BE COMPLETED BY the STUDENT**

**I hereby authorize a Designated School Official (DSO) at the school named below to complete Section 2**

Print Legibly in blue ink.

Name of School \_\_\_\_\_  
print complete name of school

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Your Name(the student applicant)

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
legibly print family name                      legibly print first name                      print middle name

Date of Birth \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ ; Current Student ID \_\_\_\_\_  
Month                      Day                      Year

Student's Signature \_\_\_\_\_  
Complete full first name, middle name, family name in English and **legibly** written in blue ink

Mail **SECTION 1** and copies of **all your I-20** to:

Erie Community College  
International Student Office; room G-128  
6205 Main Street  
Williamsville, New York 14221-7095; U.S.A.

**Transfer Form Section 2 (page 16) continued on next page.**

**International Student Office Hours** are Tuesdays and Wednesdays 8:30 a.m. to 3:30 p.m. and Thursdays 8:30 a.m. to 11:30 a.m. Please make an appointment, please call (716.851.1359) during business hours only. **For privacy reasons it is not possible to return telephone calls.** Please call again during office hours. If no response to telephone call during office hours, please call back again during office hours. The office is closed during holidays. Office hours are subject to change. For correspondence please use the e-mail system; [rosolowski@ecc.edu](mailto:rosolowski@ecc.edu). All correspondence and students concerns are treated equally; on a first come, first serve basis. Responses to all inquiries will take approximately one business week. page 15

Transfer Form continued from previous page

SECTION 2 (page 16) – TO BE COMPLETED BY DESIGNATED SCHOOL OFFICIAL (DSO)

Please check one of the boxes below, provide the information requested, and return this form to Erie Community College via mail.

VERIFICATION OF SCHOOL AND F-1 STUDENT STATUS IN SEVIS

[ ] Yes, our school is authorized to enroll international students in SEVIS

School Authorization Code \_\_\_\_\_ 214F \_\_\_\_\_

[ ] Yes, the record for this student has been entered into SEVIS. A SEVIS to SEVIS transfer in accordance to 8 CFR 214.2(f)(8)(ii)(C) will be processed by Erie Community College.

F-1 Student's SEVIS identification number \_\_\_\_\_

F-1 Student's Transfer release date in SEVIS; \_\_\_\_\_ , 200\_\_\_\_  
month day year

Please e-mail; [rosolowski@ecc.edu](mailto:rosolowski@ecc.edu) to confirm release for admission. \_\_\_\_\_ year

[ ] No, the record for this student has not been entered into SEVIS and will not be entered by our school. A Non-SEVIS to SEVIS transfer in accordance to 8 CFR 214.2(f)(8)(ii)(B) will be processed at E.C.C.

[ ] No, our school is not authorized to enroll international students in SEVIS. A Non-SEVIS to SEVIS transfer in accordance to 8 CFR 214.2(f)(8)(ii)(B) will be processed by Erie Community College

STUDENT'S ELIGIBILITY FOR NOTIFICATION TRANSFER

- [ ] I hereby confirm that, to the best of my knowledge, this student (1) has been enrolled in a full-time course of study, (2) is maintaining lawful F-1 status, and (3) is eligible of notification transfer.
[ ] I hereby confirm that, to the best of my knowledge, this student is not eligible for notification transfer for the following reasons
[ ] Student fulfilled financial obligations to your school.

(Please attach a separate sheet if you need additional space):

DSO Signature \_\_\_\_\_ ; Date \_\_\_\_\_ , 200\_\_\_\_  
please legibly sign your complete name Month Day Year

DSO Name \_\_\_\_\_ ; \_\_\_\_\_  
please legibly print complete name e-mail address

Phone Number (\_\_\_\_) \_\_\_\_\_ ;

Fax Number (\_\_\_\_) \_\_\_\_\_

Name of Institution \_\_\_\_\_  
Please legibly print

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_ Zip Code \_\_\_\_\_

Please return this form via U.S. mail to:
Erie Community College, International Office G128, 6205 Main Street, Amherst, New York 14221-7095

