

Transfer International Student Checklist (F-1 status)

Thank you for your interest in Shelton State Community College. Please submit the following items and supporting documentation for potential enrollment at Shelton State Community College.

- Completed online Shelton State Community College Application
 - Select the following category: **International Transfer Student**
 - After completing an online application please submit the signature page to the College.
https://sheltonstate.formstack.com/forms/signature_residency_form
- Schedule and take the College placement test.
 - <https://www.sheltonstate.edu/admissions-financial-aid/testing-assessment/>
 - If available, ACT/SAT scores should be submitted to Enrollment Services before taking the College placement test.
- Submit English Language Testing Scores. Minimum International TOEFL/IELTS scores accepted:
 - TOEFL: 500 paper based, 173 computer based, 61 internet based (**NO EXCEPTIONS**)
 - IELTS: 5.5 (result copy must have photo and name) (**NO EXCEPTIONS**)
- Financial Affidavit of Support Form** along with official statement(s) from a financial institution documenting ability to pay costs of attendance. The Financial Affidavit of Support Form must be completed by each individual contributing financially to the student's education. All estimates are subject to change without notice.
 - Minimum of \$28,000 (USD)
 - If applicable, a minimum of \$3,600 (USD) is required for each additional dependent in addition to the \$28,000 for tuition.
- Official documentation of secondary school completion and/or college transcripts
 - High school transcripts are required to be **EVALUATED** and **TRANSLATED** in English.
 - The following evaluation companies translate and evaluate high school and college documents:
 - www.wes.org (World Education Services, Inc.)
 - www.Lisano-Intl.com (Lisano International)
 - www.ece.org (Educational Credential Evaluators)
 - Transfer students must have official transcripts from all previously attended colleges and universities mailed directly to Shelton State Community College.
- Copy of a valid visa and passport to include identification page, expiration date page, and visa page of passport
- Copy of I-94 (front and back)
 - Electronic copies of the I-94 are acceptable from <https://i94.cbp.dhs.gov/i94/>.
- Copy of previous I-20
- Proof of adequate health insurance (not needed to be accepted)

The College requires the student to have adequate health insurance which is inclusive of a repatriation benefit. Proof of life insurance is waived with documentation of the proper insurance policy. The institution should have a recommended coverage available for international students seeking adequate health coverage. International students who do not have the proper insurance must purchase a health insurance policy through the College. Students are required to pay for one semester of coverage at the time of registration.
- Transfer students must complete the **F-1 Transfer Recommendation Form**. (Can fax or email this form.)
 - Note: Shelton State Community College does not accept Terminated or Completed SEVIS records.
- Submit the following International Student Services Forms:
 - Financial Affidavit of Support Form
 - I-20 Student Information and Request Form
 - International Student Contact Information Form

For Office Use Only:

Student Name: _____
Last First Middle

myShelton Username ID: A _____ Student Email: _____

Initial Student Transfer Student (Current School: _____)

Term Year: _____ Spring Summer Fall Date Submitted: ____/____/____

Financial Affidavit of Support

GUIDELINES FOR DOCUMENTATION OF FINANCIAL SUPPORT

Educational institutions are required by the Department of Homeland Security to have documentary proof of adequate financial support prior to issuing the I-20. Failure to fully and properly follow the instructions on this information sheet will result in non-issuance of the I-20 form which is required (1) to obtain a visa and enter the U.S., (2) to transfer from another U.S. school to Shelton State Community College, and (3) to extend F-1 or J-1 visa status at Shelton State Community College.

The specific amount of financial support must be a minimum of \$28,000 USD for the current academic year. Add \$3,600 USD for a dependent spouse and each dependent child accompanying you to Shelton State Community College. Please be aware that actual dependent costs may be much higher due to additional medical insurance expenses, food, clothing, and daycare for children.

FINANCIAL DOCUMENTATION REQUIREMENTS FOR STUDENTS WITH GOVERNMENT FUNDING, SCHOLARSHIPS, GRANTS, AND LOANS

The information below describes usual financial requirements. Shelton State Community College reserves the right to require original documents as well as additional or different financial documentation. You will be notified if special documentation is required.

