International Student Application for Admission

Dear Prospective Student:

On behalf of Hillsborough Community College (HCC), I congratulate you for deciding to apply for admission to our institution. By attending HCC, you will learn from highly qualified faculty and enjoy access to quality support services throughout your academic program.

I enclose information explaining the admission requirements for students intending to secure an F-1 visa in order to attend HCC. Please read the information carefully and make note of all the required documents necessary to complete the admission process.

Submit your application documents no later than the deadline established for the term you plan to enroll. We recommend completing the HCC application process before the established deadline to allow sufficient time for you to apply for the F-1 visa at the nearest U.S. Embassy or U.S. Consulate.

If you have any questions, email the Center for International Education at international@hccfl.edu or call us at (813) 253-7009. We are ready to assist you.

We look forward to receiving your complete application and welcoming you to Hillsborough Community College.

Sincerely,

Michael Brennan
Michael F. Brennan
Director of International Education

Enclosures

Questions? Contact Us:

Hillsborough Community College
Center for International Education
4001 W. Tampa Bay Boulevard
Tampa, FL 33614, USA

Email: international@hccfl.edu
Telephone: +1-813-253-7009
Fax: +1-813-253-7070
Website: www.hccfl.edu
International Student Applicant Checklist

You can become a new international student at Hillsborough Community College by completing the following steps:

☐ **STEP 1:** Print and complete a Hillsborough Community College (HCC) admissions application. The online application is currently not available to international students.

☐ **STEP 2:** Include a personal check drawn on a U.S. bank or an international money order (payable to “Hillsborough Community College”) for the one-time, non-refundable HCC admissions application fee of $20 plus a one-time international student application fee of $50 for a total of $70.

☐ **STEP 3:** Submit a completed Confidential Financial Certificate (enclosed in this packet). International student applicants must provide a statement of financial responsibility which documents the availability of sufficient funds to cover the cost of tuition, room and board, books, personal expenses, health insurance, and travel for at least one academic year. The current estimated cost to attend Hillsborough Community College as an international student is $20,487.00 for two semesters. A more detailed breakdown of estimated expenses is enclosed in this packet.

☐ **STEP 4:** Submit an original notarized (certified as “official”) letter of authorization or commitment from the student’s sponsor or agency. The letter must be dated within six months of the term that the student plans to enroll at HCC.

☐ **STEP 5:** Submit an original verification letter (on official bank letter head) from the bank of the student’s sponsor or agency verifying the minimum amount (in U.S. dollars) that is required to cover expenses for an academic year at HCC. This letter must be dated within six months of the term that the student plans to enroll at HCC. Faxed documents, copies of original documents or website printouts are not acceptable. If the document is not in English, it needs to be accompanied by a certified translation.

☐ **STEP 6:** Submit final official high school transcripts for students who graduated from a high school in the United States. For students who attended an institution outside of the United States, submit high school transcripts with a certified English translation (if not in English) and an evaluation completed by one of the evaluation services recognized by the National Association of Credential Evaluation Services (visit www.naces.org for a list of evaluation services). A document-by-document evaluation is required for a high school transcript. Students are responsible for all costs associated with obtaining translations and evaluations of their transcripts. Completion may take several weeks so be sure to send your transcripts to the evaluation service as EARLY as possible!
□ STEP 7: All international students are required to carry health insurance that is valid for a minimum period of one year. Proof of insurance is required for each year of enrollment.

Insurance plans with premiums and benefits directed to the needs of international students are available through Collegiate Risk Management, Inc. Health insurance through CRM is mandatory for all international students unless proof of comparable insurance is provided to CRM, and CRM confirms the coverage is comparable. Visit http://www.collegiaterisk.com/Students/HCC/hcc.html for more information and to enroll.

□ STEP 8: In order to pursue a full course of study in either the Associate in Arts or Associate in Science degree programs as an F-1 international student, you must demonstrate the ability to speak, read, write, and understand English at a level appropriate for college-level studies.

