



## INTERNATIONAL STUDENT ADMISSIONS PROCESS

The following outlines the procedure required to complete the International Student Application to Northland Community & Technical College (NCTC). In order to be issued an I-20 (F-1 or M-1), international students must be admitted to NCTC first by completing the following four requirements:

Date Completed

### **Documents Required for Admission to NCTC:**

\_\_\_\_\_ 1. ***International Student Application.***

Submit and return application and required fee to the NCTC Admissions office.

\_\_\_\_\_ 2. ***Academic Requirement.***

The minimum academic requirement is graduation from an accredited secondary school or its equivalent. Applicants must arrange for the campus Admissions office to receive official academic records from all secondary and post-secondary institutions attended. Detailed official records of courses taken, marks received and examinations passed must be sent directly to NCTC from the examination council or educational authority. Records must also include diplomas, degrees, or other certificates received.

If documents are not in English, all records must be translated into English and submitted with a copy of the original document that is in the native language. This translation has to be certified by a school or public official as a true copy and translation of the original document. This copy is in addition to the original record sent directly to NCTC by all colleges/universities attended.

This college reserves the right to determine the appropriateness of the certification and does not ordinarily return certificates and/or records. Some documents may be sent to authorities for verification of authenticity. When there is a charge for verification of authenticity, the applicant is responsible for those charges.

\_\_\_\_\_ 3. ***English Requirement.*** English language proficiency results must be sent to NCTC. The following are measures that may be used:

- TOEFL (Test of English Foreign Language) score of 500 or higher (paper), 173 or higher (computer), or 61 or higher (internet)
- IELTS (International English Language Testing System) band score of 5.5 or higher
- Completion of Level 109 of an approved ELS Language Center
- Recent completion of a college-level composition course with a grade of "C" or better from a United States college/university

\_\_\_\_\_ 4. ***Immunization Record.***

Complete and return NCTC Immunization Record. Minnesota law requires that all students born after 1956 and enrolled in a public or private post-secondary school in Minnesota be immunized against diphtheria, tetanus, measles, mumps, and rubella, allowing for certain specified exceptions. This information will be available for review by the Minnesota Department of Health and the local community health board.

An I-20 will be sent to all qualified applicants after **all** documents have been submitted and verified, and the following Certification of Finances form with accompanying documentation is received. *Registration is a separate process.*

Date Completed

**Documents required to be issued an I-20:**

- \_\_\_\_\_ 1. ***Copy of Passport.*** This must be submitted to ensure name is properly entered on the I-20 to be issued.
- \_\_\_\_\_ 2. ***Certification of Finances.*** This must be submitted by all students who would like an F-1 or M-1 student visa while attending NCTC. Students must provide documentation specifying sponsorship, funding or support for all educational and living expenses. Supporting documentation such as a bank statement or a letter from the sponsor's bank must accompany the above documents. Financial or bank documents must be translated into English.
- \_\_\_\_\_ 3. ***Health Insurance Requirement.*** The health insurance cost is included in the cost of attendance and is listed on the Certification of Finances. Health insurance is required as a condition for enrollment for all international students attending NCTC. All international students are required to purchase the Minnesota State Colleges and Universities international student accident and illness insurance plan (found at [www.uhcsr.com](http://www.uhcsr.com) click on Find My School's Plan, type in Minnesota Community & Technical College, click on Minnesota Community & Technical College, click on International Plan information at the bottom of the page), unless they can provide written verification that their government or sponsoring agency accepts full responsibility for any medical claims that might occur. NCTC is not responsible for any bills due to illness or injury.

**After receiving the I-20, payment of a SEVIS (I-901) Fee is required:**

- \_\_\_\_\_ 4. ***SEVIS (I-901) Fee.*** Fee charged to students or exchange visitors tracked in SEVIS to fund the program to cover the costs of administering and maintaining SEVIS, which includes ensuring compliance with the system's requirements by individuals, schools and exchange visitor program sponsors. The fee is to be paid by certain individuals who are seeking status as F-1, F-3, M-1 or M-3 nonimmigrant students or as J-1 nonimmigrant exchange visitors. Information on how to pay the SEVIS (I-901) Fee is found at: <http://www.ice.gov/sevis/i901/> or you may pay the fee online at: <https://www.fmjfee.com/i901fee/>

Northland College – East Grand Forks & Thief River Falls is an equal opportunity educator and employer. This document is available in alternative formats to individuals with disabilities by contacting Ellen Brehmer at (218) 793-2382 or 1-800-451-3441, or TTD (218) 793-2801 at the East Grand Forks campus; or Dean Dalen at (218) 683-8560 or 1-800-959-6282, or TTY (218) 683-8801 at the Thief River Falls campus.