

International Student Application Packet

Forms Included

Guide to the
Application Process

International Student
Admissions
Supplemental
Application Form

International Student
Statement of Financial
Support

International Student
Transfer Form
(only required from students transferring
from a U.S. Institution)

Additional Required Documents

Proof of English
Language Ability

Proof of Graduation or
Completion of
Secondary Education

Proof of Financial
Support
(bank statements, scholarship
letters, etc.)



Focused on your future!





GUIDE TO THE APPLICATION PROCESS FOR INT'L STUDENTS

Otero Junior College • 1802 Colorado Ave. • La Junta, CO 81050 USA

An international student is any non-immigrant individual in the United States for the purpose of study at an American college or university. The student will hold an F, J or M nonimmigrant visa. The term - international student - does not include legally admitted immigrants and refugees for admissions purposes, however those students are able to take advantage of services and support including orientation if they so desire.

International students must follow the general policies of the institution established for all students; however, some specific policies reflect rules and regulations of the U.S. Citizenship and Immigration Service (USCIS).

IN THIS APPLICATION PACKET...

International Student Application Form. This form verifies specific information required to complete the I-20 immigration document accurately. Please submit the following documents with your application form:

- Photocopy of your passport. This allows us to ensure that the name of your immigration documents matches that on your passport.
- Proof of Secondary School Completion. International students must provide proof that they have completed their post secondary education. Typical proof includes an academic transcript from the high school they graduated from or graduation certificate.
- Proof of English Language Ability. International students from non-English speaking countries must provide proof of their English language abilities. Results from all tests should be sent from the testing center. OJC will consider waiving test requirement with an official recommendation and interview with the Director of International Programs & Services to verify the student's language ability.
The minimum required scores are:

TOEFL: 450 PBT, 133 CBT, 46 iBT
IELTS: 5.5 or higher

International Student Statement of Financial Support Form. This form verifies, as required by U.S. immigration regulations that applicants have financial support at will enable them to cover at least one year of academic study at Otero Junior College. Acceptable proof of funds include:

- Bank Statement. An official bank statement indicating that you have the required funds for one year available.
NOTICE: If you are being sponsored by someone other than yourself, you must include an Affidavit of Support signed by your sponsor accepting responsibility for you educational costs and notarized by an official. The Affidavit should include the sponsor's name, address and phone number.
- Letter of Scholarship. If you are receiving a scholarship either from your government, business or other organization, you should include a letter of scholarship indicating the amount of your scholarship,
- Letter of Intent (OJC Athletic Scholarship). If you are receiving an OJC athletic scholarship in addition to the International Tuition scholarship, your coach will need to provide the International Office with a Letter of Intent outlining your scholarship.

Be sure to keep original documentation as you will need proof of available funds to provide to the Embassy or Consulate when you apply for your visa.

International Student Transfer Form. This form is exclusively for students who are transferring to Otero Junior College from another American educational institution. Please complete the top portion of the form and submit it to the International Student Advisor at the institution you are transferring from. They will complete the bottom portion and submit it to me on your behalf.

If you are NOT transferring from a U.S. institution, you DO NOT need to complete this form. With this form you need to submit the following documents:

- Copy of current and old I-20's.
- Transfer Request Form. International students transferring into OJC must complete the top portion of this form and give it to the International Student Advisor at their current institution to complete and submit to the OJC International Programs Office.
- Official Academic Transcripts from any colleges/universities attended. (*We suggest you use a transcript evaluation service to get the maximum number of transfer credits from any non-U.S. college/university courses you have taken.*)

WHAT'S NEXT...

Once you have completed and submitted the complete OJC Online Application and supplemental documents, your application will be reviewed for acceptance. Upon acceptance, we will send you an official acceptance letter, I-20 immigration document and the Pre-Departure Newsletter "A Look in the Rattler's Den" with OJC forms packet. In the weeks following the receipt of these, you will need to complete the following tasks in order to prepare for your new adventure at OJC:

- Make arrangements to apply for your visa at the U.S. Embassy or Consulate nearest you. Please see "Applying For Your Visa" for more information about this process.
- Once you have received your visa, you can purchase your ticket to the U.S. Make sure to purchase your ticket to arrive on the day requested as we cannot guarantee transportation from the airport to campus on alternative dates.
- Complete and submit the OJC Forms Packet which will include a Housing Application, Immunizations and Medical Information Form and Arrival Information form.

All that is left is for you to pack! The Pre-Departure Newsletter will provide some interesting and helpful information about OJC and the surrounding city of LaJunta. If you have any questions or concerns along the way, don't hesitate to contact the Director of International Programs at rochelle.wallace@ojc.edu.

