If you are planning to attend Germanna Community College in F1 status, you must complete this application packet prior to the application deadline for international students. All documents submitted become the property of Germanna Community College, so be sure to make a copy for your personal records.

Please note that:

- Financial aid is not available to international students.
- Tuition will be set at the out-of-state residency rates without exception.
- You must be a full-time (enrolled in at least 12 credits) student.
- You must be formally admitted to a transfer degree program.
- Students who entered the U.S. to study at another college, university or language school must successfully complete at least one term satisfactorily at that institution and meet transfer requirements as mandated by USCIS.

GCC does not:

- Have an international advisor/counselor.
- Provide services intended specifically for international students.
- Provide training in English as a second language.

You may mail all application materials to:

Admissions and Records Office
Germanna Community College
10000 Germanna Point Drive
Fredericksburg, VA 22408

You may set up an appointment with a Designated School Official (DSO) by emailing Cheri Maea at cmaea@germanna.edu or Jennifer Hamilton jhamilton@germanna.edu
INTERNATIONAL STUDENT CHECKLIST

Items needed to apply for an I-20 for an F-1 Student Visa:

- Completed application to GCC (http://apply.vccs.edu).
- Completed internal I-20 application, signed and dated.
- Completed internal F-1 financial application, signed and dated.
- If your sponsor is a U.S. Citizen or Permanent Resident they may complete form I-134, Affidavit of Support, signed, and dated. Affidavit of Support (I-134).
- A notarized current checking or savings account statement in applicant’s name from a US bank showing adequate funds are available in the amount stated on the internal F-1 form.
- A letter outlining educational goals, signed and dated.
- A letter acknowledging you will furnish your own health insurance, signed and dated. A copy must be provided before the semester begins.
- Document indicating completion of the equivalent of an American high school diploma. (NOTE: if the document is not in English, you need to submit an official English translation.)
- If English is not your primary language you must to take the Compass English as a Second Language Placement Test (Compass ESL) and score at least a 63 in Grammar and 65 in Reading for the first 8 weeks session or score at least an 84 in Grammar and an 80 in Reading for the second 8 week session. If English is your primary language you may take the Virginia Placement test (VPT). You will not be required to take the VPT if you have complete a three-credit college level English Composition course at an accredited U.S college or university with a grade of C- or better. If this is the case, please provide an official (unopened) transcript.
- An I-94 must be presented for copying, original with current/valid expiration date.
- Current (in-status) visa must be presented for copying with current/valid expiration date.
- GCC F-1 Immigration Responsibilities signed and dated.
- Student Transfer Clearance Form.

Additional information for F-1 visa-seeking students is available at www.uscis.gov

All of the above listed items must be presented to one of GCC’s Designated School Official (DSO) for the issuance of an I-20. **The deadline for transferring F-1 students is July 1 for fall semester and December 1 for spring students.**
Name: __________________________________________________________

Family Name ____________________ First Name ____________________ Middle Name __________

Your GCC student empid #: ______________________________

Date of Birth: ___ / ___ / _______ Gender (male/female): __________________

Country of Birth: __________________________ Country of Citizenship: ____________

Address outside U.S. (This information is required for I-20.) U.S. Address

Street: __________________________ Street: __________________________
City: __________________________ City: __________________________
Province: _______________________ State: __________________________
Country: ________________________ Zip Code: ______________________

Postal Code: __________________________

Germanna Student E-mail address: _________________________@____________________

Please check your Germanna student e-mail regularly.

Telephone Number: __________________________

Student application information (Please check the statements that apply to your application.)

☐ I plan to attend GCC for the following Academic Degree Program:

☐ I have taken a three-credit college level English Composition course at an accredited U.S college or university with a grade of C- or better and have provided an official (unopened) transcript.

Which semester do you want to begin your studies at GCC? __________________________

Which campus of GCC do you wish to attend? _________________________________

I am requesting Germanna Community College to issue an I-20 form. I certify that all the information included with this request is true to the best of my knowledge.

Signature: __________________________ Date: __________

Student’s Signature
F-1 FINANCIAL APPLICATION

SECTION 1
F-1 FINANCIAL STATEMENT

As a student, it is your responsibility to demonstrate that you have sufficient funds available to cover all educational and living expenses while you are studying at Germanna Community College (GCC). In addition, you must provide original bank statements to verify that the money your sponsor promises to provide is available to you as you need it. Please make a copy of this completed form and all supporting financial documents before sending them to GCC. You will need copies of these documents when you apply for your F-1 visa or status. If you have more than one sponsor, make a copy of Section 2 for each sponsor to complete.

