

**APPLICATION FOR ADMISSION**

INTERNATIONAL STUDENT



**OFFICE USE ONLY**

Expected Entry Date

Admission Rep. Initial

Columbia College student education records are maintained in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974. Written student consent is required for access and release of information defined as educational records in federal and state law. A student's directory information (name, address, telephone number, date and place of birth, program of study, enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and most recent education institution attended) may be released upon request unless the Admissions and records office receives written notification that a student reserves the right to authorize in writing, on an individual request basis, the access and release of the directory information. Columbia College does not discriminate on the basis of race, color, religion, national origin, sex, age, or disability. The College complies with the Civil Rights Act of 1964, related executive orders 11246 and 11375, Title IX of the Education Amendments Act of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veteran's Readjustment Assistance Act of 1974 and all Civil Rights Laws of the state of Virginia.

**PERSONAL INFORMATION**

<b>Last (Family) Name</b>	<b>First Name</b>	<b>Middle Name</b>

<b>Date of Birth (mm/dd/yyyy)</b>	<b>Gender</b>	<b>Email Address</b>
	<input type="radio"/> Female <input type="radio"/> Male	

**Permanent Address (Home Country)**

\_\_\_\_\_

Street

City	Province/Territory	Country	Postal Code

**Current Mailing Address (U.S.)**

\_\_\_\_\_

Street

City	State	Zip Code	Phone Number

<p><b>Citizenship</b></p> <p>Country of Citizenship: _____</p> <p>Place of Birth: _____, _____</p> <p style="text-align: center;">City Country</p>	<p><b>Ethnic Origin</b></p> <p><input type="radio"/> Black or African American</p> <p><input type="radio"/> Asian or Pacific Islander</p> <p><input type="radio"/> American Indian or Alaska Native</p> <p><input type="radio"/> Hispanic/Latino</p> <p><input type="radio"/> White, Non-Hispanic</p> <p><input type="radio"/> Other</p>
--	--

**PROGRAM PLAN**

	<b>Program Start</b>	<input type="radio"/> January <input type="radio"/> February <input type="radio"/> March <input type="radio"/> April <input type="radio"/> May <input type="radio"/> June <input type="radio"/> July <input type="radio"/> August <input type="radio"/> September <input type="radio"/> October <input type="radio"/> November <input type="radio"/> December
<b>P R O G R A M S</b>	<b>Language Training</b>	<input type="radio"/> Vocational English as Second Language (VESL) <input type="radio"/> Hybrid VESL <input type="radio"/> Online VESL <input type="radio"/> English as Second Language (ESL)
	<b>Certificate</b>	<input type="radio"/> