



INTERNATIONAL STUDENT

ADMISSIONS INFORMATION PACKET

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COLUMBUS TECHNICAL COLLEGE

INTERNATIONAL STUDENTS' CHECKLIST FOR ADMISSIONS

You should begin the application process at least **one semester BEFORE your desired start date.**

☐ **SUBMIT THE FOLLOWING ITEMS TO THE ADMISSIONS OFFICE**

- Columbus Technical College Admissions Application
- \$25.00 application fee
- The International Student Application for Admission Form
- An evaluation of all international educational documents
 - High School – document-by-document evaluation
 - College – course-by-course evaluation
- English Proficiency
 - Accuplacer placement test if the student is in the United States, or
 - SAT (Critical Reading 450, Math 440 prior to Feb 2016 and Critical Reading Subscore 25, Math Subscore 24), or
 - ACT (Reading 17, English 16, and Math 19),
 - TOEFL if English is not the primary language, must have 500 or higher on the written test, 173 or higher on the computerized version, or 61 on the internet version) OR IELTS (5.5).
- Financial support documentation
 - International Financial Certificate
 - Official Bank Statement or other acceptable documentation showing minimum of \$18,186 in U.S. dollars (dated within last 3 months)
 - Affidavit of Support (Form I-134)

☐ **RECEIVE AN I-20 FROM COLUMBUS TECHNICAL COLLEGE**

- Complete Section 11 of the I-20
- Pay SEVIS I-901 Fee to the US Immigration & Customs. This fee must be paid by all F-1 and M-1 non-immigrant visa applicants. The current fee is \$200.
- Make an appointment for an interview at the US Embassy in your home country to apply for the appropriate Student Visa (M-1 or F-1)

☐ **RECEIVE A STUDENT VISA**

- Make arrangements for your accommodation in Columbus
- Make your travel arrangements to the United States (you may arrive up to 30 days prior to the start of your program)
- Upon arrival at a U.S. Port of Entry, interview with customs official
- Receive an I-94 stamped with Visa Status and duration of approved stay

☐ **ARRIVE ON CAMPUS**

- Submit Passport and Visa, I-94 and I-20 to the Admissions Office
- Schedule and take the ACCUPLACER placement test, if applicable
- Attend International Student Orientation (or Interview with Admissions Staff Member)
- Register for full-time schedule of classes (12 credit hours or more)

☐ **APPLICANTS ALREADY IN THE U.S. (except transfer students)**

- Complete and submit Form I-539 Application to Extend/Change Nonimmigrant Status to the U.S. Customs & Immigration Services and pay the \$290 filing fee
- Must meet the same requirements as students applying from outside the U.S.
 - Submit all Academic Documents as listed above to the Admissions Office
 - Submit all Financial Documents as listed above to the Admissions Office
- Submit a copy of the Notice of Receipt/Petition from USCIS to verify that the applicant has filed Form I-539.



ADMISSIONS STEPS

Step 1: Submit a completed **Application for Admission** form, a completed **International Student Application for Admission** form and a nonrefundable **\$25.00 application fee** in U.S. currency by credit card, money order, or check drawn on a U.S. bank payable to Columbus Technical College by the appropriate application deadline.

Step 2: Submit **official transcripts** from your high school (or GED) and all colleges attended by the application deadline. All transcripts must be received in envelopes sealed by the sending institution. Applicants with a college degree will send college transcripts from all colleges attended but are not required to submit a high school or GED transcript.

All foreign educational credentials must be evaluated by an approved evaluation service (must be a member of the National Association of Credential Evaluation Services).

For more information see our **Foreign Credential Evaluation Guide** which follows after the International Student Application for Admission form in this packet!

Step 3: Submit **official scores** from one of the following placement tests taken within the last 60 months: SAT, ACT, ASSET, or Accuplacer. At minimum submit TOEFL or IELTS if you are applying from outside the United States and English is not your first language.