Government Funding, Scholarships, Grants, and Loans: A letter of award confirming a scholarship or loan must be submitted with the F-1 I-20 request form. The award letter must meet the following requirements:

1. must be an original document or verifiable, true copy or unaltered scan of the original document;
2. must be on official letterhead stationery of the scholarship or loan organization;
3. must be addressed to Shelton State Community College;
4. must be dated within three to six months of the intended date of enrollment;
5. must specify the amount, terms, and duration of the award or loan, including specific beginning and ending dates; and
6. must contain billing instructions specifying how the scholarship or loan organization intends to pay your tuition and fee bills.

INSTRUCTIONS FOR SUPPORTING BANK LETTER FOR FAMILY/SELF-SPONSORED STUDENTS

Students whose financial sponsorship comes from family or personal funds must provide documentation of financial resources available to them. While Shelton State will accept copies and scans, Shelton State reserves the right to require original documents as well as additional or different financial documentation. You will be notified if special documentation is required.

1. A letter on official stationery (must be an original document or verifiable, true copy or unaltered scan of the original document), must be submitted from a bank or other financial institution where the prospective student or parent has savings deposits, certificates of deposit, money market certificates, or other types of accounts containing readily available funds.
2. If deposits are in more than one financial institution, a separate letter must be submitted from each bank.
3. The letter(s) must provide a specific amount of funds and the name of the account holder.
4. The letter(s) must be signed and dated less than six months from when the student plans to enroll.
5. No changes, alterations, or modifications may be made to any information appearing on the letter(s).
6. Income tax statements or returns, proof of property ownership, and letters stating that the student or the sponsor possesses "sufficient financial resources" or "earns enough" are **NOT** acceptable as evidence of readily available funds.
7. The bank letter must be in English; otherwise, attach a translation into English.

INTERNATIONAL STUDENT EMPLOYMENT IN THE U.S.

On-Campus Employment

On-Campus jobs are few in number and difficult to obtain. Therefore, you are advised **not** to plan on supplementing your financial support with on-campus employment.

Off-Campus Employment

It is a **violation of U.S. Department of Homeland Security regulations** for international students to be employed off-campus without **first** obtaining written work authorization. Unauthorized employment will result in loss of valid nonimmigrant status and its benefits. Do **NOT** expect to supplement your financial support by working off-campus.

FINANCIAL INFORMATION

Please enter any and all sources of funding and the amount of finances available to support your study and living expenses while at Shelton State Community College. If funds are from an organization, grant, or government support, please include a copy of any letters of award or sponsorship. If your support will come from personal or parent funds, please include bank certification not more than 6 months old.

The specific amount of funds must total at least \$28,000 USD for the current academic year. Add \$3,600 USD for a dependent spouse and each dependent child accompanying you to Shelton State Community College.

Family/Last Name(Surname)	Given Name(First)	Middle Name (If Any)
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Permanent Address

