International Student Application Packet

**Forms Included**

- Shipping Preference Notice
- Guide to the Application Process
- International Student 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!
Upon acceptance, you will receive a WELCOME TO THE OJC FAMILY! email acceptance letter to the address that you have provided to us. There are two options available for the mailing of your official acceptance letter and I-20 which you will need to proceed with the visa application process:

1) **Send by Regular Overseas Mail** - Overseas mail takes about 4-6 weeks, but there is **NO WAY TO TRACK IT**. If you want your I-20 sent by regular overseas mail, simply confirm that the address is correct as sent to you.

2) **Send by Express Mail** – OJC uses an express mail service that will allow you to receive your acceptance letter and I-20 through FedEx in 5-7 days. Requesting your immigration documents through express mail is at **YOUR expense** and **YOUR credit card (Visa, Mastercard or Discover cards only)** will be charged upon requesting the service. To request express mailing of your documents, go to the following website: [https://study.eshipglobal.com](https://study.eshipglobal.com) ---If you use this service, you will be required to create your own user name and password in order to create an account. To request shipment, you will need your OJC Student ID number, mailing address, e-mail address, phone number and credit card information.

These are currently the only ways that we can send your documents to you. Thanks!
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, there are some specific policies for admissions that 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 the ID page of your passport.** This allows us to ensure that the name and birthdate on your immigration documents matches that on your passport exactly so you do not have complications later.
- **Proof of Secondary School Completion.** International students must provide proof that they have completed their post secondary education. Typical proof includes an academic transcript form the high school they graduated from or graduation certificate with date of graduation.
- **Proof of English Language Ability.** International students whose first language is one other than English, must submit proof of their English language ability. Results from all tests should be sent from the testing center. The minimum required scores are:
  - TOEFL: 450 PBT, 133 CBT, 46 iBT
  - IELTS: 5.0 or higher

An official TOEFL or IELTS test is preferred, however, in special situations, OJC will consider waiving test requirement with an official recommendation and in-person or SKYPE video interview with the Director of International Relations to verify the student’s language ability.

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 Relations 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 this international application packet 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 Relations at rochelle.wallace@ojc.edu.

**OTHER INFORMATION**

**DEADLINES**

<table>
<thead>
<tr>
<th>Fall Term – July 15</th>
<th>Spring Term – November 15</th>
</tr>
</thead>
</table>

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 Relations Office  
Otero Junior College  
1802 Colorado Ave.  
La Junta CO 81050 USA

**VIA FAX:** (719) 384-6952

**VIA EMAIL SCAN:** rochelle.wallace@ojc.edu

* All immigration documents and welcome packets will be sent via U.S. Priority post unless otherwise indicated
Name (as shown in passport):

<table>
<thead>
<tr>
<th>Family name (surname)</th>
<th>Given name</th>
<th>Middle name (if any)</th>
</tr>
</thead>
</table>

The name I would like my teachers and fellow students to call me: ____________________________________________

Other names that might appear on my academic or personal records: ____________________________________________

Permanent, Home Country Mailing Address:

__________________________________________

City: __________________ State/Province: __________

Postal Code: __________ Country: __________________

Phone Number: _____________________________

E-mail Address: __________________________________

U.S. Address (if available):

__________________________________________

City: __________________ State: _________ ZIP Code: __________

U.S. Phone Number: ___________________________

What program or major area would you like to study? ____________________________________________

Primary Language: ________________________ Other Languages Spoken: ________________________

Will any dependents (such as your spouse and/or children) be with you in the U.S.? □ Yes □ No

If yes, please give us the following information for your spouse and children who will be coming with you to the U.S.:

<table>
<thead>
<tr>
<th>NAME</th>
<th>BIRTH DATE: MONTH/DAY/YEAR</th>
<th>COUNTRY OF BIRTH</th>
<th>COUNTRY OF CITIZENSHIP</th>
<th>RELATIONSHIP TO STUDENT</th>
</tr>
</thead>
</table>

* If dependant’s permanent foreign address is different from student’s, please include dependant’s address on a separate sheet of paper.