International Student Office Hours are Tuesdays and Wednesdays 8:30 a.m. to 3:30 p.m. and Thursdays 8:30 a.m. to 11:30 a.m. Please make an appointment, please call (716.851.1359) during business hours only. For privacy reasons it is not possible to return telephone calls. Please call again during office hours. If no response to telephone call during office hours, please call back again during office hours. The office is closed during holidays. Office hours are subject to change. For correspondence please use the e-mail system; rosolowski@ecc.edu. All correspondence and students concerns are treated equally; on a first come, first serve basis. Responses to all inquiries will take approximately one business week. page 16

# AFFIDAVIT OF SUPPORT

(Sponsor's Statement)

**I (or We) hereby agree to financially support and sponsor the following person**

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
Please legibly print student's family name in English, print first name, print middle name

a prospective student at Erie Community College, for his/her expenses incurred as a result of his/her studies for a period of two to three years in the capacity listed below.

**PLEASE CHECK ONLY THOSE THAT YOU WILL BE RESPONSIBLE FOR**

- Tuition, living expenses, fees, books, etc., in the amount of \$14,500 U.S.D. per academic year
- Tuition only, in the amount of \$7,500 U.S.D. per academic year for commuting daily **within 75 miles** of ECC from residence in Canada **only**.

Which ever of the above you check off, you **must** attach with this affidavit of support, an **official original** statement from your bank on official bank letterhead, stating in English, the **exact bank account balance** equivalent to U.S. dollars (\$14,500USD minimum) to attest to your financial resources and financial ability to sponsor the student named above. The bank statement must indicate the **account number** and must indicate the account is a **personal saving account or personal checking account. Not acceptable are line of credit, corporate or business accounts, or bonds.** The bank statement must be less than six months old.

**I hereby agree to sponsor the above named student for the item(s) checked above for a period of two to three years while he/she is attending Erie Community College. I further state that the information above is true and accurate.**

\_\_\_\_\_, \_\_\_\_\_  
Legible **signature** of sponsor; complete first name and family name in English, relationship

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
Legibly **print** first name of sponsor in blue Ink, legibly print middle name, legibly print family name

Date of Signature \_\_\_\_\_, 200\_\_\_\_\_  
month day year

Co-sponsor or a second sponsor(optional)

\_\_\_\_\_, \_\_\_\_\_  
Legible **signature** of co-sponsor; **complete** full name in English, relationship

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
Legibly **print** first name of sponsor in blue Ink, legibly **print** middle name, legibly **print** family name

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
Mailing address, number and Street; box number is not acceptable, city

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
province or state, country, postal code

**ERIE COMMUNITY COLLEGE  
BUFFALO, NEW YORK  
INTERNATIONAL STUDENT REQUIREMENTS**

**THE COLLEGE**

Erie Community College is located in and near a large metropolitan area of upstate New York, approximately 400 air miles from New York City. The College is part of the statewide State University of New York (SUNY) system and offers the associate two-year degree in 62 program areas. The College is comprised of three separate campuses, one located in the City of Buffalo, and two in the suburban areas to the northeast and south of the city.

Courses are arranged in 15 week semesters with entry for most programs in SEPTEMBER of each year and entry for SOME programs in JANUARY of each year. **International students are not initially admitted to the College programs in the summer.**

**ENGLISH LANGUAGE PROFICIENCY**

English is the language of instruction at Erie Community College. International students may not always be as fluent in the language as American students, but they must be able to read, write, speak, and understand English sufficiently well enough to participate in and benefit from an academic program. All examinations and papers must be written in English.

**All applicants must present clear evidence of their English proficiency.** Students whose native language is not English must take the Test of English as a Foreign Language (TOEFL) which is administered several times a year at more than 100 testing centers outside the U.S. and Canada. For more information about the TOEFL, please contact them directly at: TOEFL PUBLICATIONS; PO BOX 6154 ; PRINCETON, NJ 08541-6154

or [www.toefl.org](http://www.toefl.org)

**EXPENSES**

The cost of an education in the U.S. can be high. It is of the utmost importance that students be fully aware of the major expenses they will incur. Students must be certain before they leave their country that they have sufficient funds to meet their educational costs during each year they plan to study in the United States. The U.S. Consul will not issue an F-1 visa to prospective students unless they have provided evidence that they have sufficient funds to cover their entire period of study. **Applicants must not assume that they will receive any financial assistance from Erie Community College, nor should they expect to earn money to meet their financial obligations.** Non-resident aliens including F-1 students pay double tuition. Fees are charged for institutional services, such as laboratory materials, library or athletic privileges, student government activities, and the provision of basic health services. Incidental expenses include costs for entertainment, clothing, laundry and personal necessities. Students from warm climates will require additional funds for the purchase of winter clothing.

