

# **INTERNATIONAL STUDENT ADMISSIONS GUIDE**

**2017 – 2018**



*Find yourself*

**Brockton ~ Canton ~ Middleborough**

**ONE MASSASOIT BLVD, BROCKTON, MA 02302-3996 ~ (508) 588-9100  
900 RANDOLPH STREET, CANTON, MA 02021-1372 ~ (781) 821-2222  
49 UNION STREET, MIDDLEBOROUGH, MA 02346-2245**

**[www.massasoit.mass.edu](http://www.massasoit.mass.edu)**

## Welcome,

Thank you for considering Massasoit Community College as your potential area of education. Located in Brockton, Canton and Middleborough Massachusetts, Massasoit Community College offers students a variety of Associate Degree programs in various fields from Architectural Design and Computer Information Systems to Business Administration as well as many other exciting fields of study.

As an International Student, we want you to be comfortable with us and take advantage of all the campus resources we have to offer. On the Brockton campus, the Multicultural Office located in our Student Center building gives students the opportunity to meet other international students and enjoy a “home away from home” feeling. Multicultural Office has been making our international student population feel part of our thriving campus community for over 25 years.

With over 30 student organizations and clubs, the **International Touch Club** gives students the opportunity to do activities with other students from all over the world and learn about various cultures, traditions and practices. Weekly meetings, field trips and campus activities are planned throughout the academic year.

Therefore, as you can see, Massasoit blends comprehensive Associate Degree study with a vibrant campus allowing students to expand their minds in and out of the classroom. Please review the following International Admissions requirements to make sure you complete all the necessary steps for admission.

We looking forward to meet you soon!



Joia F Souza (Brockton Campus)  
[jfontenelesouza@massasoit.mass.edu](mailto:jfontenelesouza@massasoit.mass.edu)  
508-588-9100, Ext. 1404

Christopher Horn (Canton Campus)  
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781-821-222, Ext 2115

## International Students Checklist

- Application Form**
- High school Evaluation**
- College/ University Transcripts Evaluation**
- Bank Statement or Notarized bank letter**
- Certificate of Financial Support**
- Proof of English Proficiency**
- International I-20 Form**
- Copy of Passport**

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### After Arrival

- Copy of Visa**
- Copy of I-94 card**
- International Student Agreement Form**

## INTERNATIONAL STUDENT ADMISSION REQUIREMENTS

The following are the requirements for enrollment as an International Student at Massasoit Community College. The Admissions Office must receive ALL of the following documents by the stated Fall or Spring deadlines in order for an application to be considered complete. A thorough review of applicant admissions materials will be conducted before any decision on acceptance is made. All application deadlines are final.

### Admission Deadlines:

#### FALL SEMESTER

**July 15** (students outside U.S.)  
**August 15** (students within U.S.)

#### SPRING SEMESTER

**November 30** (students outside U.S.)  
**January 2** (students within U.S.)

### I. SUBMIT AN APPLICATION FOR ADMISSION

- 1. Read the information on each page of the application carefully and fill out the application completely.

### II. HIGH SCHOOL AND COLLEGE/UNIVERSITY TRANSCRIPTS

- 1. Submit an official evaluation of your secondary school (high school) transcript and/or diploma. **All academic documents must be evaluated by a certified evaluation company.** Commonly used services for educational evaluations are:

- **CED** (Center for Educational Documentation): [www.cedevaluations.com](http://www.cedevaluations.com)
- **IERF** International Education Research Foundation Inc. Credential Evaluation Services: <http://ierf.org/>
- **NAEG** (North American Educational Group): [www.naeg.org](http://www.naeg.org)
- **World Education Service**: [www.wes.org](http://www.wes.org)

- 2. Submit an Official copy of your Post-Secondary school (college/university) transcript(s) with diploma, if applicable. College transfer credit will be potentially awarded **only** with an Official College Transcript and an evaluated document.