Application Deadlines

Due to the amount of time required for gathering, preparing and processing an international student application, CTC encourages all international applicants to apply at least **one semester prior to their desired start date.**

Fall semester / begins in August / apply in April

Spring Semester / begins in January / apply in September

Summer semester / begins in May / apply in January



INTERNATIONAL STUDENT APPLICATION FOR ADMISSION

PLEASE PRINT CLEARLY

SECTION A

NAME: LAST (FAMILY) _____ FIRST (GIVEN) _____

OTHER NAMES ON EDUCATIONAL RECORDS: _____

HOME COUNTRY ADDRESS:

STREET/MAIL ADDRESS: _____ APARTMENT NUMBER: _____

CITY: _____ STATE/REGION: _____ POSTAL CODE: _____

COUNTRY: _____ EMAIL ADDRESS: _____

DAY TELEPHONE: _____ NIGHT/CELL/BUSINESS TELEPHONE: _____

SECTION B

GENDER: ☐ MALE ☐ FEMALE

DATE OF BIRTH: (MM/DD/YYYY) _____

PLACE OF BIRTH: _____ (CITY, REGION, COUNTRY)

COUNTRY OF CITIZENSHIP IF DIFFERENT FROM COUNTRY OF BIRTH: _____

ETHNIC ORIGIN: ☐ AMERICAN INDIAN/ALASKAN NATIVE ☐ BLACK, NON-HISPANIC ☐ WHITE, NON-HISPANIC

☐ ASIAN/PACIFIC ISLANDER

☐ HISPANIC

☐ OTHER: _____

NATIVE LANGUAGE: _____

SECTION C

CIRCLE NUMBER OF YEARS OF EDUCATION COMPLETED:

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20

NAME OF HIGH SCHOOL ATTENDED: _____

CITY: _____ COUNTRY: _____

DO YOU HAVE THE EQUIVALENT OF A UNITED STATES HIGH SCHOOL EDUCATION ? ☐ YES ☐ NO

IF YES, DATE OF COMPLETION: (MM/DD/YYYY) _____

LIST ALL COLLEGES, BUSINESS OR TECHNICAL SCHOOLS ATTENDED.

NAME OF SCHOOL	DATES ATTENDED		DEGREE EARNED		CITY & COUNTRY
	MM/YYYY	TO MM/YYYY	YES	NO	
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____

ALL DOCUMENTS SUBMITTED FOR ADMISSIONS CONSIDERATION MUST BE EVALUATED BY AN APPROVED EVALUATION SERVICE.

YOU WILL BE REQUIRED TO SHOW PROOF OF COLLEGE PLACEMENT TESTING AND/OR ENGLISH PROFICIENCY. THE FOLLOWING TEST RESULTS ARE ACCEPTABLE IF THEY ARE FIVE YEARS OLD OR LESS: SAT, ACT, COMPASS, ASSET, TOEFL, IELTS

IF YOU HAVE NOT TAKEN ANY OF THESE PLACEMENT TESTS, YOU WILL BE REQUIRED TO SCHEDULE AND TAKE THE COMPASS TEST AFTER YOU ARRIVE ON CAMPUS, BUT PRIOR TO ENROLLING IN COURSES FOR THE TERM. TEST RESULTS WILL DETERMINE FINAL ACCEPTANCE IN PROGRAM OF STUDY.

SECTION D

IN WHICH **PROGRAM OF STUDY** DO YOU WISH TO ENROLL?: _____

AT WHAT LEVEL OF STUDY: ☐ ASSOCIATE DEGREE (2 Years) ☐ DIPLOMA (1-2 years) ☐ CERTIFICATE (less than 1 year)

SEMESTER YOU PLAN TO ENTER: ☐ SPRING (January) ☐ SUMMER (May) ☐ FALL (August) YEAR: _____

ENGLISH PROFICIENCY IS REQUIRED AT A LEVEL THAT ALLOWS THE STUDENT TO PARTICIPATE AND COMPETE IN COLLEGE LEVEL COURSEWORK. NO BASIC LANGUAGE INSTRUCTION IS AVAILABLE AT COLUMBUS TECHNICAL COLLEGE.

SECTION E

NAME AND ADDRESS OF PERSON(S) IN THE UNITED STATES WHO WILL SERVE AS SPONSOR AND /OR PROVIDE FINANCIAL SUPPORT:

NAME: _____ TELEPHONE NUMBER: _____

ADDRESS: _____ CITY: _____ STATE _____ ZIP: _____

IS THIS ADDRESS WHERE YOU WILL RESIDE WHILE IN THE UNITED STATES? ☐ YES ☐ NO

IF NO, GIVE YOUR STREET/MAIL ADDRESS WHILE IN THE UNITED STATES: _____

CITY: _____ STATE: _____ ZIP: _____

DO YOU PLAN TO BRING DEPENDENTS WITH YOU TO THE UNITED STATES? ☐ YES ☐ NO

IF YES, GIVE NAME, DATE OF BIRTH, AND RELATIONSHIP:

NAME (Family Name, First Name)	DATE OF BIRTH	RELATIONSHIP
_____	_____	_____
_____	_____	_____

PLANNED PORT OF ENTRY INTO THE UNITED STATES:

☐ Atlanta, Georgia ☐ Miami, Florida ☐ New York, New York ☐ Dallas, Texas ☐ Los Angeles, California ☐ San Francisco, California

I certify that the information I have given is correct to the best of my knowledge. I understand that failure to provide information may invalidate my application for admission. Application and related papers (transcript, etc.) will be retained for one year and will then be destroyed.