**HOUSING**

Erie Community College is a non-residential college, meaning that students must secure their own housing. A list of off-campus sites is available through the Dean of Students' Office. However, the College does not guarantee and is not liable for off-campus housing. Please visit [www.buffalonews.com](http://www.buffalonews.com) for local rental listings near Erie Community College campus.

**HEALTH CARE**

The college student "accidental health care" plan is only an accidental plan. All international students are required to enroll in the College medical health care program. The premium amount is billed separately by the Bursar's Office/South Campus, and is determined by the age and single/family coverage.

**EMPLOYMENT**

**Unauthorized "Off Campus Employment" is completely unacceptable under any circumstances and is a serious violation of Federal Regulations. Students may engage in "on campus employment" only with advanced approval from the International Office in writing and only after the completion of two semesters.**

**THE CLIMATE**

There are four seasons: Fall (September-December), Winter (January-March), Spring (April-May), and Summer (June-August). Students will need appropriate clothing for both warm and cold weather.

**HOW TO APPLY**

In order for you to be considered for acceptance at ECC, you must complete and submit the following documents: form FSA-1, Personal Data Form for Foreign Nationals and Others Educated Outside the USA; form FSA-2, Autobiographical Essay; form FSA-3, English Proficiency Report( this form must also be accompanied by your TOEFL test score with a **MINIMUM** score of paper based 460 or computer based 140); form FSA-4: the Confidential Statement on Finances; the Affidavit of Support form; the U.S. School Transfer Form\* (if applicable). If your TOEFL score is below 550(computer 213 ), you **MUST take EN 132 and EN 142 courses during the first semester of attendance at ECC. All forms require official signatures and stamps. ALL DOCUMENTS MUST BE TRANSLATED INTO ENGLISH. IF THEY ARE COPIES, THEY MUST BE NOTARIZED COPIES.** Documents include: Original TOEFL score with picture (460 minimum); notarized, translated copy of your secondary school diploma; Official transcripts and official translation of your secondary school grades showing minimum and maximum scoring; an **original** statement from your bank or your sponsor's bank, on bank letterhead, stating: (1)the exact bank account balance on deposit, that it is a (2) personal saving account or a personal checking account with the (3)account number. ( credit or corporate accounts are unacceptable.) Your bank statement should **NOT** say that the financial sponsor "has at least" the equivalent in U.S. dollars (\$14,500 U.S.D. minimum.) Please state the exact amount on deposit.

**International Student Office Hours** are Tuesdays and Wednesdays 8:30 a.m. to 3:30 p.m. and Thursdays 8:30 a.m. to 11:30 a.m. Please make an appointment, please call (716.851.1359) during business hours only. **For privacy reasons it is not possible to return telephone calls.** Please call again during office hours. If no response to telephone call during office hours, please call back again during office hours. The office is closed during holidays. Office hours are subject to change. For correspondence please use the e-mail system; [rosolowski@ecc.edu](mailto:rosolowski@ecc.edu). All correspondence and students concerns are treated equally; on a first come, first serve basis. Responses to all inquiries will take approximately one business week. page 18

## ADDITIONAL FORMS

We may also require the completion of other forms prior to admission. When you are admitted, certain additional documents such as health examination and immunization forms may be sent with the admission letter. These must be completed and returned according to accompanying instructions prior to arrival on campus.

## DEADLINE FOR APPLICATIONS

It is to the applicant's advantage to initiate the application process well in advance of the time he or she wishes to enroll. This will allow time for the exchange of correspondence, evaluation of all necessary documents, settling of financial matters. **All applications are processed equally on a "first come, first serve" basis.** An application takes a minimum of four weeks to process. **Unofficial documents, incomplete documents or improper bank statements will delay the acceptance process.**

## CREDENTIAL REVIEW

**NO APPLICATION WILL BE CONSIDERED FOR ACCEPTANCE UNLESS ALL THE PREVIOUSLY STATED DOCUMENTS ARE INCLUDED WITH THE APPLICATION WITH THE PROPER SIGNATURES, TRANSLATIONS, AND NOTARIZED WHERE APPLICABLE.** If and when you are accepted to the College, you will receive your acceptance letter and all necessary information for tuition payment, mandatory placement testing dates, and registration, etc. **You must remit your tuition payment before obtaining an I-20 AB.**

