



Dear International Student:

Thank you for your interest in Northern Essex Community College (NECC). We have a great number of opportunities here for you!

NECC is a two-year comprehensive college which offers one-year **certificate** and two-year **associate degree** programs with campuses in Haverhill and Lawrence, Massachusetts. It is possible to transfer to a four-year institution after you have completed your studies at NECC.

As the applicant, you must have a **financial sponsor** who can show a **bank account balance of \$19,630 (USA currency)** to cover the cost of studying at the college and living expenses. International students are not eligible for Federal Financial Aid (FAFSA). NECC does not have specific funds available to assist International Students. See 'Questions' page for details about NECC scholarships for qualified returning students. Please keep in mind that the college does not have dormitories. There is limited public transportation available for students to commute to NECC.

A minimum **TOEFL (English Skills Test) score of 500 written (or 173 computer-based)** is required for admission into NECC. If you have taken the new TOEFL, the scores will be reviewed. If you are currently in the United States you can take the assessment test offered at our college. For assessment test walk-in times, please go to: <http://www.necc.mass.edu/departments/assessment/index.php>. Or call 978-556-3872. An official copy of your **high school transcript** is required to show proof of high school completion. In addition, other documents are required. See attached checklist.

If you are interested in applying to our College, please complete the enclosed Admission Application and mail it back to us with the \$25 application fee. Please be aware, students will need to show proof of health immunizations.

Please submit the enclosed documents to Linda Comeau, Int'l Student Advisor and have your file completed by **July 15th** for Fall Semester (begins in September) or by **December 1st** for Spring Semester (begins in January). We look forward to helping you get started in your quest for higher education.

If you would like to know more about our academic programs and course descriptions, please go to <http://www.necc.mass.edu/programs/index.php>.

Sincerely,

A handwritten signature in black ink that reads 'Linda Comeau'.

Linda Comeau
Associate Director Enrollment Services
Primary Designated School Official – International Students
lcomeau@necc.mass.edu
978-738-7408

Enclosure(s):

- International Student Applicant F-1 Student Visa Documents Packet
- SEVIS Registration Fee Fact Sheet

International Student Applicant F-1 Student Visa Documents

Northern Essex Community College Admission Requirements & Documentation Checklist – 2008

The following documentation must be submitted to determine eligibility for issuance of an I-20 in order to obtain an F-1 Student Visa. Please submit documents to Linda Comeau, International Student Advisor. Your applicant file must be completed by December 1st for the Spring Semester (begins in January) or July 15th for the Fall Semester (begins in September).

We suggest that you check off criteria as you complete them.

Student Documentation Checklist

- Application for Admission to Northern Essex Community College.** Submit with \$25 application fee.
- High School Diploma & Transcript:** Submit a copy of the **original** and the **official translation**. If you need to have your copy translated, please contact: International Documentation Center, 398 Columbus Avenue, PMB 343, Boston, MA 02116-6008. Phone: 617-427-9813 Fax: 617-427-0965 Email: sales@eurasiacom.com. Website: www.eurasiacom.com. **Your transcript will also need to be evaluated. See CED details below.**
- College Transcript, if applicable:** A copy of the **original** and the **official translation**. To be evaluated for transfer credit, have your transcript evaluated: Center for Educational Documentation, PO Box 0231126, Boston, MA 02123. Tel: 617-338-7171 Email: info@cedevaluations.com Send report to NECC.
- English Proficiency:** Send your TOEFL Test Scores (must be a minimum of 500 paper-based or 173 computer based) directly to NECC from Educational Testing Service, PO Box 6151, Princeton, NJ 08541-6151, Tel: 609-921-9000. The NECC College Code is #3674. If you are in the United States you may take the NECC Assessment Test. Call (978) 556-3872 to schedule the test. For assessment test walk-in times, please go to: <http://www.necc.mass.edu/departments/assessment/index.php>
- F-1 International Student Data Form** (enclosed)
- Financial Sponsor Documentation Form** (enclosed)

Visa Status - Check the appropriate box & submit documentation:

- Transfer Student** – currently on F-1 Visa and wish to transfer from another institution. In addition to items above, submit the following:
 - o NECC International Student Transfer form, Current I-20 & an **official college transcript**
 - o Passport with visa stamp & other supporting visa status documents (extensions, changes)

OR

- Change of Status Student** – currently on Visa (other than F-1) and wish to change status. In addition to items above, submit the following:
 - o Passport with visa stamp, I-94 & other supporting visa status documents (changes, etc.)

OR

- Currently out of the country** awaiting I-20;

OR

- Currently is out-of-status and would like to apply for reinstatement.** Note: To be eligible for reinstatement, students must have not been out of status for more than five months.

Financial Sponsor Documentation Checklist

An international student applying for an I-20 must have a financial sponsor who can show documentation of **\$19,630** available to support the student for direct and indirect costs. See F-1 International Student Expense Budget. **Please submit required supporting evidence of financial sponsor's income and resources, as appropriate:**

A & B below – plus Affidavit of Support (I-134) for U. S. resident sponsor

OR

A & C below – plus Affidavit of Support (I-134) for U. S. resident sponsor

A) Statement from an officer of the bank or other financial institution in which you have deposits giving the following details regarding your account: (please do not submit bank statements)

1. Date account opened
2. Total amount deposited from the past year
3. Present balance

B) Statement of your employer on business stationary showing:

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

C) Self – Employed:

1. Copy of last income tax return filed

F-1 International Student Expense Budget

Direct Costs (based on two semesters of attendance)

Tuition & Fees (\$358 per credit hour, 24 credits)	\$8592
Possible Capital Fee (24 credits / 8 courses)	\$160
Books	\$1,000
Health Insurance	\$840
Total Direct Costs	\$10,592

Indirect Costs

Room & Board (includes meals)	\$5665
Transportation	\$1,210
Personal Expenses	\$2,163
Total Indirect Costs	\$9,038

Total of Direct and Indirect Costs	\$19,630
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Financial Sponsor Documentation Form

International student applying for an I-20 must have a financial sponsor who can show documentation of **\$19,630** available to support the student for direct and indirect costs. See F-1 International Student Expense Budget.