If accepted, I agree to abide by the rules, regulations and guidelines as set forth in the Student Handbook.

Signature of Applicant: _____

Date Signed: _____

Columbus Technical College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs, admissions, employment, or any other activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies that include Title VI, Title IX, 4505. Inquiries concerning application of this policy may be referred to Patricia Hood, Human Resources, Columbus Technical College, 928 Manchester Expressway, Columbus, GA 31904-6572, (706) 649-1883. For further information, 1-800-421-3481.

Columbus Technical College reserves the right to change or amend its regulations, curricula, fees, and administrative procedures without prior notice.

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For more information on Columbus Technical College, Programs of Study, Academic Calendar, Admissions, Cost of Tuition and other important College information, visit our Web site at: www.columbustech.edu

FOREIGN CREDENTIAL EVALUATION RESOURCES

Following is a sample listing of companies who offer credential evaluation services to International Students who wish to pursue their education in the United States. All of the companies listed below offer evaluation services. Please contact the company of your choice for more information on services and costs.

For **ADMISSIONS** purposes **only**, Columbus Technical College requires a Document Evaluation for all secondary school documents. Students who are interested in having previous college courses transferred will need to have a more detailed report done showing specific course information.

1. Josef Silny & Associates, Inc.

International Education Consultants
P.O. Box 248233
Coral Gables, FL 33124-8233
Tel: (305) 273-1616
Fax: (305) 273-1338
Website: www.jsilny.com
Email: info@jsilny.com

2. World Education Services (WES)

Bowling Green Station
P.O. Box 5087
New York, NY 10274-5087
Tel: (212) 966-6311
Fax: (212) 739-6100
Website: www.wes.org
Email: info@wes.org

3. Lisano International

P.O Box 407
Auburn, AL 36831-0407
Tel: (334) 745-0425
Website: www.Lisano-INTL.com
Email: LisanoINTL@aol.com



FINANCIAL DOCUMENTATION STEPS

Step 1: The student and sponsor (if applicable) must complete and submit the **International Financial Certificate** with your Application to the Admissions Office.

The estimated cost of attending CTC for one academic year is \$18,186 (see the International Tuition and Fees page for more details)

Step 2: The student or sponsor must provide a **bank letter** verifying that a minimum of \$18,186 USD is available to finance the first year of education. All bank correspondence must be written on official bank stationery and certified or notarized by an officer of the bank with the bank address and telephone number printed clearly.

In special circumstances other financial documentation may be acceptable. Please contact the Admissions Office if you have any questions.

Financial documentation must be dated within the last 3 months, and funds must be stated in U.S. currency equivalent.

Step 3: The student's sponsor completes and submits the U.S. Department of Justice Form I-134 **Affidavit of Support** (if applicable)



COLUMBUS TECHNICAL COLLEGE INTERNATIONAL TUITION and FEES

Credit Hours.	TUITION	CREDIT HOURS	TUITION
1	\$ 356.00	9	\$ 3,204.00
2	\$ 712.00	10	\$ 3,560.00
3	\$ 1,068.00	11	\$ 3,916.00
4	\$ 1,424.00	12	\$ 4,272.00
5	\$ 1,780.00	13	\$ 4,628.00
6	\$ 2,136.00	14	\$ 4,984.00
7	\$ 2,492.00	15	\$ 5,340.00
8	\$ 2,848.00		

Other Mandatory Fees (Per Semester):

Registration Fee **\$50**, Activity Fee **\$45**, Accident Insurance **\$6**, Technology Fee **\$105**, Instructional Support Fee **\$55**, Tutorial Assistance Fee **\$35**, Campus Security Fee **\$25**

The cost of books varies depending upon the program. Some programs also require the purchase of uniforms and additional supplies.

