



INTERNATIONAL STUDENT

ADMISSIONS INFORMATION PACKET

The Office Of Admissions
928 Manchester Expressway, Columbus, GA 31904-6572
(706) 649-1847 FAX: (706) 649-1804
admissions@columbustech.edu
www.columbustech.edu

CONTENTS OF THIS PACKET

1. International Students' Checklist For Admissions
2. Academic Admissions Steps
3. International Student Application For Admission Form
4. Foreign Credential Evaluation Resources
5. Financial Documentation Steps
6. International Tuition And Fees
7. International Financial Certificate
8. Steps To Obtain A Student Visa (F-1 And M-1)
 - a. Out-Of-Country
 - b. Institutional Transfer
 - c. Change-Of-Status
9. Visa Interview Tips
10. International Student SEVIS Transfer Verification Form
11. Arrival Steps
12. Housing Information For Students



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 (6).
- Financial support documentation
 - International Financial Certificate
 - Official Bank Statement or other acceptable documentation showing minimum of \$19,242 in U.S. dollars (dated within last 3 months). The bank letter or account statement should be certified with the signature and stamp of a bank official.
 - [Affidavit of Support \(Form I-134\)](#), - If the student has a sponsor, the sponsor(s) permanently residing in the U.S. must complete the Form I-134 Affidavit of Support and have it properly notarized, along with providing the above documents. Sponsor(s) abroad are required to submit a notarized letter of support, along with providing the above documents

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



COLUMBUS TECH

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
_____ _____ _____
_____ _____ _____
_____ _____ _____

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. Rev.SS/OA01-24-061

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



Office of Admissions
928 Manchester Expressway
Columbus, GA 31904
P: 706-649-1847
E: admissions@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 \$19,242 (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 \$19,242 USD is available to finance the first year of education. All bank correspondence must be written on official bank stationary 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)



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 _____

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=94d12c1a6855d010VqnVCM10000048f3d6a1RCRD&vgnextchannel=db029c7755cb9010VqnVCM10000045f3d6a1RCRD>.
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.studentelligence.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 **MUST** 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://metrocolombus.info/Real-Estate/Apartments.html>