

# Southern Union State Community College

*Student Development Division*

## MEMORANDUM

DATE: 2011-2012

TO: INTERNATIONAL STUDENTS

FROM: GARY BRANCH, DEAN OF STUDENT DEVELOPMENT

Thank you for your interest in Southern Union. Read the instructions and information in this packet carefully. **First**, you must complete the Application for General Admission. You will receive a letter from our Registrar with this packet of instructions. **Then, prospective international students must submit all of the following documents listed below to Dr. Fred Williams at the address provided herein, before further consideration may be given to the student's admission or enrollment process.** Please note: Southern Union requires official documents. Official documents and/or transcripts must be mailed from educational institutions and/or testing agencies to the Southern Union Admissions Office.

- \_\_\_\_\_ 1. Submit a college application for general admission
- \_\_\_\_\_ 2. Completed Application for International Students.
- \_\_\_\_\_ 3. Official High School Transcript Indicating Graduation Date. (Transcripts from foreign countries submitted in a language other than English must be translated and notarized.) For assistance contact the following:

(1) **Lisano International, Foreign Educational Credential Evaluation**  
P.O. Box 407, Auburn, AL 36831-0407; Phone/Fax: (334) 745-0425  
Website: [www.Lisano-INTL.com](http://www.Lisano-INTL.com)  
E-mail Address: [LisanoINTL@AOL.com](mailto:LisanoINTL@AOL.com)

**OR**

(2) **World Education Services**  
5087 Bowling Green Station, New York, NY 10274-5087  
Phone: (212) 966-6311 or (800) 937-3895 Fax: (212) 739-6100  
Website: [www.wes.org](http://www.wes.org)  
E-mail address: [support@wes.org](mailto:support@wes.org)

- \_\_\_\_\_ 4. Official College Transcripts (if applicable). A Transfer Clearance Form must also Be submitted for students who are or were enrolled in any U.S. college or university.
- \_\_\_\_\_ 5. Official TOEFFL score of 550 or above. The Test of English as a Foreign Language (TOEFL) must be taken by each international student whose national language is not English and who did not graduate from an English speaking high school. Official scores mailed from the internet-based test is required.
- \_\_\_\_\_ 6. Proof of Adequate Health/Accident Insurance. Documentation demonstrating adequate health and life insurance must be maintained detailing all periods of enrollment and must include a repatriation clause of \$25,000 or more.

- \_\_\_\_\_ 7. Sponsor. The Sponsor Support Form must indicate that he/she will be responsible for the student while they are in the United States. A sponsorship form is attached for your convenience. This form requires documentation.
- \_\_\_\_\_ 8. Financial. The college requires the Financial Support Form to be on file. This letter should indicate that the student will have at least \$19,490 (United States currency) available in the United States for their expenses while they are enrolled. Financial aid is generally not available to international students.
- \_\_\_\_\_ 9. Copy of I-94 (Proper Status). Students are responsible for obtaining or maintaining a valid passport and proper status with the Immigration Office. Please contact the Immigration Office if you have questions concerning your status.

\*Note: International students are required to be enrolled full-time (12 semester/contact hours or more) during the fall and spring semesters. However, they can be part-time, or do not have to be enrolled during the summer term. This is the college's "break period" regarding international student enrollment. There are very limited exceptions to this policy; however, one allows international students to drop below full-time enrollment if it is the final term for the completion of their program of study (graduation).

Mail all official documents to:

Dr. Fred Williams, International Student Coordinator  
Southern Union State Community College  
P.O. Box 1000  
Wadley, AL 36276-1000

# Southern Union State Community College

---

*Student Development Division*

# International Student Application for Admission

(Students must first complete the General Application for Admission in person at the Admissions Office.)

Attach Recent Photo  
Here

Students must complete requirements outlined in the attached International Student Packet before a decision on admission can be made. Complete application by typing or printing all information requested. Return to:

Dr. Fred Williams, International Student Coordinator  
Southern Union State Community College  
P.O. Box 1000  
Wadley, AL 36276-1000

1. What semester would you like to begin your course work? \_\_\_\_\_  
Date  
Have you ever applied to Southern Union before? \_\_\_\_Yes \_\_\_\_No
2. Name: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Family Name (as listed on your passport) First Middle  
Social Security Number: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_
3. Sex: \_\_\_\_Male \_\_\_\_Female Date of Birth: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Month Day Year
4. Country of Birth: \_\_\_\_\_ Country of Citizenship: \_\_\_\_\_
5. U.S. Mailing Address \_\_\_\_\_  
(Street and Number) City State/Zip  
Home Country Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_
6. Person to be notified in an emergency?  
Name: \_\_\_\_\_/\_\_\_\_\_  
Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Relationship: \_\_\_\_\_
7. Major/Program of Study that you plan to pursue: \_\_\_\_\_  
List name of transfer school, if applicable \_\_\_\_\_
9. If you are now in the United States, what type of visa do you have? \_\_\_\_\_  
Please send copy of your passport. Type of Visa

I understand that withholding information requested in this application, or giving false information, may make me ineligible for admission to, or continuation in the college. I agree to abide by the rules, policies, and regulations of the college as outlined in the college catalog and student handbook. Further, I understand that if I am accepted for admission to Southern Union, I must also follow the rules and regulations for international students as outlined by the Immigration and Naturalization Service. With this in mind, I certify that all the above statements are correct and complete.

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## Official Statement of Finances

It is my understanding that the approximate cost of college education for one student at Southern Union State Community College is \$19,490.00 (U.S. Currency) for each twelve-month academic year. This includes tuition, fees, room and board, books, and personal expenses. It **does not**

include the cost of transportation to and from the United States. (Even though some students may choose not to attend school during the three-month summer term, they must provide evidence of the ability to pay all expenses incurred **per year** in order to obtain a Form I-20.)