Payment Due Dates

All tuition and fees are due and payable at the time of registration and may be paid by check, cash, Visa, Master Card, debit or pre-approved financial aid. All pre and open registrations in which the account is not settled the work day prior to the start date for classes will be charged a late fee.

Other Fees:

- Application Fee - \$25.00
- Diploma Replacement – \$25.00
- Exemption Test – 25% of tuition for the course
- Graduation Fee - \$40.00
- Late Registration Fee - \$45.00
- Program Change Fee - \$10.00
- Replacement Parking Decal – \$20.00
- Retest Fee – \$15.00 per section
- Replacement Student I.D. Badge – \$5.00
- Transcript Fee – \$5.00 per transcript standard mail; other fees apply for expedited transcripts

Students must be formally dropped from class to receive a refund. It is the student's responsibility to insure the withdrawal is completed. (Please see the Columbus Technical College Student Handbook and Catalog for complete refund procedures. Refunds are granted for only the first 15 hours of tuition.)

Annual Expense Calculation:

To calculate expenses for one year, use the chart above and calculate as follows:

Tuition: \$4,272	X 2 (terms) =	\$ 8,544.00
Mandatory Fees \$321	X 2 (terms) =	\$ 642.00
Book/Supply cost estimate \$500.00	X 2 (terms) =	\$ 1,000.00
Estimated Living Costs \$4,000	X 2 (terms) =	\$ 8,000.00

Total Annual Expenses for planning purposes: \$18,186.00

Expenses for housing, meals, and personal maintenance have not been included in this estimate as these costs vary widely by individual and circumstance. Columbus Technical College does not offer housing, meal tickets, or other personal maintenance services.

Refunds will be granted as follows:

Students must be formally dropped from class by their advisor to receive a refund. Students may drop classes before the fourth class day for 100% refund. See the Columbus Technical College Student Handbook and Catalog for complete refund procedures.

COLUMBUS TECHNICAL COLLEGE

INTERNATIONAL FINANCIAL CERTIFICATE

As an international student applicant, you are required to certify that you have sufficient funds to cover your expenses while attending Columbus Technical College. Financial support must be available and documented for tuition and fees per academic year. In computing expenses, you should not look to employment, either part-time or full-time. Under no circumstances are M-1 students permitted to work. Tuition and fees are due at the time of registration each Semester and are subject to change.

A Form I-20 will not be issued until proof of financial support has been submitted and you have been admitted to Columbus Technical College. Return completed form to the Admissions Office.

Student Information:

Name _____
Last (family) first (given)

Social Security Number or CTC Identification Number: _____

Date of Birth: _____ Country of Birth _____

Country of Citizenship _____

Sources of Support

Name	Amount of Support in U.S. Dollars

A current bank statement or letter from the bank certifying that the required funds are available must be attached to this form.

Sponsor Certification

This is to certify that I have read the information given by the applicant on this form, that it is true and accurate and that the funds are available.

Sponsor's Signature _____ Date _____

Sponsor's Name (printed) _____

Relationship of Sponsor to Applicant _____

Address _____

Applicant Certification

This is to certify that the total amount of money available for my first academic year of study at Columbus Technical College is US \$_____. Further, I certify that the above information provided is correct and complete and that I shall notify Columbus Technical College of any change in my financial status.

Student's Signature _____ Date _____

U.S. Department of Justice

Bureau of Citizenship and Immigration Service

Affidavit of Support

INSTRUCTIONS

I. EXECUTION OF AFFIDAVIT. A separate affidavit must be submitted for each person. You must sign the affidavit in your full, true and correct name and affirm or make it under oath. If you are **in the United States** the affidavit may be sworn or affirmed before an immigration officer without the payment of fee, or before a notary public or other officer authorized to administer oaths for general purposes, in which case the official seal or certificate of authority to administer oaths must be affixed. If you are **outside the United States** the affidavit must be sworn to or affirmed before a United States consular or immigration officer.

II. SUPPORTING EVIDENCE. The deponent must submit in duplicate evidence of income and resources, as appropriate:

A. Statement from an officer of the bank or other financial institution in which you have deposits giving the following details regarding your account:

- Date account opened.
- Total amount deposited for the past year.
- Present balance.

B. Statement of your employer on business stationery, showing:

- 1. Date and nature of employment
- 2. Salary paid
- 3. Whether position is temporary or permanent

C. If self-employed:

- 1. Copy of last income tax return filed or,
- 2. Report of commercial rating concern.

D. List containing serial numbers and denominations of bonds and name of record owner(s).

IV.