### III. PROOF OF FINANCIAL SUPPORT

Students/sponsors must show that there is financial funding available to support the student while in the United States by completing the following:

- 1. Complete the Massasoit Certificate of Financial Support which must be signed by the sponsor and notarized. (The form is included in this packet).
- 2. Submit a notarized bank letter with letterhead and signature from bank showing a minimum amount of \$24,000.00 U.S. dollars in the sponsor's account (see page 8 of packet)

Note: Both of the financial support documents described above must be dated within the last six months

### IV. PROOF OF ENGLISH PROFICIENCY

Evidence of English proficiency in one of the following ways:

- 1. Submit a score from the Test of English as a Foreign Language (TOEFL). A minimum score of 477 on the paper-based test (PBT), 153 on the computerized test or 53 on the Internet TOEFL test (iBT) is required.
- 2. Submit a score from the International English Language Testing System (IELTS). A minimum score of 4.5 is required.
- 3. An acceptable score on an English Proficiency Test administered by Massasoit's English as a Second Language Department. This test is available only if you are presently in the United States. Please call 508-588-9100 x 1790 to schedule an appointment.
- 4. Submit an Official Transcript indicating successful completion of an academic program of study conducted entirely in the English language.

### V. INTERNATIONAL INFORMATION FORM (Included in packet)

## ADDITIONAL ADMISSIONS REQUIREMENTS FOR:

### **B1/B2 (Visitors Visa) J-1 (Exchange Visa) Transfer Students**

If you are in the United States at the time of submitting your admission application, please submit a valid **Passport, Visa and I-94 card**

**B1/B2 Visa** - If you are on a B2(Visitors) Visa and plan to stay in the United States, you must request a change of status to a F-1 student visa upon fulfilling and receiving acceptance to Massasoit Community College. B Visitor Visa holders are not allowed to start classes or by in an Associate Degree program until notification of his/her change of status decision.

You must be in valid B Visa status in order to apply to Massasoit Community College. If your B Visa is out of status, we will not process your application. If a person's I-94 Card has or is expiring before the semester he/she wishes to attend, the student is encouraged to either file an extension of his/her B Visa or return home to apply for the F-1 Visa.

The process of applying for a change of status takes a lot of time. Change of Status cases are adjudicated by the United States Immigration Customs Enforcement and require specific Government paperwork to be completed by the applicant. In some cases, it is strongly recommended that the student returns to his/her home country of origin to apply for an F-1 Visa without doing a change of status in the United States.

If you are denied change of status from B Visa to F Visa, you must follow all USCIS instructions given to you on your I-797 (Notice of Action) and you will also not be able to be in an Associate Degree program at Massasoit Community College based on USCIS regulations on B Visa's and pursuing an Degree Program. The Massasoit Admissions Office **DOES NOT** process visas or change of status requests (although information and forms may be obtained from the admissions office). Massasoit is not responsible for any change of status decisions.

#### **The Final Admissions Deadlines for B1/B2 Visa holders:**

**May 15<sup>th</sup> for Fall semester**  
**October 15<sup>th</sup> for Spring semester**

**J-1 Visa**- If you are on a J-1 (exchange) Visa, you must apply for a change of status to a student visa (F-1) before your J-1 visa expires. If you have a J-1 Visa that has expired, you have a 30 day period to change status before being considered out of status. J-1 Visa holders should follow the regular Fall and Spring International student admissions deadlines.

**Transfer Students**- If you are an International Student attending an United States College or University please submit along with all other application requirements, a copy of your current SEVIS I-20 Form from the school you currently attend. Before being accepted to Massasoit Community College, you and your current College or University must complete the Massasoit Transfer Form in order to ensure SEVIS transfer compliance.

#### **The Final Admissions Deadline for Transfer Students:**

**August 15<sup>th</sup> for Fall semester**  
**January 2<sup>nd</sup> for Spring semester**

If you fall under a different visa category than listed above, please contact the Admissions Office for further information and details.

Please note: A Valid I-94 Card is essential for admission and must be presented if the applicant is applying within the United States and/or on a current Visa. If the I-94 length of stay has expired, Massasoit cannot admit the student unless extension of stay has been granted through the U.S Government.

Massasoit Community College is authorized under the United States Federal Law Immigration and Naturalization Act to enroll non-immigrant alien students. Therefore, the College will accept applications for admission from non-immigrant aliens. College admission requirements and the College academic calendar are available from the Admissions Office, which also provides application, credential deadlines and enrollment dates for International Students.