OTHER INFORMATION

DEADLINES

Fall Term – July 15

Spring Term – December 1

Late applications will only be considered from students transferring from a U.S. institution due to the time it takes to apply for a U.S. visa. Students applying after the deadline without a current U.S. visa will be processed for acceptance for the next academic term

WHERE TO SEND YOUR APPLICATION MATERIALS

VIA POST: International Programs Office
Otero Junior College
1802 Colorado Ave.
La Junta CO 81050 USA

VIA FAX: (719) 384-6952

VIA EMAIL SCAN: rochelle.wallace@ojc.edu

Are you currently in the U. S. using an I-20 from another school? Yes No

If yes, which school? _____
School name City, State

If you plan to transfer to Otero Junior College from another college or university in the United States, you must have your current International Student Adviser modify your SEVIS record by transferring you out and identifying your release date (In SEVIS and on this application). Also, please attach a copy of your current I-20.

Release date: _____ (Transfer must be completed within 15 days of release date.)

Have you taken the TOEFL? Yes No Score: _____ Date: _____ Version: _____
Otero Junior College requires a 450 on the TOEFL. Our institutional code is 4588

Which best describes the level of education you have completed?

- Less than high school
- high school/secondary school
- Associate / 2-year (after high school) degree
- Bachelor's / 4-year / University degree
- Graduate or professional degree (Master's, MD, JD)
- Doctorate (PhD, EdD)

Have you applied before to Otero Junior College? Yes No If yes, when? _____

How did you learn about Otero Junior College? _____

CERTIFICATION/ SIGNATURE

I certify that the information provided is true and complete to the best of my knowledge, and understand that if the information is found to be otherwise, it is sufficient cause for rejection or dismissal. I further agree to keep the college informed about any changes and/or additional information.

Signature _____ Date _____

If student is under 18 years old, the parent's or guardian's signature is needed also.

Signature of Parent of Guardian _____ Date _____

FOR OFFICE USE ONLY:	
Student ID# _____	Admitted/Denied _____ Term Admitted _____
<input type="checkbox"/> Photocopy of Passport	INITIAL DATE
<input type="checkbox"/> H.S. Record or Transcripts	<input type="checkbox"/> Transfer Request Form (Transfers)
<input type="checkbox"/> Financial Support Form	<input type="checkbox"/> Previous I-20s (Transfers)
<input type="checkbox"/> Proof of English Language Ability	<input type="checkbox"/> Transcripts (Transfers)
	<input type="checkbox"/> I-20 Issued _____
	DATE
How to deliver to student:	
<input type="checkbox"/> mail to student <input type="checkbox"/> mail to other <input type="checkbox"/> call U.S. contact for pick-up <input type="checkbox"/> call student for pick-up <input type="checkbox"/> other: _____	
If student has a contact person who will be responsible for collecting I-20 and acceptance letter, please note:	
Name _____	Address or phone number _____

- Private Sponsor (friend, other relative, company)
 Name: _____ Relationship to Applicant: _____
 You must include a copy of the appropriate affidavit or letter of support from the private sponsor including their full name, address, phone number and email address if available as well as a **current** (within the last 3 months) letter or statement from your parent's bank, indicating a balance of at least US \$14,108.80 for one year of study (more with dependants). The letter or statement must be on official bank letterhead and include the date issued, the account holder's name, the amount currently available in the account, the currency in which the account is held, and a signature by the appropriate bank official. The embassy may not accept a bank letter as proof of funds.

- Government Scholarship
 Government/Agency Name: _____
 Students on government scholarship must provide an original and current financial guarantee letter from their government naming the applicant and indicating permission for the student to attend Otero Junior College.

- OJC Athletic Scholarship
 Name of Coach: _____ Sport: _____
 The OJC International Programs Office will request scholarship details regarding amount directly from the OJC coach.

- Other: _____
 Provide detailed contact information regarding all non-OJC loans or other funding resources so that we may follow-up appropriately.

You should keep an original copy of all financial documents submitted to Otero Junior College, because this information will be required by the U.S. consulate or Embassy when you apply for your visa.

FOR OFFICE USE ONLY	
<u>FROM AFFIDAVIT/LETTER OF SUPPORT</u>	
Sponsors Address	Bank Statements
_____	<input type="checkbox"/>

Sponsors Phone	

OJC Athletic Scholarship Verified	Amount: \$ _____
<input type="checkbox"/>	
Total amount of documented funds available for first year of study in U.S. dollars: \$ _____	