Street: _____

City _____ State _____ Zip _____

Country of Citizenship	Country of Birth	Telephone	Email
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Student Source(s) of Funds	Projected Support Per Year	Official Certification of Funds: By signing this form, the sponsor certifies that funding amount(s) listed is true and that funds are readily available and will be provided as indicated.
A. Personal Funds or Savings • Attach official letter(s) from bank(s) certifying the amount listed for first year of study	U.S. Dollars (enter amount) \$ _____	A1: Name of Financial Institution: _____ A2: Country of Financial Institution: _____
B. Parent's Funds or Saving: ___ Father ___ Mother • Attach official letter(s) from the parent's banks(s) certifying amount listed.	U.S. Dollars (enter amount) \$ _____	B1: Parent is currently living in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No B2: Parent is U.S. citizen or permanent resident? <input type="checkbox"/> Yes <input type="checkbox"/> No B3: Occupation of Parent: _____ B4: Name of Parent: _____ B5: Parent's Signature: _____ Date of Signature: ____/____/____
C. Other Sponsors • Attach official letter(s) from the sponsors banks(s) certifying amount listed. • A sponsor who is not a relative must submit a letter describing the reasons for sponsoring you financially. • Persons in the U.S. who are not US citizens or legal permanent residents are not acceptable as financial sponsors.	U.S. Dollars (enter amount) \$ _____	C1: Relationship of sponsor to student: _____ C2: Sponsor is currently living in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No C3: Sponsor is U.S. citizen or U.S. legal permanent resident/green card holder? <input type="checkbox"/> Yes <input type="checkbox"/> No C4: Occupation of Sponsor: _____ C5: Name of Sponsor: _____ C6: Sponsor's Signature: _____ Date of Signature: ____/____/____
D. Student's Home Government or Sponsoring Agency • Attach a signed copy of your Award Letter.	U.S. Dollars (enter amount) \$ _____	Does your home government currently impose restrictions on exchange and release of funds for study in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No

By signing below, I certify that all information on this form is true. I understand that any misrepresentation may be cause for a refusing or revoking admission to Shelton State Community College.

Students Signature: _____ Date: ____/____/____

ISS Witness Signature: _____ Date: ____/____/____

I-20 Request Form (F-1 Status)

This form will be used to complete your I-20. Please complete it accurately.

Section 1: Student's Information

I-20 Request Type (check all that apply):

- Request for F-1 Student Non-Immigrant Status (I-20) to apply for F-1 Student Visa Outside of the U.S. (Initial Attendance)
- Request Visa/SEVIS Transfer To Shelton State Community College From Another U.S. School
- Request Change-Of-Status To F-1. Current Visa Type _____
- Request Reinstatement

Name and Residence Information (Name on Your I-20 Must Match Passport)

Family/Last Name(Surname)		First Name		Middle Name (If Any)	
Date Of Birth(MM-DD-YYYY)	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Telephone		Email	
City of Birth	Country of Birth	Country of Citizenship		Country Of Permanent Residence	
Address in Home Country (Give a Complete Address, not PO Box): _____ _____			Address in U.S. _____ _____		
City	Province/Territory	Postal Code	City	State	Zip Code

Shelton State Community College Degree Information

myShelton User ID: A _____

Anticipated Degree Program: Associate of Arts Associate of Science Associate of Applied Science

Intended Major: _____

Anticipated Start Date: Fall (August) Spring (January) Summer (May) Year: _____

Do You Have A Shelton State Community College Academic Advisor? Yes No

If yes, please provide name: _____

Shelton State Community College Health Insurance

The College requires that the student has adequate health insurance which is inclusive of a repatriation benefit. Proof of life insurance is waived with documentation of the proper insurance policy. The institution should have a recommended coverage available for international students seeking adequate health coverage. International students who do not have the proper insurance must purchase a health insurance policy through the College. Students are required to pay for one semester of coverage at the time of registration.

Are you using Shelton State Community College insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No	For Office Use Only: If student is not using SSCC insurance, is proof of personal insurance provided? <input type="checkbox"/> Yes <input type="checkbox"/> No
If no, please provide a copy of your insurance card to ISS.	



Section 2: Dependent Family Information (For Spouse And Children's F-2 I-20)

IMPORTANT NOTE:

F-2 I-20 Documents can be issued only to a dependent spouse and to unmarried, dependent children under 21 years of age. Married children and children over 21 cannot be issued an F-2 I-20.

Do you have any dependents (spouse or children) joining you in the U.S.? Yes If yes, how many? _____ No

For additional dependents, please copy the information below and include on a separate page.