# INTERNATIONAL STUDENT QUESTIONS AND ANSWERS

## **Q. May I apply for admission to Massasoit Community College as an International student any time?**

A. No. In order to fully process your admissions requirements and to ensure your successful petition for your F-1 Visa, you must adhere to the specific deadlines stated in the admissions requirements. For Fall semester you must apply by July 15<sup>th</sup> and for spring semester, you must apply by November 30<sup>th</sup>. If you are currently in another Visa category (B, J, H Visa) or are an International Transfer Student, please see page 4 and 5 for specific details.

## **Q. Can I take the TOEFL in my country before arriving in the United States?**

A. Yes. This test is administered several times during the year worldwide. Consult the international testing program calendar by writing to TOEFL, Box 899, Princeton, NJ 08541, USA or visit [www.ets.org/toefl](http://www.ets.org/toefl) for further TOEFL information.

## **Q. If my native and first language is English, do I need to take the TOEFL Exam in order to receive my I-20?**

A. No. However, you will be required to provide one of the three options in Part IV (proof of English Proficiency) to satisfy this requirement. Before your new student orientation, all students are required to take placement exams in Reading, Writing and Math for advisement and proper placement into courses.

## **Q. I have completed an English-as-a-Second Language program at another institution do I still have to take the Reading and Writing Placement Exams?**

A. Yes. This is necessary for registration and to assist with proper placement into courses.

## **Q. Are there registration and placement requirements for courses?**

A. Yes. Registration and placement into courses is dependent upon English language proficiency, placement testing and course program requirements.

## **Q. Where may I obtain evaluations and/or translations for my foreign educational documents?**

A. Please view the following list of companies:

- IERF International Education Research Foundation Inc. Credential Evaluation Services. <http://ierf.org/>
- NAEG (North American Educational Group) [www.naeg.org](http://www.naeg.org)
- CED (Center for Educational Documentation) [www.cedevaluations.com](http://www.cedevaluations.com)
- World Education Service [www.wes.org](http://www.wes.org)
- American Association of Collegiate Registrars & Admissions Officers <http://ies.aacrao.org/evaluations/>

## **Q. What is SEVIS?**

**SEVIS** (Student Exchange Visitor Information System) is the actual database the INS uses to track and monitor non-immigrant students and exchange visitors. Visit [www.ice.gov/sevis](http://www.ice.gov/sevis) for more in-depth information.

## **Q. How do I receive a SEVIS Form I-20?**

A. After you have been admitted to Massasoit based on the completion of all the specific international admissions requirements, you will receive a SEVIS Form I-20 from your International Student Advisor. The advisor will contact you (if you are in the U.S during the time you have made your application) or your sponsor to ensure that all documents are received and explained.

**Please note: A SEVIS I-20 is not a VISA.**

## **Q. After receiving my SEVIS Form I-20 and Massasoit Admissions Acceptance Letter, how do I receive my F-1 Visa?**

A. Students must make an appointment with a United States Embassy in his/her home country to petition for his/her F-1 Visa and provide documents including: SEVIS Form I-20, I-901 fee receipt, copy of the Massasoit Certificate Financial Support and Massasoit Letter of Acceptance. For information on United States Embassies please visit <http://usembassy.state.gov>

**Q. What is the SEVIS I-901 Fee?**

A. The SEVIS I-901 Fee is a maintenance fee of \$200.00 that **must** be paid by the student or sponsor before applying for his/her F-1 Visa. The SEVIS I-901 Fee receipt must be brought to the consulate or embassy during the student appointment for his/her F-1 Visa. For more information on the SEVIS I-901, please visit [www.fmjfee.gov](http://www.fmjfee.gov)

**Q. If I am denied my F-1 Status from my home country, must I pay another SEVIS I-901 Fee if I apply again?**

A. Yes, a new SEVIS I-901 fee must be paid because your new I-20 will have a new identification number on it, therefore requiring a new fee.

**Q. Will I be able to enroll at Massasoit after arriving without having completed the admissions requirements?**

A. No. You must be admitted to the College and be permitted to register into classes only after all admission requirements are fulfilled. These requirements must be completed prior to the intended academic term of enrollment.

**Q. After being admitted, if I arrive after classes begin, may I still attend that term?**

A. No. You must arrive prior to the start date of your SEVIS I-20 and not more than 30 days before the start date. It is necessary to arrive before classes begin for passport and immigration verifications, new student orientation, course advisement, course placement, and registration into classes.

