

2011-2012  
INTERNATIONAL STUDENT  
INFORMATION & APPLICATION



CLATSOP  
COMMUNITY COLLEGE

ASTORIA, OREGON  
USA



# CLATSOP COMMUNITY COLLEGE

1653 Jerome Avenue ~ Astoria, OR 97103 ~ 503-338-2411

[admissions@clatsopcc.edu](mailto:admissions@clatsopcc.edu)

Dear Prospective International Student,

Thank you for your interest in attending Clatsop Community College! We welcome the opportunity to work with you as you achieve your educational goals.

Clatsop Community College is a public, two-year, co-educational institution that has been serving northwestern Oregon and southwestern Washington since 1958. Our high quality, low-cost education has helped enrollment grow to more than 8,000 students annually.

Clatsop offers instruction in liberal arts and sciences, professional technical fields, and community, and developmental education. We offer lower division courses that enable students to transfer to other higher education institutions. The College offers a variety of professional technical courses and programs that prepare individuals for entry-level employment or occupational advancement, and meet the needs of business and industry. Developmental and remedial assistance is offered for those who need to increase basic skills in writing, reading, and math. An extended learning program responds to the cultural, social, recreational, and general self-improvement needs of residents of the area.

Clatsop Community College is accredited by the Northwest Association of Schools and Colleges. This accreditation assures Clatsop students that their work will receive appropriate recognition from prospective employers and other colleges and universities.

The campus is located in the historic city of Astoria at the mouth of the Columbia River. The College enjoys a mild, often wet, climate that has helped make the Oregon coast famous for its lush green beauty and rugged undeveloped shoreline. Most classes are within easy walking distance of each other. The College does not provide campus housing but there are rental apartments and houses available in the area.

Following you will find information about admission to Clatsop Community College and an International Student Application for Admission. We are pleased that you are considering Clatsop and certain that you will find our curriculum challenging and our faculty stimulating.

For more information, please e-mail [admissions@clatsopcc.edu](mailto:admissions@clatsopcc.edu) or write to:

Clatsop Community College  
Student Services Center  
1653 Jerome Avenue  
Astoria, OR 97103  
USA

It is the policy of Clatsop Community College that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, religion, national origin, age, sexual orientation, or disability in any educational programs, activities, or employment. Questions or complaints should be directed to the Affirmative Action/Gender Equity (Title IX) Officer in Patriot Hall 225 (503 338-2450; TDD 503 338-2468). The Section 504 Coordinator is located in the Student Services Center (503 338-2474).

# INFORMATION FOR INTERNATIONAL STUDENTS ABOUT ADMISSION TO CLATSOP COMMUNITY COLLEGE

## I. REQUIREMENTS FOR ADMISSION TO CLATSOP COMMUNITY COLLEGE

Listed below are the requirements for admission to Clatsop Community College.

### A. APPLICATION FOR ADMISSION

Fill out the Clatsop Community College International Student Application form.

Mail the application with the following:

1. A non-refundable \$150 application fee payable to “Clatsop Community College” in the form of a cashier’s check or money order, and
2. Other documentation required in items B-D listed below.

### B. TOEFL SCORE AND ENGLISH LANGUAGE REQUIREMENTS

English language proficiency is required. English proficiency can be established in one of the following ways:

1. Achieve a paper-based score of 520 or above, or a computer-based score of 17 or above in each of the four competency areas on the Test of English as a Foreign Language (TOEFL). This test is given in many countries. Register online for the TOEFL at [www.ets.org/toefl](http://www.ets.org/toefl) . TOEFL phone assistance is also available at 1-609-771-7100 (outside US & Canada) or 1-877-863-3546 (within US & Canada) Monday-Friday, 8 a.m.-8 p.m., Eastern Time (New York)
2. Successfully complete and be recommended by an English Language Institute in the United States. An applicant transferring from an English Language Institute must provide documentation of completion and a letter of recommendation from the director of the language program stating the applicant’s readiness to begin college level work.
3. Transfer students from American colleges or universities who have earned 30 quarter hours or 20 semester hours of transferable credits with a 2.5 grade point average (GPA) or better may be waived from the TOEFL requirement.

### C. SCHOOL RECORDS

The equivalent of a U.S. high school diploma is required. The applicant must provide official transcripts with English translations, as well as any certificates of graduation. If the applicant has attended a college or university outside the United States and believes that some of the classes may meet degree requirements at Clatsop Community College, the applicant should send official transcripts, with English translations and assessment from an agency such as WES -- World Education Services [www.wes.org](http://www.wes.org), of all college or university transcripts to the Admissions Office. Clatsop Community College will accept transcripts submitted by the applicant, but the transcripts must be official and in a sealed envelope.