It is hereby declared that **\$19,490.00** (U.S. Currency) will be available per twelve-month academic year for me as long as I am enrolled as a student at Southern Union State Community College.

I have attached hereto a certified statement from my bank or other certified evidence of my capability to fulfill this sponsorship.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Student

Sworn to and subscribed before me this the \_\_\_\_\_ day

\_\_\_\_\_  
Notary Public

(Affix Seal)  
Date Notary Public Commission Expires

Student's Printed Name: \_\_\_\_\_

Student's Phone Number: \_\_\_\_\_

Student's Mailing Address: \_\_\_\_\_

\*NOTE TO APPLICANT: Please return this completed form with your Application for International Students to:

Dr. Fred Williams, International Student Coordinator  
Southern Union State Community College  
P.O. Box 1000  
Wadley, AL 36276-1000

Page 4 of 7

## **Official Declaration For Sponsorship**

(Obligation commences when the alien enters the United States and continues until the alien's departure)

**It is my understanding that the approximate cost of college education for one student at Southern Union State Community College is \$19,490 (U.S. Currency) for each twelve-month academic year. This includes tuition, fees, room and board, books, and personal expenses. It does not include the cost of transportation to and from the United States. Even though some students may choose not to attend school during the three-month summer term, they must provide evidence of the ability to pay all expenses incurred per year in order to obtain a Form I-20.**

It is hereby declared that \_\_\_\_\_ (U.S. Currency) will be available per twelve-month academic year for \_\_\_\_\_ as long as he/she is a student in the United States. (Student's Name)

I further certify that I will provide sufficient funds to pay for any and all educational and living expenses of the above named prospective student and certify that the prospective student will not become a public charge during his/her stay in the United States of America.

I have attached hereto a certified statement from my bank and/or other certified evidence of my capability to fulfill this sponsorship.

\_\_\_\_\_  
Signature of Responsible Financial Sponsor

Sworn to and subscribed before me this the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
Date Notary Public Commission Expires

\_\_\_\_\_  
Notary Public  
(Affix Seal)

Sponsor's Printed Name: \_\_\_\_\_/Phone #: \_\_\_\_\_

Sponsor's Relationship to Student: \_\_\_\_\_

Sponsor's Place of Employment: \_\_\_\_\_/Phone #: \_\_\_\_\_

Sponsor's Mailing Address: \_\_\_\_\_

**NOTE TO SPONSOR:** Please return this completed form along with the other required documentation to: Dr., Fred Williams, International Student Coordinator, Southern Union State Community College, P.O. Box 1000, Wadley, AL 36276-1000

# Southern Union State Community College

---

*Student Development Division*

All information cited herein must be submitted to: Dr. Fred Williams, International Student Coordinator, Southern Union State Community College, Opelika, AL 36801, prior to a decision on admission and enrollment. After all documents have been mailed, please call

Dr. Fred Williams at 256-395-2211 to discuss the status of your file. (Please allow a minimum of 4-6 weeks for normal processing, change-of-status requests can take up to four months)

The following is a minimum estimate of costs for three semesters. This does not include transportation costs to and from the United States.

Tuition and Fees	\$6990
Books and Supplies	2000
Room and Board	6000
Transportation	1500
Personal and Misc.	3000
<b>TOTAL</b>	<b><u>\$19,490</u></b> (Revised 10/11)

(Subject to change without notice)

Page 6 of 7

## **Transfer Clearance Form**

**(TO BE COMPLETED ONLY IF YOU ARE CURRENTLY STUDYING OR HAVE STUDIED IN THE U.S.)**

Please date and sign this form and ask your present International Student Advisor (or equivalent school official) to complete the form and return it along with your official transcript to the following office. This form must be completed prior to any action taken on your application.

Dr. Fred Williams, **International Student Coordinator**  
**Southern Union State Community College**  
**P.O. Box 1000**  
**Wadley, AL 36276**  
**Telephone: (256) 395-2211**  
**Fax Number: (256) 395-2215**

I request and authorize my present International Student Advisor (or equivalent school official) to mail my student transcript and provide information below as part of my application for admission to Southern Union State Community College.

\_\_\_\_\_  
(Print) Full Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**THE FOLLOWING SHOULD BE COMPLETED BY YOUR INTERNATIONAL STUDENT ADVISOR**

---

Applicant's Full Name

---

Applicant's Present Address

Country of Citizenship \_\_\_\_\_ Country of Birth: \_\_\_\_\_

Visa Type: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ Admission Number: \_\_\_\_\_

\_\_\_\_\_  
Name of Sponsor/Address of Sponsor

\_\_\_\_\_  
Relationship

\_\_\_\_\_  
Sponsors Phone #

School issuing I-20 for initial entry into the U.S.A. \_\_\_\_\_

I-20 Expiration Date: \_\_\_\_\_

Date applying for transfer (circle one):      Fall 2011      Spring 2012      Summer 2012

Has this student pursued a full course of study as required by INS regulations for maintaining status on an F-1 Visa?  
Yes \_\_\_ No \_\_\_

If F-1 student, is student currently attending the school he/she was last authorized to attend by the US Immigration and Naturalization Service? Yes \_\_\_ No \_\_\_

Has the student had any financial difficulties while attending your school? If so, please explain on the back of this form.  
Yes \_\_\_ No \_\_\_

---

School Official

Title

Signature

Date

\_\_\_\_\_  
Address and Telephone Number of the Institution