Dependent Number 1		Relationship: <input type="checkbox"/> Spouse <input type="checkbox"/> Child (Daughter) <input type="checkbox"/> Child (Son)	
Family/Last Name(Surname)		First Name	Middle Name (If Any)
Date Of Birth (MM-DD-YYYY)	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	City of Birth	Country of Birth
Country of Citizenship	Country of Permanent Residence		Current Visa Status
Dependent Number 2		Relationship: <input type="checkbox"/> Spouse <input type="checkbox"/> Child (Daughter) <input type="checkbox"/> Child (Son)	
Family/Last Name(Surname)		First Name	Middle Name (If Any)
Date Of Birth (MM-DD-YYYY)	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	City of Birth	Country of Birth
Country of Citizenship	Country of Permanent Residence		Current Visa Status

Section 3: Student Attestation

By signing below, I certify that all information on this form is true. I understand that any misrepresentation may be cause for refusing or revoking admission to Shelton State Community College.

Student Signature: _____

Date: _____

ISS Witness: _____

Date: _____



International Student Contact Information Form

Student Information			
Family/Last Name(Surname)		First Name	Middle Name (If Any)
Date Of Birth (MM-DD-YYYY)	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Telephone	Email Address
SEVIS Number N	myShelton User ID A	Home Country	
Local Address			
Address _____			
City _____ State _____ Zip _____			
Emergency Contact Information			
In Case Of An Emergency, Please Notify The Person(s) Named Below.			
Name _____		Relationship _____	
Phone Number _____		Additional Number _____	
Name _____		Relationship _____	
Phone Number _____		Additional Number _____	
Dependent Information			
Do you have any dependents (spouse or children) in the U.S. with you? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, please complete the following information and provide copies of dependents' documents.			
Spouse Name: _____		Gender : male female	
Child 1 Name: _____		Gender : male female	
Child 2 Name: _____		Gender : male female	
Child 3 Name: _____		Gender : male female	

F-1 Student Transfer Recommendation Form

US Citizenship and Immigration Services requires that an international student's eligibility to transfer to another institution in the United States be confirmed prior to the issuance of new immigration documents. Section 1 should be completed by the student who is transferring to Shelton State Community College. Section 2 should be completed by the International Advisor at the current institution. Please note, your SEVIS I-20 cannot be released to Shelton State until after the last day of studies at your current institution is complete.

Section 1: To Be Completed By Student					
Family/Last Name (Surname)		First Name		Middle Name (If Any)	
Date of Birth (MM-DD-YYYY)		Gender <input type="checkbox"/> Male <input type="checkbox"/> Female		Telephone	
Email		Current Visa Status		I intend to transfer to Shelton State in the: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer Year: _____	
By signing below, I authorize my current school to provide Shelton State Community College with the information requested below.					
Student Signature: _____				Date: _____	
Section 2: To Be Completed By Student's <u>Current</u> College P/DSO (International Advisor)					
The above named students intends to transfer to Shelton State Community College for the academic term indicated above. Please answer all questions based on the term immediately preceding the anticipated transfer term.					
Please Check One:					
<input type="checkbox"/> The above-named student is in good standing.					
<input type="checkbox"/> The above-named student is out of status. Please explain: _____					

Has the above-named student been involved in any disciplinary action?					
<input type="checkbox"/> No <input type="checkbox"/> Yes – Explain: _____					
Is the above-named student on OPT or CPT work authorization?					
<input type="checkbox"/> No <input type="checkbox"/> Yes – From: ____/____/____ To: ____/____/____					
SEVIS ID #: N _____ SEVIS School Code: _____ SEVIS Record Release Date: ____/____/____					
What is the student's last date of academic activity at your institution? ____/____/____					
Are you releasing this students SEVIS record in Active Status? <input type="checkbox"/> Yes <input type="checkbox"/> No – Explain: _____					

Today's Date: ____/____/____

Institution: _____

P/DSO Signature: _____

Printed Name: _____

Title: _____

Email: _____

Telephone: _____

Please return this form and a copy of the student's SEVIS I-20 record to:

Shelton State Community College
 International Student Services
 9500 Old Greensboro Road, Box 191
 Tuscaloosa, AL 35405
 Phone: 205.391.2375 / Fax: 205.391.5818
School Code: ATL214F00568000
internationalstudents@sheltonstate.edu

Note: Scanned/emailed or faxed copies are preferred.