III. SPONSOR AND ALIEN LIABILITY. Effective October 1, 1980 amendments to section 1614(f) of the Social Security Act and Part A of Title XVI of the Social Security Act establish certain requirements for determining the eligibility of aliens who apply for the first time for Supplemental Security Income (SSI) benefits. Effective October 1, 1981 amendments to section 415 of the Social Security Act establish similar requirements for determining the eligibility of aliens who apply for the first time for Aid to Families with Dependent Children (AFDC) benefits. Effective December 22, 1981 amendments to the Food Stamp Act of 1977 affect the eligibility of alien participation in the Food Stamp Program. These amendments require that the income and resources of any person who, as the sponsor of an alien's entry into the United States, executes an affidavit of support or similar agreement on behalf of the alien, and the income and resources of the sponsor's spouse (*if living with the sponsor*) shall be deemed to be the income and resources of the alien under formulas for determining eligibility for SSI, AFDC, and Food Stamp benefits during the three years following the alien's entry into the United States.

An alien applying for SSI must make available to the Social Security Administration documentation concerning his or her income and resources and those of the sponsor including information which was provided in support of the application for an immigrant visa or adjustment of status. An alien applying for AFDC or Food Stamps must make similar information available to the State public assistance agency. The Secretary of Health and Human Services and the Secretary of Agriculture are authorized to obtain copies of any such documentation submitted to INS or the Department of State and to release such documentation to a State public assistance agency.

Sections 1621(e) and 415(d) of the Social Security Act and subsection 5(i) of the Food Stamp Act also provide that an alien and his or her sponsor shall be jointly and severally liable to repay any SSI, AFDC, or Food Stamp benefits which are incorrectly paid because of misinformation provided by a sponsor or because of a sponsor's failure to provide information. Incorrect payments which are not repaid will be withheld from any subsequent payments for which the alien or sponsor are otherwise eligible under the Social Security Act or Food Stamp Act, except that the sponsor was without fault or where good cause existed.

These provisions do not apply to the SSI, AFDC or Food Stamp eligibility of aliens admitted as refugees, granted political asylum by the Attorney General, or Cuban/Haitian entrants as defined in section 501(e) of P.L. 96-422 and of dependent children of the sponsor or sponsor's spouse. They also do not apply to the SSI or Food Stamp eligibility of an alien who becomes blind or disabled after admission into the United States for permanent residency.

IV. AUTHORITY/USE/PENALTIES. Authority for the collection of the information requested on this form is contained in 8 U.S.C. 1182(a)(15), 1184(a), and 1258. The information will be used principally by the Service, or by any consular office to whom it may be furnished, to support an alien's application for benefits under the Immigration and Nationality Act and specifically the assertion that he or she has adequate means of financial support and will not become a public charge. Submission of the information is voluntary. It may also, as a matter of routine use, be disclosed to other federal, state, local and foreign law enforcement and regulatory agencies, including the Department of Health and Human Services, the Department of Agriculture, the Department of State, the Department of Defense and any component thereof (if the deponent has served or is serving in the armed forces of the United States), the Central Intelligence Agency, and individuals and organizations during the course of any investigation to elicit further information required to carry out Service functions. Failure to provide the information may result in the denial of the alien's application for a visa, or his or her exclusion from the United States.

U.S. Department of Justice

Bureau of Citizenship and Immigration Service

Affidavit of Support

(ANSWER ALL ITEMS: FILL IN WITH TYPEWRITER OR PRINT IN BLOCK LETTERS IN INK.)

I, _____, residing at _____
(Name) (Street and Number)

(City) (State) (ZIP Code if in U.S.) (Country)

BEING DULY SWORN DEPOSE AND SAY:

1. I was born on _____ at _____
(Date) (City) (Country)

If you are **not** a native born United States citizen, answer the following as appropriate:

- If a United States citizen through naturalization, give certificate of naturalization number _____
- If a United States citizen through parent(s) or marriage, give citizenship certificate number _____
- If United States citizenship was derived by some other method, attach a statement of explanation.
- If a lawfully admitted permanent resident of the United States, give "A" number _____

2. That I am _____ years of age and have resided in the United States since (date) _____

3. That this affidavit is executed in behalf of the following person:

Name			Sex	/age	
Citizen of --(Country)		Marital Status	Relationship to Deponent		
Presently resides at--(Street and Number)		(City)	(State)	(Country)	
Name of spouse and children accompanying or following to join person:					
Spouse	Sex	Age	Child	Sex	Age
Child	Sex	Age	Child	Sex	Age
Child	Sex	Age	Child	Sex	Age

4. That this affidavit is made by me for the purpose of assuring the United States Government that the person(s) named in item 3 will not become a public charge in the United States.

