

INTERNATIONAL STUDENT ADMISSIONS PROCESS

The following outlines the procedure required to complete the International Student Application to Northland Community & Technical College (Northland). In order to be issued an I-20 (F-1 or M-1), international students must be admitted to Northland first by completing the following four requirements:

Date Completed

Documents Required for Admission to Northland:

_____ 1. ***International Student Application.***

Submit application to the Northland Admissions office.

_____ 2. ***Academic Requirement.***

The minimum academic requirement is graduation from an accredited secondary school or its equivalent. Applicants must arrange for the campus Admissions office to receive official academic records from all secondary and post-secondary institutions attended. Detailed official records of courses taken, marks received and examinations passed must be sent directly to Northland from the examination council or educational authority. Records must also include diplomas, degrees, or other certificates received.

If documents are not in English, all records must be translated into English and submitted with a copy of the original document that is in the native language. This translation must be certified by a school or public official as a true copy and translation of the original document. This copy is in addition to the original record sent directly to Northland by all colleges/universities attended.

This college reserves the right to determine the appropriateness of the certification and does not ordinarily return certificates and/or records. Some documents may be sent to authorities for verification of authenticity. When there is a charge for verification of authenticity, the applicant is responsible for those charges.

_____ 3. ***English Requirement.*** English language proficiency results must be sent to Northland. The following are measures that may be used:

- TOEFL (Test of English Foreign Language) iBT score of 61 or higher
- IELTS (International English Language Testing System) band score of 5.5 or higher
- Completion of Level 109 of an approved ELS Language Center
- Recent completion of a college-level composition course with a grade of "C" or better from a United States college/university

_____ 4. ***Immunization Record.***

Complete and submit Northland Immunization Record. Minnesota law requires that all students born after 1956 and enrolled in a public or private post-secondary school in Minnesota be immunized against diphtheria, tetanus, measles, mumps, and rubella, allowing for certain specified exceptions. This information will be available for review by the Minnesota Department of Health and the local community health board.

An I-20 will be sent to all qualified applicants after all documents have been submitted and verified, and the following Certification of Finances form with accompanying documentation is received. *Registration is a separate process.*

Date Completed

Documents required to be issued an I-20:

- _____ 1. **Copy of Passport.** This must be submitted to ensure name is properly entered on the I-20 to be issued.
- _____ 2. **Certification of Finances.** This must be submitted by all students who would like an F-1 or M-1 student visa while attending Northland. Students must provide documentation specifying sponsorship, funding or support for all educational and living expenses. Supporting documentation such as a bank statement or a letter from the sponsor's bank must accompany the above documents. Financial or bank documents must be translated into English.
- _____ 3. **Health Insurance Requirement.** The health insurance cost is included in the cost of attendance and is listed on the Certification of Finances. Health insurance is required as a condition for enrollment for all international students attending Northland. All international students are required to purchase the Minnesota State Colleges and Universities international student accident and illness insurance plan (found at www.uhcsr.com type in Minnesota Community & Technical College, click on Medical International Student Plan), unless they can provide written verification that their government or sponsoring agency accepts full responsibility for any medical claims that might occur. Northland is not responsible for any bills due to illness or injury.

After receiving the I-20, payment of a SEVIS (I-901) Fee is required:

- _____ 4. **SEVIS (I-901) Fee.** Fee charged to students or exchange visitors tracked in SEVIS to fund the program to cover the costs of administering and maintaining SEVIS, which includes ensuring compliance with the system's requirements by individuals, schools and exchange visitor program sponsors. The fee is to be paid by certain individuals who are seeking status as F-1, F-3, M-1 or M-3 nonimmigrant students or as J-1 nonimmigrant exchange visitors. Information on how to pay the SEVIS (I-901) Fee is found at: <http://www.ice.gov/sevis/i901/> or pay the fee online at: <https://www.fmjfee.com/i901fee/>

Other important items to note after receiving the I-20:

- You will need to go through student orientation, possible assessments for math and English, and registration when you arrive in the United States.
- Sign your I-20.
- Read page 3 of your I-20 thoroughly to understand your status requirements

Northland is an equal opportunity educator and employer. This document is available in alternative formats to individuals with disabilities by contacting ASC Director at 1-800-959-6282 or TTY 1-800-627-3529.

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