Advisors rely on TOEFL scores for admission decisions. To verify the proficiency level of international students whose native language is not English, HCC requires proof of passing scores of the Test of English as a Foreign Language (TOEFL), or successful completion of Level 109 at an English Language Center, or Level 5 at an English Language Institute at a recognized school, before admission is approved.

The TOEFL should be taken before departure from the student’s home country.

For more information about TOEFL visit www.toefl.org or www.ets.org. For information about ELS Language Centers visit www.els.com.

□ STEP 9: Submit a completed two-page Personal Data Form enclosed in this application packet.

**Additional Documentation Required for International Students Transferring from an Institution outside of the U.S. to HCC**

□ STEP 10: Submit post-secondary transcripts from all institutions outside the U.S. attended with a certified English translation (if not in English) and an evaluation completed by one of the evaluation services recognized by the National Association of Credential Evaluation Services. A course-by-course evaluation is required for all post-secondary transcripts. Students are responsible for all costs associated with obtaining translations and evaluations of their transcripts.
Additional Documentation Required for International Students Transferring from an Institution in the U.S. to HCC

☐ **STEP 11:** Submit final official post-secondary transcripts.

☐ **STEP 12:** Submit a completed Transfer Clearance Form (enclosed).

☐ **STEP 13:** Submit a copy of the student’s I-20 form, pages 1 and 3.

☐ **STEP 14:** Submit a copy of the student’s I-94 card, front and back.

☐ **STEP 15:** Submit a copy of the student’s visa (F-1).

☐ **STEP 16:** Submit a copy of the student’s passport. The passport must be valid for a minimum of six months after the term begins.

Students may bring or mail complete applications to the following address (partial packets will not be accepted):

**Via Mail**
Hillsborough Community College
Center for International Education
Dale Mabry Campus
P.O. Box 30030
Tampa, FL 33630-3030

**Via Courier (FEDEX, DHL, UPS)**
Hillsborough Community College
Center for International Education
Dale Mabry Campus
4001 W. Tampa Bay Boulevard
Tampa, FL 33614

<table>
<thead>
<tr>
<th>Deadline Dates</th>
<th>Entrance Terms</th>
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<tbody>
<tr>
<td>June 1</td>
<td>Fall (August - December)</td>
</tr>
<tr>
<td>October 1</td>
<td>Spring (January - May)</td>
</tr>
<tr>
<td>March 1</td>
<td>Summer (May - August)</td>
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</table>

Begin the application process EARLY! We encourage you to complete the application process at least four months prior to the term you would like to start to allow for visa processing.
Next Steps
After you have met all of the admission requirements, HCC will send you a Welcome Letter and a U.S. Citizenship and Immigration Services (USCIS) Form I-20. Take your Form I-20 and valid passport to the nearest United States Consulate or Embassy in your country to apply for an F-1 visa (student visa). To avoid delays in receiving your Form I-20, please notify our office immediately if you have changed your mailing address.

For applicants who are already here in the U.S., please meet with an International Student Advisor at HCC who will assist you with applying for a change to an F-1 student status or with completing your transfer to Hillsborough Community College.

Full-Time Enrollment
International students on visas are required by U.S. Citizenship and Immigration Services (USCIS) regulations to be enrolled on a full-time basis (a full-time load is 12 credit hours or more each term). HCC’s academic year consists of the Fall, Spring, and Summer terms. The Summer term will be optional unless it is the student’s first semester.

Employment
F-1 visa students cannot be employed off campus while attending college unless USCIS has granted permission.

Housing
The Hawks Landing apartment complex is available to international students for occupancy. The complex is located adjacent to the Dale Mabry Campus. For additional information visit http://www.hccstudenthousing.com/

Hillsborough Community College Policies
All international students must follow the policies outlined in the College Catalog.
Confidential Financial Certificate

Name of Applicant: ________________________________ Country of Citizenship: ______________________

1. Who is providing the funds for your study in the United States?

Name of Sponsor: ________________________________

Address: ______________________________________

(Attach a notarized letter of authorization or commitment from the sponsoring individual or agency and a notarized letter on letterhead from the banking institution of the sponsor)

2. Indicate the amount and sources of funds in U.S. dollars that you expect to have available to meet the necessary expenses after your arrival in Tampa. Please provide a notarized letter of verification from a bank indicating that the amount noted below will be available to you each year to cover your educational expenses. A single student will need at least $20,487.00 per year to cover tuition and living expenses for two terms (this amount is subject to change if the tuition increases).