5. That I am willing and able to receive, maintain and support the person(s) named in item 3. That I am ready and willing to deposit a bond, if necessary, to guarantee that such person(s) will not become a public charge during this or her stay in the United States, or to guarantee that the above named will maintain his or her nonimmigrant status if admitted temporarily and will depart prior to the expiration of his or her authorized stay in the United States.

6. That I understand this affidavit will be binding upon me for a period of three (3) years after entry of the person(s) named in item 3 and that the information and documentation provided by me may be made available to the Secretary of Health and Human Services and the Secretary of Agriculture, who may make it available to a public assistance agency.

7. That I am employed as, or engaged in the business of _____ with _____
(Type of Business) (Name of concern)
at _____
(Street and Number) (City) (State) (Zip Code)

I derive an annual income of (if self-employed, I have attached a copy of my last income tax Return or report of commercial rating concern which I certify to be true and correct to the Best of my knowledge and belief. See instruction for nature of evidence of net worth to be Submitted.)

\$ _____

I have on deposit in savings banks in the United States

\$ _____

I have other personal property, the reasonable value of which is

\$ _____

I have stocks and bonds with the following market value, as indicated on the attached list which I certify to be true and correct to the best of my knowledge and belief.

I have life insurance in the sum of

With a cash surrender value of

I own real estate valued at

With mortgages or other encumbrances thereon amounting to \$ _____

\$ _____

\$ _____

\$ _____

\$ _____

Which is located at _____
(Street and Number) (City) (State) (Zip Code)

8. That the following persons are dependent upon me for support: (Place an "X" in the appropriate column to indicate whether the person named is **wholly** or **partially** dependent upon you for support.

NAME OF PERSON	Wholly Dependent	Partially Dependent	Age	Relationship to Me

9. That I have previously submitted affidavit(s) of support for the following person(s). If none, state "**None**".

Name	DATE SUBMITTED

10. That I have submitted visa petition(s) to the Immigration and Naturalization Service on behalf of the following person(s). If none, state "**None**".

Name	RELATIONSHIP	DATE SUBMITTED

11. (Complete this block only if the person named in item 3 will be in the United States temporarily.)

That I ☐ do intend ☐ do not intend, to make specific contributions to the support of the person named in item 3. (If you check "do intend", indicate the exact nature and duration of the contributions. For example, if you intend to furnish room and board, state for how long and, if money, state the amount in United States dollars and state whether it is to be given in a lump sum, weekly, or monthly, or for how long.)

OATH OR AFFIRMATION OF DEPONENT

I acknowledge that I have read Part III of the Instructions, Sponsor and Alien Liability, and am aware of my responsibilities as an immigrant sponsor under the Social Security Act, as amended, and the Food Stamp Act, as amended.

I swear (affirm) that I know the contents of this affidavit signed by me and the statements are true and correct.

Signature of deponent _____

Subscribed and sworn to (affirmed) before me this _____ day of _____, year _____

at _____. My commission expires on _____

Signature of Officer Administering Oath _____ Title _____

If affidavit prepared by other than deponent, please complete the following: I declare that this document was prepared by me at the request of the deponent and is based on all information of which I have knowledge.

(Address) (Date) (Signature)



COLUMBUS TECHNICAL COLLEGE STEPS TO OBTAIN A STUDENT VISA (F-1 or M-1)

A. Out-of-Country:

1. An applicant must meet all admission requirements to include financial documentation and English proficiency requirement.
2. A **Form I-20** and a **letter of acceptance** is mailed to the prospective student by CTC.
3. The I-20 does not guarantee the student will receive a student visa; it is only a form guaranteeing that the student has met all requirements for admission to our college and will be enrolled upon entry into the United States.
4. Pay **SEVIS I-901 Fee**. Currently the SEVIS fee for an F or M visa is \$200. Payment must be made prior to your visa appointment with the U.S. Embassy. For payment options and further information, visit <http://www.ice.gov/sevis/i901/>. You **MUST** bring a copy of the **SEVIS fee payment receipt** (showing proof of payment) to the visa interview.
5. Find the U.S. Embassy closest to your home by visiting the U.S. Department of State website at http://travel.state.gov/visa/embassy/embassy_4825.html. Check the consular office site to see if there are any special instructions for the consulate you will be visiting.
6. **Make an appointment for the visa interview**. DO NOT delay in making your appointment as you may have to wait several weeks to get an appointment time.
7. When you go for your visa interview take your **passport, I-20, SEVIS Fee payment receipt, CTC letter of acceptance, copies of your financial support documentation**, and all other documentation relating to your student visa application.
8. After you receive a student visa, make your **travel arrangements** to Columbus, Georgia.
9. At your port-of-entry to the U.S. you will be interviewed and will receive an **I-94** which will be stamped by the U.S. customs official indicating how long you may stay in the U.S.
10. For further information on steps to obtaining your student visa, visit http://travel.state.gov/visa/temp/types/types_1268.html.