## LETTER OF ADMISSION & VISA AUTHORIZATION

It is of the utmost importance that international students are not authorized to attend Erie Community College unless they have received a formal admission notice signed by the Director of Admissions or an authorized official, and have fulfilled all conditions of admission and obtained a visa and F-1 status. International students currently in the U.S. under a tourist or visitor visa who seek entry to E.C.C. must seek permission from the I.N.S. or D.H.S. for a change of status **before initial attendance.**

## OBTAINING AN I-20 AB

The document which allows you to enter the United States under student status (F-1) is known as the I-20AB. Under the policy formulated by the College Board of Trustees, all International Students must pay the full tuition and fees for the first semester, in advance, in order to receive the I-20AB.

Tuition payment for one semester of study at Erie Community College amounts to approximately \$4200 (U.S. FUNDS) which includes mandatory fees. Please be advised that tuition and fees are subject to change without prior notice. You may pay your tuition by check, cash, or money order. You may also pay by credit card (Mastercard, Discovery, Visa), either in person or over the telephone by calling 716.851.1888.

**It takes approximately 30 days or longer from receipt of a completed application in the international office before a decision on acceptance will be made.** You must allow

sufficient time for mail delays, payment of tuition, etc. to obtain the I-20 AB from the College, and seek a visa from the U.S. Embassy or Consulate in your country.

## COLLEGE & IMMIGRATION F-1 STATUS REQUIREMENTS

You must **maintain** full time (minimum 12 credit hours) status **exclusive of withdrawals from courses.** **Note: 9.0 credit hours of the 12.0 credit hours must be 'seated' on campus courses. Internet courses, on-line courses, hybrid courses and telecourses do not count as part of the 9.0 credit hours of the 12.0 credit hours. First semester mandatory registration in EN 132 and EN 142 courses.** These courses are mandatory as a result of your Erie Community College TOEFL score below 550. You must submit monthly attendance sheets to the office of the International Student Office. You must make academic progress as defined by the College. **You will not be allowed to work on campus without authorization from the International Office.**

You must prove that you have sufficient financial resources for the duration of your study at Erie Community College, \$14,500 minimum per year. Inflation and living expenses could increase this amount. **Important: Erie Community College will report to Immigration and SEVIS as "out of status" all students who do not comply with their F-1 status.**

## REGISTRATION

Registration for classes will take place prior to the beginning of the semester. All incoming students must take ENGLISH and MATH placement tests before advisement and registration. Dates for the placement test – please contact the Admissions Office at 716/851-1455 or 851-1456. International Student Orientation packages will be sent to all new international students. Further information can be obtained from the College Catalog which is available at each campus and on-line at [www.ecc.edu](http://www.ecc.edu).

**Office hours are: Tuesday and Wednesday 9 a.m. - 3:30 p.m., and Thursday from 9:00 a.m. to 11:30 a.m. Office hours are subject to change, and the office is closed on holidays. Please use the e-mail system for communications. Telephone only during office hours. For privacy and security reasons telephone calls will not be return. If there is no answer, we are temporarily out of office, please telephone again shortly.**

## North Campus Address:

Erie Community College  
International Student Office; room G-128  
6205 Main St.  
Williamsville, NY 14221-7095  
(716) 851-1359

E-MAIL: [rosolowski@ecc.edu](mailto:rosolowski@ecc.edu)

WEB SITE: <http://www.ecc.edu>

**International Student Office Hours** are Tuesdays and Wednesdays 8:30 a.m. to 3:30 p.m. and Thursdays 8:30 a.m. to 11:30 a.m. Please make an appointment, please call (716.851.1359) during business hours only. **For privacy reasons it is not possible to return telephone calls.** Please call again during office hours. If no response to telephone call during office hours, please call back again during office hours. The office is closed during holidays. Office hours are subject to change. For correspondence please use the e-mail system; [rosolowski@ecc.edu](mailto:rosolowski@ecc.edu). All correspondence and students concerns are treated equally; on a first come, first serve basis. Responses to all inquiries will take approximately one business week. page 19