State the amount of funds available per year: ______________________

3. If you are married and plan to bring a spouse and/or children, you must certify that you have an additional amount of $3,000.00 per year for a spouse and $1,500.00 per year for each child. The following information below is required of all persons who will be dependent on you for financial support. Please provide the required information:

______ Spouse or ______ Child

Family Name: ________________________________ First Name: ________________________________

Middle Name: ________________________________ Country of Birth: __________________________

City of Birth: ___________________________ Country of Citizenship: ______________________

Date of Birth (MM/DD/YY): ___ / _____ / _____

______ Spouse or ______ Child

Family Name: ________________________________ First Name: ________________________________

Middle Name: ________________________________ Country of Birth: __________________________

City of Birth: ___________________________ Country of Citizenship: ______________________

Date of Birth (MM/DD/YY): ___ / _____ / _____

I hereby certify that the above statements are complete and accurate to the best of my knowledge:

Applicant’s Signature: __________________________ Date: ______________________
Personal Data Form
(Please Print or Type)

General Information:

Social Security Number (if applicable): __________ - ______ - __________
Date of Birth (MM/DD/YY): _____ / _____ / _____
Family Name: ___________________________  First Name: ___________________________
Middle Name: ___________________________  Country of Birth: ________________________
City of Birth: ___________________________  Country of Citizenship: ________________
Country of Legal Permanent Residence: ____________________________________________
Passport Number: ________________________  Phone Number: + ______ (___) - _____
Passport Expiration Date (MM/DD/YY): _____ / _____ / _____

I-94/Immigrations Information (All Visa Types):

I-94 Arrival Date (MM/DD/YY): _____ / _____ / _____
I-94 Arrival City: __________________________________________
I-94 Expiration Date (MM/DD/YY): _____ / _____ / _____ or valid for D/S? _______
I-94 Admissions Number: ___________________________
Visa Type: __________________________________________
Visa Expiration Date (MM/DD/YY): _____ / _____ / _____

Financial Data (Source of Funds – Check all that Apply):

<table>
<thead>
<tr>
<th>Source of Funds</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Personal/Family</td>
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<td>HCC</td>
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<tr>
<td>Home Government</td>
<td>______</td>
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<tr>
<td>International Agency</td>
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</tr>
<tr>
<td>Private Sponsor – United States</td>
<td>______</td>
</tr>
<tr>
<td>Private Sponsor – Foreign</td>
<td>______</td>
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<tr>
<td>United States Government</td>
<td>______</td>
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</tbody>
</table>

(CONTINUED)
Insurance Company:

Name: ___________________ Policy Number: ___________________

Address: ___________________ City: __________ State: ______

United States Telephone Number: (_______) ____-_______

Expiration Date of Current Policy (MM/DD/YY): _____/_____/_______

Personal Information:

Local Address: ____________________________________________________________

|--------|----------|------|-------|----------|

Out of Country Permanent Address: ____________________________________________

<table>
<thead>
<tr>
<th>Street</th>
<th>Apt. No.</th>
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<tbody>
<tr>
<td>City</td>
<td>State/Province</td>
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</table>

Gender: Male ______ Female ______

Native Language: ____________________________

Other Languages: ____________________________

Contact In Case of an Emergency:

Name: ____________________________________________

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<th>First</th>
<th>Middle Initial</th>
<th>Last</th>
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Relationship to Applicant: ________________________________

Address: ______________________________________________

|--------|----------|------------|----------|---------|

Telephone Number: + ___ (_____) ____-__________
Transfer Clearance Form
(For International Applicants Currently in the United States)

As part of the application process to Hillsborough Community College, you must show that you are currently in status with the U.S. Citizenship and Immigration Services by completing this form and returning it to:
Hillsborough Community College, PO BOX 30030, Tampa, FL 33630 FAX : 813-253-7070 ATT: Center for International Education.