B. Institutional Transfer:

1. An **M-1 (non-degree) student** may not transfer schools after having been in M-1 status for a period of six months, unless that transfer of schools is necessary because of reasons beyond the student's control.
2. An **F-1 (degree) student** may transfer to another college or university. The student must meet all admission requirements of the new college, including financial documentation and English proficiency requirements. The student must obtain a completed **transfer approval form** to transfer SEVIS records from one college to another.
3. F-1 Students must start transfer procedures at their current college. Transfer I-20 will be electronically reported along with the name of the intended college of transfer.
4. Applicant must submit the **International Student SEVIS Transfer Verification Form**.
5. Applicant will be sent an **acceptance letter** from the intended college of transfer.
6. A new **I-20** will be issued to the student by the college of transfer.

C. Change-of-Status:

1. An applicant, who is already in the U.S., but not on an F or J student visa, **MUST** submit a request for a change-of-status to the U.S. Citizenship and Immigration Service by filing **Form 1-539 Application to Extend/Change Nonimmigrant Status** and pay the filing fee (currently \$290). For more information and to obtain complete the I-539 visit the USCIS website, <http://www.uscis.gov/portal/site/uscis/menuitem.5af9bb95919f35e66f614176543f6d1a/?vgnextoid=94d12c1a6855d010VgnVCM10000048f3d6a1RCRD&vgnextchannel=db029c7755cb9010VgnVCM10000045f3d6a1RCRD>.
2. USCIS will issue the applicant with a **Notice of Receipt/Petition** verifying that the applicant has filed the I-539.
3. The applicant must meet all CTC admission requirements, including financial documentation, evaluation of all international educational documents and English proficiency requirement as well as documentation of current status in U.S. (i.e., **passport, visa and I-94 card**).
4. Applicant will receive a **letter of acceptance** from CTC.
5. An adjudicator with the USCIS will rule whether or not the applicant is granted the change of status.
6. Students cannot be admitted while in the U.S. on a temporary tourist visa while waiting for the change of status request to be adjudicated.

COLUMBUS TECHNICAL COLLEGE VISA INTERVIEW TIPS



1. ***Ties to your home country*** Under U.S. law, all applicants for nonimmigrant visas, such as student visas, are viewed as intending immigrants until they can convince the consular officer that they are not. You must therefore be able to show that you have reasons for returning to your home country that are stronger than those for remaining in the United States.
2. ***English*** Anticipate that the interview will be conducted in English and not in your native language.
3. ***Speak for Yourself*** Do not bring parents or family members with you to the interview.
4. ***Know the Program and How It Fits Your Career Plans*** If you are not able to articulate the reasons you will study in a particular program in the United States, you may not succeed in convincing the consular officer that you are indeed planning to study, rather than to immigrate.
5. ***Be Brief*** Because of the volume of applications received, all consular officers are under considerable time pressure to conduct a quick and efficient interview.
6. ***Additional Documentation*** It should be immediately clear to the consular officer what written documents you are presenting and what they signify.
7. ***Not All Countries are Equal*** Applicants from countries suffering economic problems or from countries where many students have remained in the United States as immigrants will have more difficulty getting visas.
8. ***Employment*** Your main purpose in coming to the United States should be to study, not for the chance to work before or after graduation.
9. ***Dependents Remaining at Home*** If your spouse and children are remaining behind in your country, be prepared to address how they will support themselves in your absence.
10. ***Maintain a Positive Attitude*** Do not engage the consular officer in an argument. If you are denied a student visa, ask the officer for a list of documents he or she would suggest you bring in order to overcome the refusal, and try to get the reason you were denied in writing.