### D. FINANCIAL STATEMENT

Verification of all available funds needed while studying in the U.S. is required by the U.S. Immigration and Customs Enforcement. Applicants must submit, in English, an original or certified copy of a financial statement, either a personal or guarantor’s bank statement, or evidence of a scholarship. Applicants with a scholarship or a sponsoring agency must submit a letter of verification from the scholarship or sponsoring agency that shows the amount of funding in U.S. dollars.

### E. SEVIS I-901

Please read the information about the SEVIS form I-901 on the internet at

[www.ice.gov/sevis/i901](http://www.ice.gov/sevis/i901). You must submit proof that you completed the form and paid the fee with your application to Clatsop Community College.

The SEVIS I-901 fee is mandated by Congress to support the program office and the automated system that keeps track of students and exchange visitors and ensures that they maintain their status while in the United States. Each student or exchange visitor issued an initial Form I-20 or DS-2019 on after September 1, 2004 is responsible for paying this fee to SEVP. There are some exceptions. Generally, the fee of \$200 is used to:

- Maintain and update SEVIS
- Hire and train SEVIS Liaison Officers
- Staff and manage the SEVP Office to:
  - Support the current version of SEVIS and continue to add enhancements
  - Develop SEVP policies and procedures
  - Offer SEVIS-related training, assistance and problem resolution to the schools and exchange visitor program sponsors
- Maintain enforcement oversight to ensure that:
  - Schools and exchange visitor program sponsors are maintaining accurate, timely information
  - Students or exchange visitors who fail to maintain status either leave the United States or apply for reinstatement

## II. SUBMISSION OF APPLICATION AND DOCUMENTATION

Items A through D (above) must be submitted to the Admissions Office by the appropriate deadline date listed in item number IV. The applicant will be notified of acceptance by the Admissions Office. After the applicant has been notified of acceptance, the applicant must send a cashier's check or money order payable to "Clatsop Community College" for the tuition for one year (three terms).

## III. ISSUANCE OF I-20

The I-20 will be sent to the applicant when the college has received the tuition deposit. The I-20 form should be taken to the U.S. Embassy to obtain a student visa. If a student is denied a student visa, the applicant should notify the college. The college will send the full tuition refund to the applicant. Transfer students already studying in the U.S. should contact their current institution to determine how to transfer.

## IV. APPLICATION DEADLINE DATES

All items (A through D) must be submitted and received in the Admissions Office by the appropriate dates listed below. These items include the International Student Application form, proof of English language proficiency, school records, financial statement, and scholarship or agency verification.

Academic Term	Length of Term	Application Deadline for International Admissions
Fall 2011	September — December	July 22, 2011
Winter 2012	January — March	October 22, 2011
Spring 2012	April — June	January 13, 2012

*International students are not accepted for summer term.*

## **V. COLLEGE CREDIT**

International students must enroll in at least 12 credit hours (3 to 5 classes) each term, as required by the U.S. Immigration and Customs Enforcement. While enrolling in 12 credit hours, the student must also maintain a cumulative 2.0 grade point average.

## **VI. DEGREES AND CERTIFICATES**

Clatsop Community College offers the Associate in Arts, Associate in Science, and the Associate in Applied Science degrees for international students. Students must complete 90 credits in specific courses to earn an associate degree at Clatsop Community College. See below for specific information. The Associate in General Studies degree is not recommended for International Students applying for an I-20; therefore, it is not included in this description. Students must earn at least 15 credits in the required areas per term for six terms to complete an associate degree in two years. The college also offers 45-credit certificate programs. These are often completed in less than two years.

### **Associate of Arts Degree/Major-Liberal Arts & Science**

Students at Clatsop Community College have the opportunity to broaden their creative and critical knowledge through an Arts and Sciences program. Students might enroll in the lower division program to explore several fields of study to clarify educational and professional goals or seek a broad general education as a foundation in preparation for specialization during junior and senior years at a four-year institution. The Associate of Arts, Oregon Transfer Degree allows students to complete lower division requirements at Clatsop. If you complete this degree and are accepted at Oregon public universities, you are admitted as having completed all the lower division General Education requirements for a baccalaureate degree; however, some departments within State System institutions may require additional courses for admittance with junior standing.