All financial documents must be original documents in English or have a certified English translation. All amounts must appear in U.S. dollars.

<table>
<thead>
<tr>
<th>Estimated Cost for one year</th>
<th>Two semesters: 12 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition*</td>
<td>$ 9,983</td>
</tr>
<tr>
<td>Living Expenses**</td>
<td>$ 12,401</td>
</tr>
<tr>
<td>Books and supplies</td>
<td>$ 1,000</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$ 23,384</td>
</tr>
</tbody>
</table>

* Tuition is calculated at the out-of-state rates and are subject to change without notice.
** GCC is a community college and does not offer student housing. You will be responsible for making your own living arrangements.
Section 1: TO BE COMPLETED BY THE STUDENT or FAMILY

Please **print** your name clearly as it is listed on your passport.

<table>
<thead>
<tr>
<th>Last name</th>
<th>First name</th>
<th>Middle name</th>
</tr>
</thead>
</table>

You will need to show there is money in the bank for at least the first year of expenses.

<table>
<thead>
<tr>
<th>Source of Funds</th>
<th>Amount for 1st year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
<td>US $ __________</td>
</tr>
<tr>
<td>Sponsor(s)</td>
<td>US $ __________</td>
</tr>
<tr>
<td>Other</td>
<td>US $ __________</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>US $ __________</strong></td>
</tr>
</tbody>
</table>

* The total financial support indicated for each year must exceed the estimated costs.

I certify that the information I have provided is a correct statement of my financial support for one year. I understand that if these funds are not available, GCC is under no obligation to support me and it is likely that I will be unable to continue my education in the United States. I understand that, as an F-1 student, I must enroll in full-time studies, and I am not permitted to work off-campus without written approval from the Department of Homeland Security. I will provide my own health insurance.

Student’s signature ____________________________ Date ____________________________
SECTION 2
SPONSOR’S AFFIDAVIT OF SUPPORT

A sponsor may be a parent, family member, or another person who will provide financial support. It is not necessary that a financial sponsor reside in the U.S. If there is more than one sponsor, please make a copy of this document for each sponsor to complete. An individual financial sponsor may provide complete or partial support for the student, but the student’s total financial support must equal or exceed the total estimated costs (see page 4).

To the financial sponsor. In addition to signing this document, you must provide a bank statement that includes your name, the name of your bank, and the available funds. The bank statement must be in English or have a certified English translation attached that shows the amount in U.S. dollars. The statement must be recent (dated not more than six months before the student’s anticipated attendance at GCC).

If your sponsor is a U.S. Citizen or Permanent Resident, he or she may submit an I-134 Affidavit of Support Form instead of the financial statement form. Affidavit of Support (I-134).

If you are agreeing to provide support for more than one year, you are only required to show current bank statements in support of the first year.
Section 2: TO BE COMPLETED BY STUDENT’S FINANCIAL SPONSOR

I guarantee that I will be responsible for providing financial support to:

<table>
<thead>
<tr>
<th>Student’s last name</th>
<th>Student’s first name</th>
<th>Student’s middle name</th>
</tr>
</thead>
</table>

**Amount for 1st year**

US $ ____________

I understand that the document I am signing will be used by the student for the purpose for obtaining F-1 status or an F-1 visa from the U.S. government or for the purpose of updating the student’s SEVIS record. If I am unable to provide the financial support I have promised, I understand that GCC is not obligated to support the above named student. I understand that without my financial support, it is likely that the student will be unable to continue his/her education in the United States.

If you have more than one partial sponsor providing financial resources for your study at GCC, the total amount of support must be equal to or exceed GCC’s total budget indicated on page 4 AND each sponsor must complete and sign the **Sponsor’s Affidavit of Support** form and submit a **Bank Verification of Deposit** form (page 8) to clearly identify their specific amount of support.

Retirement accounts, CD's and open lines of credit are not acceptable evidence of financial resources.

**I understand that F-1 students are not permitted to work, and I will not suggest or require this student to provide any services while in the United States.**

Sponsor’s Name (please print) ____________________________________________

Street Address ______________________________________________________

City/Town/Province __________________________________________________

State/Postal Code/Country ____________________________________________

Telephone (with country/area code) _________________________________

Relationship to the student ___________________________________________

Sponsor’s signature ___________________________ Date _________________
SECTION 3
BANK VERIFICATION OF DEPOSIT

Bank certification of sponsor’s accounts must be current and cannot exceed six (6) months from the date of the bank officer’s signature and stamp.