For additional visit these sites:

<http://www.studentintelligence.com/student-visa/us-student-visa-interview-process-explained.html>

<http://www.genietalks.com/blog/applying-for-your-visa-%E2%80%93-student-visa-interview-questions/>



International Student SEVIS Transfer Verification Form

Before Columbus Technical College can issue you a SEVIS I-20 form, you **MUST** do the following:

- Inform the international student advisor at your current college that you have been accepted to CTC and plan to transfer
- Ask your current school to “release” your SEVIS record to CTC as soon as possible. The release date will probably be the end date of your current school’s term
- Once the release date has passed, CTC will have access to your SEVIS record so we can issue a SEVIS I-20 to you
- CTC’s school code is: ATL214F00597000

If you are an F-1 student who is currently studying at a school in the US, you **MUST** complete the following steps to complete your immigration transfer, and to receive an I-20 from CTC:

- Fill out section A of this form
- Take it to the International Student Advisor at your current school and ask them to complete section B
- Return this form to the Office of Admissions (address/fax number below)

Section A: (To Be Completed by the Student)	
Name: _____	
CTC Student ID #: _____	
Student’s Signature: _____	Date: _____
Section B: (To Be Completed by Designated School Official)	
SEVIS ID#: _____	
SEVIS record release date: _____	
Student’s dates of attendance: From _____ To _____	
Program of Study (undergraduate, graduate, ESL): _____	
Visa Type: _____	
Student is/was in good academic standing: Yes _____ No _____	
Student is/has been out of status: Yes _____ No _____ If yes, please describe: _____	
Institution: _____	
Address: _____	
Name of DSO: _____	Title: _____
DSO Phone: _____	
Signature: _____	Date: _____

Please return completed form to the Office of Admissions, admissions@columbustech.edu



COLUMBUS TECHNICAL COLLEGE ARRIVAL STEPS

- Step 1: Once you have received your student visa to enter the United States you should make your **travel arrangements**.
- You may fly direct to Atlanta Hartsfield-Jackson International Airport (code: ATL) from many countries in the world.
- The earliest date of entry into the U.S. allowed is 30 days prior to the program start date stated on your Form I-20. You will not be allowed to enter into the U.S. beyond the date stated in your I-20.
- Step 2: At your port-of-entry to the U.S., you will be interviewed again by a U.S. Customs & Border Patrol officer who will stamp your **Arrival/Departure Form I-94**.
- Step 3: Columbus, Georgia is easily reached from Atlanta airport. Delta Airlines flies a commuter service to Columbus. If you enter the United States at the Dallas Fort Worth International Airport (code: DFW), American Airlines flies a commuter service to Columbus. The code for Columbus, GA is CSG.
- WARNING: Do NOT get confused with Columbus, Ohio (code: CMH).
- Groome Transportation offers an inexpensive shuttle service from Atlanta Airport every 30 minutes to Columbus. The ride takes about 75 minutes. For more information visit the Groome website
http://www.groometransportation.com/columbus_ftbenning.htm.
- Step 4: You are required to **report to the CTC Admissions Office** after arrival in Columbus to complete U.S. Citizenship and Immigration Service requirements. You will take any academic placement tests that may be required (ex. ACCUPLACER)

COLUMBUS TECHNICAL COLLEGE HOUSING INFORMATION FOR STUDENTS



CTC does not maintain student housing. Below are resources to help you locate accommodation in Columbus.

The Lowell



The Lowell offers modern furnished apartments designed for students attending local colleges and universities. Facilities include a fitness center, swimming pool and game room. Social events and activities are organized to help you make friends and have an active social life.

The Lowell is only a few minutes' walk from the bus line which goes to the CTC campus.

Rates range from \$795 a month for your own private apartment to \$450 a month if you share an apartment with two or three other students. You will need to supply your own kitchen items, towels and bed linens. Everything else is provided. There is NO meal plan, so you will do your own cooking.

For more information visit <http://www.livethelowell.com/>

Other Accommodations:

There are many apartment communities located within a short bus ride from the college. Most communities provide a club room, swimming pool and business center. This is for students who want completely independent living.

The average rental costs for apartments near CTC can range in price from \$600 per month for a studio apartment, to \$1,000 for a three-bedroom apartment. Generally, apartments are NOT furnished and students are required to buy all household necessities (bed, kitchen/cooking items, table and chairs, etc.).

For a complete list of apartment communities in the Columbus/Phenix City area visit this site:
<http://metrocolumnbus.info/Real-Estate/Apartments.html>