**Q. Are there specific United States Citizenship and Immigration Service (USCIS) requirements for an F-1 student?**

A. Yes. Pursue and maintain a full course of study (at least 12 credits) at the educational institution they are authorized to attend each semester. Maintain all F-1 Visa regulations in accordance with the United States Government.

**Q. Can I work while on an F-1 Student Visa?**

A. As an International student on an F-1 Visa, you may only work on-campus 20 hrs a week during the academic semester and 40 hrs a week during the summer.

**Please note: On Campus work options are very limited. DO NOT assume that there will be employment at Massasoit Community College.**

After the completion of two semesters (one academic year) in full time status, students may meet with the International Student Advisor to inquire about off-campus employment. OPT (Optional Practical Training) must be handled separate and require petitions to the United States Government.

**Q. Will I be able to participate in varsity sports?**

A. Yes. Students interested in participating on a varsity athletic team are welcome. We encourage you to contact the Massasoit Athletic Department for further information on tryouts and team meetings. (508-588-9100 X1431)

**Q. May I change my program of study while in college?**

A. Yes. You must notify the International Student Advisor and the Advisement and Counseling Center if you wish to change majors and the correct major will be changed on SEVIS as well as a new I-20 created.

**Q. Can I study while in process of a change of status?**

A. It depends on what visa you entered in the United States with. If you entered with a J-1 or H Visa and are changing to an F-1 visa, you can study while waiting for your notification from the U.S Government. B2 Visitor Visa holders cannot study while waiting for their notification from the U.S Government.

**Q. Is there financial aid available for International Students?**

A. There is no Financial Aid available for International Students directly through Massasoit Community College. However, we suggest that students visit [www.edupass.org](http://www.edupass.org) for further Information on financial resources available to international students studying in the United States.

**Q. During the last semester at Massasoit, what should my next steps be?**

A. Keep in mind, your F-1 Visa is valid by the start and end dates on your SEVIS Form I-20. You should always have the end date on your SEVIS Form I-20 in mind and make plans before it expires. Options may include OPT, change of status, returning to your country of origin, transferring to another United States College or University for a higher degree. It is important that while you are with us at Massasoit, you make sure to contact your International Student Advisor to review your options and let us know of any plans you have so that we may make the appropriate change in your file and on SEVIS.

**Q. How do I receive health insurance while at school?**

A. Students who do not have United States health insurance must purchase the health insurance offered at Massasoit Community College. Harvard Pilgrim Health Care is the provider of this service and the fee for coverage is paid when a student enrolls in his/her classes.

For additional information, please contact:

Joia Souza  
Associate Director of Admissions (Brockton Campus)  
SEVIS PDSO  
508-588-9100 x1404  
[jsouza@massasoit.mass.edu](mailto:jsouza@massasoit.mass.edu)

Christopher Horn  
Associate Director of Admissions (Canton Campus)  
SEVIS DSO  
781-821-2222 x2115  
[chorn@massasoit.mass.edu](mailto:chorn@massasoit.mass.edu)

Michelle Hughes  
Director of Admissions  
SEVIS DSO  
508-588-9100 x112  
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**MASSASOIT COMMUNITY COLLEGE**  
**2017-2018**  
**ESTIMATED COLLEGE EXPENSES (for 9 months)**  
**FOR NON-MASSACHUSETTS RESIDENTS**

*International students will pay non-resident tuition rates while attending Massasoit Community College.*

*Students must be attending a full-time (at least 12 credits) program of study each semester enrolled.*

2017-2018 Financial Statement

*Full time Tuition and Fees (12 credit hours per semester)	\$9,624.00
** Mandatory Health Insurance (yearly fee required)	\$1,629.00
*Books/Supplies	\$1,000.00
*Room and Board	\$9,000.00
*Transportation	\$1,262.00
* Miscellaneous living expenses	\$1,485.00

**Total expenses to be reflected in Financial Form \$24,000.00**

\* All amounts subject to change.

\* \*Mandatory Health Insurance Fee subject to change.

Students who enter in January will pay for health insurance covering January to August of that year.