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>This is to certify that the Account Holder (print name)</td>
<td>is a customer of (name of bank)</td>
<td>Bank certification of sponsor’s accounts must be current and</td>
</tr>
<tr>
<td></td>
<td></td>
<td>cannot exceed six (6) months from the date of the bank</td>
</tr>
<tr>
<td></td>
<td></td>
<td>officer’s signature and stamp.</td>
</tr>
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<td></td>
<td></td>
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<tr>
<td>His/hers account(s) were opened on (date) ___________ and for</td>
<td>His/hers account(s) were opened on (date) ___________ and for</td>
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<tr>
<td>the past year has shown an average balance equal to U.S. $</td>
<td>the past year has shown an average balance equal to U.S. $</td>
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<tr>
<td>Current funds available in U.S. Dollars as of today’s date are:</td>
<td>Current funds available in U.S. Dollars as of today’s date are:</td>
<td></td>
</tr>
<tr>
<td>Checking Account No. ____________________________ Amount</td>
<td>Checking Account No. ____________________________ Amount</td>
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<td></td>
<td>Checking Account No. ____________________________ Amount</td>
<td></td>
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<tr>
<td></td>
<td>and/or</td>
<td></td>
</tr>
<tr>
<td>Saving Account No. ____________________ Amount</td>
<td>Saving Account No. ____________________ Amount</td>
<td></td>
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<tr>
<td></td>
<td>and/or</td>
<td></td>
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<tr>
<td>The accounts are open and viable as of today’s date. This</td>
<td>The accounts are open and viable as of today’s date. This</td>
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<tr>
<td>certification is offered with no responsibility on the part of</td>
<td>certification is offered with no responsibility on the part of</td>
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<tr>
<td>the financial institution.</td>
<td>the financial institution.</td>
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</tr>
<tr>
<td>Printed Name of Bank Official _________________________________</td>
<td>Printed Name of Bank Official _________________________________</td>
<td></td>
</tr>
<tr>
<td>Title _________________________________________________________</td>
<td>Title _________________________________________________________</td>
<td></td>
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<tr>
<td>Bank Address ________________________________________</td>
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<td></td>
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<td>Bank Address ________________________________________</td>
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<tr>
<td>Print Name of Bank Official ____________________________________</td>
<td>Print Name of Bank Official ____________________________________</td>
<td>Print Name of Bank Official ____________________________________</td>
</tr>
<tr>
<td>Signature of Bank Official ____________________________________</td>
<td>Signature of Bank Official ____________________________________</td>
<td>Signature of Bank Official ____________________________________</td>
</tr>
<tr>
<td>This form cannot be accepted without the bank officer’s signature</td>
<td>This form cannot be accepted without the bank officer’s signature</td>
<td>This form cannot be accepted without the bank officer’s signature</td>
</tr>
<tr>
<td>and bank seal or stamp.</td>
<td>and bank seal or stamp.</td>
<td>and bank seal or stamp.</td>
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</tbody>
</table>

8
As an international student, you have an obligation to comply with the immigration laws and regulations of the United States. It is illegal to violate U.S. federal immigration laws and regulations for any reason whatsoever. Being a student with F-1 status, you are responsible for learning, understanding, and complying with the U.S. laws and regulations that apply to you. If you fail to do so, you could be deported from the U.S. and barred from returning for an extended period of time, thereby jeopardizing your academic career. It is extremely important that you read and fully understand the following information.

Requirement to Arrive and Depart the U.S. within Appropriate Timeframes
U.S. federal regulations [8CFR214.2(f)(5)(i)] stipulate that students may enter the U.S. no earlier than 30 days before the report date on the Form I-20. An F-1 student who has completed his or her academic program will be allowed a 60-day period to prepare for departure from the U.S. An F-1 student who has been authorized to withdraw from classes prior to completing his or her academic program is allowed a 15-day period to prepare for departure. Students who withdraw without the prior approval of the international student advisor must depart the U.S. immediately [8CFR214.2(f)(5)(iv)].

Requirement to Report Address Changes
U.S. federal regulations [8CFR214.2(f)(17)] require you to report any address change within 10 days of the address change directly to the DSO at GCC. This includes address changes of any of your dependents as well. If you are subject to the U.S. Government’s Special Registration Procedures, you must also report address changes within 10 days to the government, per the government’s instructions (see: http://www.ice.gov).

Requirement to Obtain Prior Authorization from the School to Drop Below a Full Course of Study
U.S. federal regulations [8CFR214.2(f)(6)] require you to pursue a full course of study. Students who are admitted for Curricular Studies must be enrolled for a minimum of 12 credit hours each semester. You are allowed to deviate from this full course of study only with PRIOR authorization of the DSO, and only under very limited circumstances.