The following is to be completed by the international student:

Student’s Name:  

Family | Given | Middle | Country of Origin

Present Address:  

Street | Apt. No. | City and State | Zip

Out of Country Address:  

Address | City/Province/Territory | Postal Code | Country

The following section is to be completed by the International Student Advisor of the secondary or post-secondary school you are presently attending in the U.S.

Visa Information:  If none of the following apply, please indicate the type of visa here: ____________________

F-1 | F-2 Dependent | M-1 | M-2 Dependent | J-1 | J-2 Dependent

I-20 I.D. SEVIS Number | Institution

Permission to Stay (Form I-94) expires: ____________ or valid for D/S (Duration of Status): ____________

If F-1, is the student currently attending school last authorized to attend by Immigration USCIS? __Yes___No.

If no, please explain: __________________________________________

Date of last attendance: ____________

Term | Month | Day | Year

To the best of your knowledge, is the student currently in status with USCIS? __Yes __ No.

If no, please explain: __________________________________________

I certify that the preceding is correct to the best of my knowledge: __________________________________________

Signature of School Official | Name and Title | Date

Name of Institution | Address | City | State | Zip | Telephone Number

CIE# D Rev. 7/12/2010
### ACADEMIC EXPENSES

- Tuition & Fees – 24 credits @ $344.64 ................................................................. $ 8,272.00
- Books ...................................................................................................................... $ 1,750.00
- Supplies .................................................................................................................. $ 300.00
- **SUB TOTAL** ....................................................................................................... $ 10,322.00

### LIVING EXPENSES

- Housing – 9 months @ $539/month in 4-bed unit at Hawks Landing ................... $ 4,851.00
- Food – 9 months @ 230/month ................................................................................. $ 2,070.00
- Medical Insurance – 12 months* .............................................................................. $ 634.00
- Transportation** ..................................................................................................... $ 855.00
- Personal Expenses .................................................................................................. $ 1,755.00
- **SUB TOTAL** ....................................................................................................... $ 10,165.00

### TOTAL ESTIMATED EXPENSES ........................................................................ $ 20,487.00

* Medical insurance is required for all international students and must be valid for a minimum period of one year. A group insurance program that provides the required coverage is available through Collegiate Risk Management, Inc. This health insurance plan is mandatory for all international students unless proof of comparable insurance is provided to CRM, and CRM confirms the coverage is comparable. Proof of insurance is required for each year of enrollment and must be paid prior to registration.

** Students are responsible for providing their own transportation to and from the College. This is the estimated price for public transportation for two terms. Discount student fare cards for the local HART bus system can be purchased at the HCC Dale Mabry, Ybor City and Brandon campuses for $45 per month. Some students may wish to purchase a second-hand car for personal transportation, or a bicycle instead of a car if living close to campus.
Equal Access/Equal Opportunity and Educational Equity

Hillsborough Community College is an equal access/equal opportunity employer that makes employment and education-related decisions without regard to race, color, gender, religion, national origin, age, disability, sexual orientation, marital status or any other bias that is or may be prohibited by laws. In addition, the college does not discriminate in employment practices or in the admission and treatment of students. HCC is committed to equitable treatment for all students and employees and to a learning and working environment free of discrimination and harassment for current as well as future students and employees. The college provides equal educational opportunities for qualified individuals with disabilities and complies with, as well as, supports the Americans with Disabilities Act.

HCC’s Equity Officer ensures compliance with federal and state laws prohibiting discrimination and sexual harassment.

Employees and students who believe they have been a victim of discrimination or sexual harassment should contact:

Dr. Joan B. Holmes  
Special Assistant to the President  
for Equity and Special Programs  
District Administrative Offices  
39 Columbia Drive, Room 718  
Tampa, FL 33606  
Telephone: 813-253-7043  
Email: jholmes16@hccfl.edu