Applicant's Name _____
Last First Middle

Financial Sponsor's Name _____
Last First Middle

Phone: Home _____ Work _____ Cell _____

Relationship to Applicant: _____

I hereby certify that I have the necessary financial resources available to cover the expenses incurred in the course of studies of the above student at Northern Essex Community College.

Signature of Financial Sponsor _____ **Date** _____

Please submit required supporting evidence of income and resources, as appropriate:

A & B

OR

A & C

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

1. Date account opened
2. Total amount deposited from the past year
3. Present balance

B) Statement of your employer on business stationary showing:

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

C) Self – Employed

1. Copy of last income tax return filed

Please mail this form to: NECC, 45 Franklin St, Lawrence, MA 01841 ATTN: Linda Comeau

Questions Frequently Asked by International Students

Q: Do you have dormitories or campus housing?

A: No, we do not have dormitories or campus housing. For housing opportunities, go to: <http://www.necc.mass.edu/student-services/studentact/services.php> and scroll down to "Housing Information Board." There is limited public transportation.

Q: Can I apply for Financial Aid or Scholarships?

A: There is no financial assistance for international students. There may be some limited employment opportunities on campus. One must have permission to work on campus (through Enrollment Services) and the employment is limited to 20 hours per week. Once a student has attended NECC and earned 9 credits she/he may speak with financial aid to inquire about scholarships available. Those applications are available in Jan/Feb.

Q: If I have a TOEFL score above the 500 required for the paper score (or 173 required on computer-based), can I register for college level courses?

A: After taking the college's assessment test, you must receive placement results above the basic skills level in reading, writing, and mathematics in order to enroll in the college level courses. There is a possibility, however, that the assessment may indicate a need for ESL (English as a Second Language) courses prior to college enrollment. The assessment may also indicate a need for basic skills courses and those can be taken at the college. Students needing intensive ESL training are referred to intensive language training programs at other schools.

Q: Can I take as many courses as I want to?

A: Yes, you can. You must register for a minimum of 12 credits to maintain full-time enrollment and to maintain your status with the Immigration & Customs Enforcement Agency, ICE.

Q: Can I transfer to NECC from another institution?

A: Yes, you may. In order to receive a new I-20, please submit an official transcript and the NECC International Student Transfer Form (obtain one from Linda Comeau). Also, you will need to provide a copy of the I-20 that you hold with the other institution and complete documentation of financial support, high school diploma, etc.

Q: Do you accept credits from a University outside of the U.S.?

A: Yes, we accept transfer credit. The transcript has to be evaluated first according to the standards recommended by the National Council on the Evaluation of Foreign Educational Credentials. Please inquire at Enrollment Services.

Q: Can I transfer to a four-year institution after NECC?

A: Yes, you can. NECC is accredited by the New England Association of Schools and Colleges, Inc. You would need to apply to the new school and go through their process to be issued a new I-20.

Information Regarding the SEVIS Registration Fee

SEVIS is the Student and Exchange Visitor Information System. It is operated by the United States Immigration and Customs Enforcement (ICE) agency. This system is the tool college international advisors/counselors use to register international applicants and create the I-20 form (for you to present to the consular officer when seeking an F-1 student visa). While Northern Essex Community College does not charge you for issuing the I-20 papers, U. S. ICE does charge for registering you in the SEVIS system. The charge is called the SEVIS Fee. The current amount of the SEVIS Fee is \$200.00 (U. S.)

The SEVIS fee is paid directly to the U. S. government. Northern Essex Community College **does not collect** the fee. Whether you will visit a U. S. Consulate or obtain your F-1 through a change of status in the United States, you must present proof that you have paid the fee at the time of your F-1 visa interview or submission. The following is a summary of the SEVIS fee payment procedures. (The web link, <http://www.ice.gov/graphics/sevis/i901/index.htm> , contains the complete instructions and information.) You will need information contained on your I-20 to complete the payment form and payment, so you must wait until you have received your signed I-20 before paying the fee.

There are three (3) ways to pay the SEVIS fee:

- **Complete the form I-901 on line at <http://www.FMJfee.com>.** You can print out and mail or send by courier the form and fee as above, or **pay by credit card on line and print out a receipt.**
- Complete and submit by mail the I-901 form with your check/money order drawn on a U. S. bank and payable to "I-901 Student/Exchange Visitor Processing Fee". Regular mail: I-901 Student/Exchange Visitor Processing Fee P. O. Box 970020 St. Louis, MO 63197-0020 Courier: I-901 Student/Exchange Visitor Processing Fee 1005 Convention Plaza St. Louis, MO 63101
- Submit and pay via Western Union services. If there is a Western Union branch office available to you, you can use that means to pay the SEVIS fee. You should first go to the page, http://www.ice.gov/graphics/sevis/i901/wu_instr.htm and print out the appropriate instructions for your type of visa application. These are contained in four (4) links at the bottom of this web page. Take your I-20, the instructions, and funds to pay the fee to your Western Union office. Ask for a **blue form** (Payment Services, Quick-Pay, etc.) and complete it according to the instructions you have printed. On the blue form, you must enter the appropriate information in the "Name/Department" box (overseas applications) or "Attention" space (U. S. applications). The details for these entries will be on the instruction sheet you have printed.

Please contact your international student counselor at Northern Essex Community College if you have questions concerning payment of the SEVIS fee.