



## Colby Community College

### INTERNATIONAL ADMISSIONS: CHECKLIST

*international@colbycc.edu*

*Thank you for your interest in Colby Community College! We look forward to assisting you in your academic careers. To be considered for full acceptance to Colby Community College, please submit the following documents.*

#### **Document Checklist** (following pages give details and download links)

##### **Admissions Documents**

- Online Application**
- Copy of Transcripts and Graduation Certificate**
- Proof of English Proficiency (if required)**

##### **Immigration Documents** (required to request an F-1 student status)

- Student's Passport**
- Sponsor's Photo ID**
- Sponsor Agreement**
- Sponsor Financial Documents**

##### **Medical Documents**

- Medical History Form**
- Immunization Records**
- Meningococcal Form**
- TB Questionnaire**

##### **Housing Documents**

- Online Housing Application**
- Online Housing Deposit (\$175 USD)**

##### **Once Everything is approved:**

- Proof of Health Insurance**
- Online Application Fee / Deposit (\$1500 USD)**

Email completed forms directly to: [international@colbycc.edu](mailto:international@colbycc.edu)

Forms and links can be found at: <http://www.colbycc.edu/admissions/internationals/index.html>

*The mission of Colby Community College is: Challenge students to adapt to a diverse society. Create opportunities for student growth. Connect student learning with professional experiences.*

Updated 9/17/2024



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## International Admissions Checklist: Details and Links

**Instructions:** Use the above checklist to make sure you have all your documents together. Then, send them all at the same time. Sending your documents together reduces errors and speeds up the processing of your application.

All forms can be found on our website:

<http://www.colbycc.edu/admissions/internationals/index.html>

\*English translation is required for all forms.

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Apply Online - <https://www.colbycc.edu/student-status/index.html>

**Student's Passport** – scan a copy of your passport detail pages. If you are already in the USA, we will need a copy of your visa.

### Academic Records

- Submit a copy of official secondary school records showing your graduation date and grade point average.
- English translation is required. If your official records are not in English, you will need to have your documents translated.
- Transferring college credits: If you have IB scores, or are wishing to transfer credits from another US college, you need to request your institution send official transcripts directly to the CCC Registrar's Office. Transferring credits from a university outside of the USA will require a credential evaluation

**SpanTran** is a NACES-member company that has created a custom application for students to get their non-U.S. transcripts evaluated for possible transfer credit at a discounted rate. You can find that application by clicking here: [SpanTran Application](#)

If you only need a translation of your documents, and not an evaluation, you can see this application instead: [SpanTran - Translation Request](#)

### Additional Transcript Services

- World Education Services: <https://www.wes.org/evaluations-and-fees/>
- AACRAO: <https://www.aacrao.org/resources/AACRAO-International>

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- Incred: <https://www.incredevals.org/students/>

#### English Proficiency.

All students must submit an English Proficiency Exam unless they have studied in a country whose official language is English.

*PLEASE NOTE: CCC does not have an intensive English language program.*

#### Minimum Scores:

- **DuoLingo** DET - 75
- **TOEFL** (school code: 6129) ■ *Internet Based: 44* ■ *Computer Based: 130* ■ *Paper Based: 447* ○
- **IELTS** - 5
- **English-speaking Countries:** Australia, Bahamas, Barbados, Belize, Bermuda, Canada (except Quebec, Cayman Islands, Jamaica | other English-speaking countries in the West Indies, New Zealand, South Africa, United Kingdom, or other countries whose official language is English.

#### Financial Sponsor Forms

To request an F-1 visa, you must submit financial forms:

- Students should be prepared to finance their stay in the US without help from the college.
- International students are not permitted to work off-campus.
- CCC cannot guarantee on-campus jobs.
- **Sponsor Affidavit (download form)**
  - A sponsor is someone who agrees to support the student financially through the end of their program at CCC.
  - CCC policy states the current semester's bill must be paid in full prior to enrolling in classes for the next semester.
- **Sponsor's ID**
  - Passport or other photo ID that matches the agreement and financial documents
- **Sponsor's Financial Documentation**
  - The sponsor must provide proof of liquid funds to pay for college costs and living expenses for the first year. The financial statement must be less than 3 months old.
  - **Amount: equivalent to \$15,000 US Dollars.** Note: if the student is receiving a scholarship, you do not need to show the full amount depending on how much the scholarship is. Even if the student receives a full scholarship, you must show you have enough funds to support the student in case they lose their funding.
- **Scholarship Offer Letter** (not required) – If you receive a scholarship offer, please email a copy so we can include these funds on the I-20.

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#### Housing

Colby is a small community, and off-campus housing is very difficult to find. CCC guarantees housing for all international students who apply and pay their housing deposit in time.

##### Residence Life - Housing Application

- Pay the **\$175 deposit**, complete all the questions, and submit... once this step is completed, your housing is approved.

#### Medical Forms

*Complete and Return all Medical Forms. All of these are required of any student coming to the USA.*

- **Medical Health History Form:** [download here](#)
- **Immunization Records** \*If the student cannot get a copy of his/her immunization record, the student will have to get a series of shots upon arrival to campus, which comes at an added cost.
- **Meningococcal Form:** [download here](#)
- **TB Questionnaire:** [download here](#)
  - TB Screening—If you answer yes to any of the questions on the TB Questionnaire, you are required to have a TB skin test done in the United States. This test can be done at the local health department.
  - If you answer yes to the BCG Vaccine question, do not take the skin test. You must have a negative chest X-ray or the Quantiferon Gold blood test done at the student's expense.

#### **Final Documents: Once Everything is approved**

#### Health Insurance

- Send a copy of the insurance card showing Coverage Amounts and Dates of coverage.
- **Athletes** – make sure your insurance will cover any athletic injuries... not all international insurance plans cover athletic injuries.
- Insurance should cover the whole academic year.
- Insurance company recommended by CCC: [ISI Website](#)

#### Deposit / Application Fee - \$1500

- (See Payment Options Below)
- Fee covers:
  - \$150 non-refundable application fee

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- The remaining balance of \$1350 will be split and applied to your Fall and Spring bills once you are enrolled in classes.
- *Note: If you are unable to attend, you MUST notify the P/DSO PRIOR to your session start date to request a deposit refund.*

### Payment Options

#### **If you have a way to pay with US Dollars**

- You may make payments through your **TrojanWeb account**
- You may make a payment directly to **Student Accounts**

#### **Making payments with your local currency:**

##### **Flywire**

Colby Community College has partnered with Flywire to streamline the fee payment process for our international students and payers. Flywire offers multiple payment options, excellent foreign exchange rates, and allows you to pay from almost any country. They will ensure that your payment arrives safely and accurately.

- To make your payment, visit [www.colbycc.flywire.com](http://www.colbycc.flywire.com)
- If you require any help with your payment, visit [www.flywire.com/help](http://www.flywire.com/help)

**Placement Test Scores** (SAT, ACT, ACCUPLACER) are not required. Math and English placement will require a test. If you have one, please submit it to help with class registration.

**Once the checklist is completed and the fee has been paid, an acceptance letter, I-20 (Certificate of Eligibility), and instruction packet will be sent to the student.**

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