### **Associate of Science Degree in Business**

The Associate of Science, Oregon Transfer Degree in Business provides you an opportunity to complete the first two-years of a four-year business degree at Clatsop Community College. This degree allows you to complete all of the lower division general education requirements of Oregon University System institutions. Upon admission to the Oregon University System institution, you will have junior year standing for purposes of registration only. It may be possible that there remain some lower division course requirements that must be satisfied for the business program at the Oregon University System institution. You should work closely with your academic advisor at Clatsop.

### **Associate in Applied Science Programs**

Applied science programs provide students an opportunity to acquire the skills and knowledge needed for entering current and developing employment fields. These programs normally require one or two years of study and include a variety of general education subjects to assure that the degree candidate has, in addition to the technical skills required, a basic understanding of writing, mathematics, human relations, and social sciences or humanities. The prime purpose of applied science education, however, is to offer technical education and training to all students seeking intensive occupational preparation in a shorter time than the usual four-year college period. Majors for Associate in Applied Science Degrees include: Administrative Office Professional, Automotive Technician, Accounting, Business Management, Criminal Justice, Early Childhood Education, Fire Science Technology, Historic Preservation & Restoration, Nursing, and Vessel Operations. (Acceptance into the Nursing program is determined by a weighted point system from a pool of qualified applicants.)

### **One-Year Certificates**

Clatsop Community College also offers a number of one-year certificates requiring 45 credits. These certificates are designed to get students into the work-force as quickly as possible. Certificates include: Automotive Technician, Computer-Aided Drafting & Design, Early Childhood Education, General Office, Historic Preservation & Restoration, Maritime Sciences, Medical Assistant, Retail Management, Seamanship, and Welding.

**VII. ITEMIZATION OF PROGRAM COSTS**

These charges are subject to change without notice and are estimates only. Actual costs could be higher or lower based on personal needs. The following expenses are based on nine-months (three terms) for a single student, living independently.

**Academic Year 2011-2012**

Non-refundable Application Fee .....	150.00
Non-refundable Immigration & Customs Enforcement Fee .....	200.00*
Tuition .....	10,728.00 **
Technology Fees.....	360.00
Registration Fee.....	30.00
Student Activity Fee.....	3.00
Transportation Fee.....	15.00
Books and Supplies .....	1308.00
Rent, Utilities, Food .....	6948.00
Personal Expenses .....	1764.00
Local Transportation .....	<u>1548.00***</u>
<b>TOTAL .....</b>	<b>23,054.00</b>

\*Pay fee online to US Immigration and Customs Enforcement at [www.fmjfee.com](http://www.fmjfee.com).

\*\*Tuition is charged at the rate of \$298 per credit. The cost of tuition for taking 12 credits in one quarter (fulltime student) is \$3576. (PLEASE NOTE: Tuition and fees are subject to change.)

\*\*\*Transportation costs from home country to USA are not included in the above estimates.

Previously enrolled students may continue summer term provided they maintain a 12 credit load. Summer term costs are not reflected in the summary above.

Financial aid is not available for international students, and the U.S. Immigration authorities do not permit students to work except under very unusual circumstances.

**VIII. HOUSING**

Clatsop Community College does not have dormitories or offer housing. It is the student’s responsibility to arrange housing. Students should plan on arriving early and spending the first few nights in a local motel while arranging housing.

**The following three pages including the Application for Admission and the Affidavit of Support must be submitted as a part of your International Application for Admission to Clatsop Community College. Please mail your application to:**

**Clatsop Community College  
Admissions  
1653 Jerome Avenue  
Astoria, OR 97103  
USA**

# CLATSOP COMMUNITY COLLEGE INTERNATIONAL STUDENT APPLICATION FOR ADMISSION

PLEASE PRINT IN ENGLISH.

## I. STUDENT INFORMATION

Name \_\_\_\_\_  
Last First Middle

Permanent Home Address \_\_\_\_\_

Telephone Number \_\_\_\_\_ Country of Citizenship \_\_\_\_\_

Country of Birth \_\_\_\_\_ Date of Birth \_\_\_\_\_

Age \_\_\_\_\_ Gender: \_\_\_\_\_ Female \_\_\_\_\_ Male

Local Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Persons to notify in case of emergency:

In United States \_\_\_\_\_  
Name Relationship

Address Telephone

In home country \_\_\_\_\_  
Name Relationship

Address Telephone

Please check (  ) which term you plan to begin taking classes at Clatsop Community College:

\_\_\_\_\_ Fall term 2011 \_\_\_\_\_ Winter term 2012 \_\_\_\_\_ Spring term 2012

## II. EDUCATIONAL GOAL

Check (  ) the one which best describes your educational goal:

\_\_\_\_\_ I plan to attend Clatsop Community College and then transfer to a four-year university.  
My major will be \_\_\_\_\_ (Please indicate area of interest,  
for example: music, art, education, biology.)