Do you plan to transfer to another school in the U.S. when you have completed your studies at Otero Junior College? □ Yes □ No

Are you currently in the U.S.? □ Yes □ No Do you currently have a U.S. visa? □ Yes □ No

If yes, current visa type: __________ Date visa expires: __________ Date I-94 expires: __________
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  □ Bachelor’s / 4-year / University degree
□ high school/secondary school  □ Graduate or professional degree (Master’s, MD, JD)
□ Associate / 2-year (after high school) degree  □ 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 ________

INITIAL   DATE

 Photocopy of Passport  Transfer Request Form (Transfers)
 H.S. Record or Transcripts  Previous I-20s (Transfers)
 Financial Support Form  Transcripts (Transfers)
 Proof of English Language Ability  I-20 Issued___________________ DATE

How to deliver to student:
□ mail to student  □ mail to other  □ call U.S. contact for pick-up  □ call student for pick-up  □ 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 ____________________________
As per U.S. Immigration Regulations, you are required to certify that you will have adequate financial support for your program of study at Otero Junior College. We cannot issue you the I-20 form that is required for you to apply for a visa until we have this complete information.

**BASED ON THE STUDENT TAKING 15 CREDIT HOURS PER SEMESTER/30 CREDIT HOURS PER YEAR**

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition &amp; Fees</td>
<td>$7640.00</td>
</tr>
<tr>
<td>Living Expenses</td>
<td>$6560.00</td>
</tr>
<tr>
<td>Books/Supplies</td>
<td>$1000.00</td>
</tr>
<tr>
<td>Health Insurance</td>
<td>$800.00</td>
</tr>
</tbody>
</table>

**Total Estimated Cost**

$16,000.00 USD

Will any dependent family members accompany you to study in the U.S.?  □ Yes  □ No

- School and living expenses for one year for student $16,000.00
- Living expenses for one year for spouse at $2,000.
- Living expenses for one year for _________child(ren) at $2,000 each:

**TOTAL EXPENSES FOR STUDENT AND ANY DEPENDANT(S): ________________**

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**SOURCE OF FUNDS AND REQUIRED DOCUMENTS NEEDED**

Financial support for tuition, fees, insurance, books, living expenses, transportation, etc., as noted above, will be provided by:

(Check ALL that apply)

- Student
  - You must include a current (within the last 3 months) letter or statement from your bank, indicating a balance of at least US $16,000.00 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.

- Student’s Parent(s)
  - Parent Name(s): ________________________________
  - You must include a copy of the appropriate affidavit or letter of support from your parents 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 $16,000.00 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.
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 $16,000.00 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.

Sponsor Name
____________________________________________

Sponsor Address
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Sponsor Phone  __________________________________________

Sponsor Email  __________________________________________

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 Relations 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.

OFFICE USE ONLY

Total amount of documented funds available for first year of study in U.S. dollars: $ _______________

Bank statements  □  $______________  OJC Athletic LOI  □  $______________

Scholarship Letter  □  $______________  Other:______________  □  $______________
SEVIS RELEASE INFORMATION FORM

Please sign your name below and give this form to your international student adviser at the school you now attend or most recently attended OR if emailing this please type your initials as your signature.

_I grant permission for the information requested below to be released to Otero Junior College_

Print name __________________________ Signature of Applicant __________________________ Date __________

In your most recent/current semester, were you enrolled in Academic courses, English language or both?

☐ Academic courses ☐ English language courses ☐ Both

International Student Advisor/Designated School Official:

In compliance with USCIS regulations, we request confirmation of his/her status at your institution before approving transfer to Otero Junior College. Please complete the following and return to Otero Junior College via fax, email or postal mail:

Fax number: 719.384.6952
Email: international@ojc.edu
Office of International Relations
Otero Junior College
1802 Colorado Avenue
La Junta, CO 81050-3346

1. Current Immigration Status:
   ☐ F-1 Completion Date I-20 ________________ I-94#: ________________
   ☐ Other: __________________________________ Expires: ________________

2. Please check one of the following:
   ☐ The student is in academic standing and is/has been pursuing a full course study (or has already been reinstated).
   ☐ The student is in financial standing and has met the financial obligations of their program.
   ☐ The student is out of status, and we advise student to apply for reinstatement upon receipt of a new I-20 from Otero Junior College.
   ☐ Other ___________________________________________________________

Date of last attendance at your school: __________________________
Transfer Release Date: __________________________ (Release to Otero Junior College School Code: DEN214F00196000)

Please indicate the dates of any practical training (CPT or OPT) in which the student had participated:

Curricular _____________________________________________________________________________

Optional _____________________________________________________________________________

Name and Title of designated School Official completing this form __________________________
Name of Institution __________________________
Signature __________________________ Telephone number __________________________
Address __________________________ E-mail address __________________________

A letter of acceptance will be provided by OJC to the transferring out institution for your records via email once the student’s application is processed and accepted. Thank you!