**Note: Estimated expenses indicate the sponsor's ability to fully support the student while studying at the college. Because of strict immigration limitations on employment, students should not plan on working as a source of income.**

Estimated Cost (Tuition and Fees Only)

1,203.00 per class  
4 Classes minimum required (12 credits) = \$4,812.00 per semester  
\$9,624.00 per year  
\$19,250.00 estimated for Associate Degree Program

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Non-Resident:

\$401.00 x number of credit hours + course fees = Total course cost

Example:

Introduction to Business = 3 credit hours

(\$401.00 x 3 credit hours) = \$1203

Biological Principles I = 4 credit hours + Science course fee

\$401.00 x 4 (credit hours) = \$1604.00 + \$30.00 = \$1634.00



Massasoit Certificate of Financial Support 05/17

To Be Completed by Financial Sponsor

I, \_\_\_\_\_ will financially sponsor \_\_\_\_\_ in his/her academic studies at Massasoit Community College. I am fully aware that my sponsorship will financially cover full course of study (12 or more credits) each semester the student is attending Massasoit Community College under the F-1 Visa holders SEVIS I-20.

I, \_\_\_\_\_ will be directly responsible for all payments made to Massasoit Community Colleges Business Office.

I, \_\_\_\_\_ understand that any non-payments or late payments of student Tuition and Fee resulting in a Business Office student account hold, under full course of study or any other action effecting student enrollment is a direct violation of the students F-1 Visa status and SEVIS I-20.

**I WILL BE DIRECTLY RESPONSIBLE FOR:  
ACADEMIC YEAR - 2017-2018**

*Full time Tuition and Fees (12 credit hours per semester)	\$9,624.00
** Mandatory Health Insurance (yearly fee required)	\$1,629.00
*Books/Supplies	\$1,000.00
*Room and Board	\$9,000.00
*Transportation	\$1,262.00
* Miscellaneous living expenses	\$1,485.00

**Total expenses to be reflected in Financial Form \$24,000.00**

\*Amounts are subject to change.

Signature of Agreement by Sponsor:

Signature \_\_\_\_\_ Date: \_\_\_\_\_

This Certificate of Financial Support MUST be notarized and accompanied by an additional certified letter from your bank showing a minimum amount of \$24,000.00 and translated in English if necessary.

Notary Signature

Notary Stamp/Seal

\_\_\_\_\_ Date: \_\_\_\_\_



## I-20 Application Form

SUBMIT COMPLETED FORM TO:

**Office of Admissions**

Massasoit Community College  
One Massasoit Blvd Brockton, Massachusetts 02302  
900 Randolph Street, Canton, Massachusetts 02021  
49 Union Street, Middleborough, Massachusetts 02346

**ALL APPLICANTS MUST COMPLETE THE FOLLOWING SECTION:**

APPLICANTS NAME \_\_\_\_\_

HOME COUNTRY ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ PROVINCE/TERRITORY \_\_\_\_\_

POSTAL CODE \_\_\_\_\_ COUNTRY \_\_\_\_\_

ADDRESS OF STAY IN THE U.S. \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

CONTACT PERSON IN THE U.S.: \_\_\_\_\_ TELEPHONE NUMBER (\_\_\_\_\_) \_\_\_\_\_

WHERE DO YOU WANT US TO SEND YOUR I-20:     HOME COUNTRY     U.S. ADDRESS     PICK UP

EMAIL ADDRESS \_\_\_\_\_

COUNTRY OF CITIZENSHIP \_\_\_\_\_

COUNTRY OF BIRTH \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_  
Month                      Day                      Year

PASSPORT NUMBER \_\_\_\_\_

EXPIRATION DATE OF PASSPORT \_\_\_\_\_  
Month                      Day                      Year

SEMESTER YOU PLAN TO ATTEND MASSASOIT COMMUNITY COLLEGE \_\_\_\_\_

PROGRAM OF STUDY: \_\_\_\_\_

**FOR APPLICANTS CURRENTLY IN THE UNITED STATES**

I-94 CARD DATE ON ENTRANCE AND DATE OF EXPIRATION \_\_\_\_\_

WHAT TYPE OF VISA DO YOU HAVE? \_\_\_\_\_

EXPIRATION DATE OF CURRENT VISA \_\_\_\_\_