\_\_\_\_\_ I plan to attend Clatsop Community College for two years to obtain an Associate in Applied  
Science degree and major in \_\_\_\_\_ (See page 5 for majors.)

\_\_\_\_\_ I plan to attend Clatsop Community College for one year to obtain a one-year certificate in  
\_\_\_\_\_ (See page 5 for certificates.)

### III. STATEMENT OF FINANCIAL RESPONSIBILITY

I, \_\_\_\_\_, affirm the following: I will have sufficient funds available to pay all of my necessary expenses as indicated on page 6, item VII, and will also be able to pay for travel from and to my home country. I understand that Clatsop Community College does not provide financial assistance for international students and that the U.S. Immigration and Customs Enforcement does not permit international students to work, except under very unusual circumstances.

The sources of my funds in U.S. dollar amounts are listed below:

Self / Family \$ \_\_\_\_\_ Sponsor \$ \_\_\_\_\_ Scholarship \$ \_\_\_\_\_

Other \$ \_\_\_\_\_

### IV. EDUCATIONAL RECORD

	NAME OF SCHOOL AND LOCATION	DATES ATTENDED	GRADUATION DATE	DEGREE OR DIPLOMA	MAJOR
<b>SECONDARY</b>					
<b>COLLEGE &amp; UNIVERSITY</b>					
<b>ENGLISH AS A SECOND LANGUAGE</b>					

### V. FOR TRANSFER STUDENTS ONLY

Transfer student I-20 number \_\_\_\_\_

Visa type: F-1 \_\_\_\_\_ M-1 \_\_\_\_\_ Other \_\_\_\_\_

I am financed by \_\_\_\_\_

Visa issued \_\_\_\_\_

(Date)

(Place)

### VI. APPLICATION CHECKLIST

To insure a complete application, check (  ) each item being sent to the Admissions Office.

\_\_\_\_\_ International Student Application for Admission

\_\_\_\_\_ A TOEFL score or documentation of completion of an English Language Institute

\_\_\_\_\_ Official secondary school, college records & transcripts with official English translations

\_\_\_\_\_ Financial statements and guarantee

***By signing this application I acknowledge that the above information is correct and complete.***

Signature \_\_\_\_\_

Date \_\_\_\_\_

## AFFIDAVIT OF SUPPORT

*To be completed by the sponsor of the international student*

I hereby certify that I am willing and able and that I do promise to provide the following educational expenses (listed below) at Clatsop Community College per year for \_\_\_\_\_ years for

(specify period of time)

\_\_\_\_\_ who is my \_\_\_\_\_  
(Student's Full Name) (state relationship)

Check (  ) the items you will be sponsoring:

\_\_\_\_\_ Tuition and fees                      \_\_\_\_\_ Books and Supplies  
 \_\_\_\_\_ Rent, Utilities, Food                      \_\_\_\_\_ Personal Expenses  
 \_\_\_\_\_ Transportation

Name of Sponsor \_\_\_\_\_ Date \_\_\_\_\_

Address of Sponsor \_\_\_\_\_

\_\_\_\_\_ Phone \_\_\_\_\_

Signature of Sponsor \_\_\_\_\_

Nine-months estimated financial budget for international students attending Clatsop Community College during the 2011-2012 academic year.

INTERNATIONAL STUDENT FINANCIAL BUDGET	LIVING WITH SPONSOR	NOT LIVING WITH SPONSOR
Non-refundable Application Fee	150.00	150.00
Non-refundable Immigration & Customs Enforcement Fee	200.00	200.00
Tuition and fees ( <u>NOTE</u> : Tuition & fees are subject to change.)	10,728.00	10,728.00
Technology Fee	360.00	360.00
Registration Fee	30.00	30.00
Student Activity Fee	3.00	3.00
Transportation Fee	15.00	15.00
Books and Supplies	1308.00	1308.00
Rent, Utilities, and Food	2688.00	6948.00
Personal Expenses	1548.00	1548.00
Local Transportation	1764.00	1764.00
<b>TOTALS</b>	<b>18,794.00</b>	<b>23,054.00</b>

**ATTENTION:** If the sponsor is providing more than rent, utilities, and food, the sponsor must submit an original financial bank statement showing that the sponsor has the funding available for nine-months. The financial statement should at least equal the amount of items the sponsor has checked above. The amount must be in U.S. dollars. The financial statement must arrive at Clatsop Community College by the deadline dates listed on page 4.