Requirement to Report Departure Date and Reason
For a variety of reasons, students may leave school early or unexpectedly. Some of these reasons include early graduation, leave of absence, suspension, or expulsion. U.S. federal regulations [8CFR214.3(g)(3)] require you to inform the DSO if you plan to leave GCC earlier than the program end date listed on your Form I-20, and your reason for doing so.
Requirement to Request Extension Prior to Program Completion
You must pay close attention to the program completion date indicated on your I-20. Your F-1 status will end on the program completion date unless extended by the DSO. In order to qualify for a program extension, you are required by U.S. federal regulations [8CFR214.2(f)(7)(iii)] to make request before your program completion date; program extensions can be requested at any time during your academic program.

Requirement to Adhere to Transfer Procedures
For immigration purposes, transfer simply means that a student is leaving one school’s “I-20 program” for another school’s “I-20 program”. This can happen, for example, when a student completes his or her academic program and then goes on to an undergraduate or graduate program at a U.S.-based college or university. Students who wish to transfer must be in contact with two schools: the current school and the new “transfer” school. Both of these schools must be authorized to enroll international students by the U.S. Immigration and Naturalization Service. To transfer, regulations [8CFR214.2(f)(8)(ii)(C)] require that you:
- Apply for admission and be admitted to the new “transfer” school;
- Inform your current school as soon as possible after admission and, no later than the last day of your academic program;
- Inform the new transfer school of the expected transfer date (usually the last day of your academic program); and,
- Complete the process at the transfer school no later than 15 days after the first class day at the school.

Careful attention to the last date of the academic program at the current school and the first day of classes at the transfer school is very important; failure to complete the transfer process in the prescribed timeframe [8CFR214.2(f)(8)(i)] will cause you to violate your immigration status.

Dependent Requirements
F-1 students are eligible to bring dependents (spouses and children under the age of 21) into the U.S. in F-2 status. F-2 dependents may not enroll in a full course of study, but may enroll part-time in courses that are vocational or recreational in nature [8CFR214.2(f)(15)(ii)]. F-2 dependent children are allowed to attend elementary and secondary school on a full-time basis. F-2 dependents who are currently enrolled full-time must submit a change of status to F-1 60 days prior to the semester begin date. F-2 dependents are not permitted to work [8CFR214.2(f)(15)(i)].

School Reporting Requirements
U.S. federal regulations [8CFR214.3(g)(3)(ii)] require the DSO to report through SEVIS within 21 days of occurrence the following events:
- A student who has failed to maintain status or complete his or her degree program,
- A change of the student or dependent’s legal name or U.S. address,
- Any student who has graduated early or prior to the program end date listed on SEVIS Form I-20,
- Any disciplinary action taken by the school against the student as a result of the student being convicted of a crime; and,
- Any other notification request made by SEVIS with regard to the current status of the student.
In addition, federal regulations [8CFR214.3(g)(3)(iii)] stipulate that every term and no later than 30 days after the deadline for registering for classes, all schools must report through SEVIS the following information:

- Whether the student has enrolled at the school, dropped below a full course of study without prior authorization of the DSO, or failed to enroll;
- The current address of each enrolled student; and,
- The start date of the student’s next session, term or semester.

I have read and understand this information, and I knowingly accept full responsibility for maintaining my status as an international student during the duration of my studies.

________________________________________________________________________
Student Signature    Print Name    Date
International Student Transfer Clearance Form  
(Transfer to Germanna)

This form needs to be completed by you and the International Student Representative at your current institution as part of your transfer to Germanna Community College. Please return to:

Admissions & Records  
Germanna Community College  
10000 Germanna Point Drive  
Fredericksburg, VA 22408-9543  
OR Fax to (540) 891-3092

SECTION 1: To be completed by the student

Student Name: ______________________ Date of Birth: ___________________ (month/day/year)
Country: ___________________________ Signature: ______________________

SECTION 2: To be completed by the International Student Representative (attach copy of current I-20)

Name of Student: ____________________ SEVIS # _______________________
Student’s Program of Study and expected graduation date: __________________
Dates of attendance at your school: From _____________ To _______________
Student maintained his/her legal status _______ Yes _______ No
Student is eligible to continue at your school _______ Yes _______ No
Student has been approved for practical training _______ Yes _______ No
Beginning Date: ________________ Ending Date: ________________

Name (please print) Signature Date

Title Institution Mailing Address

Email address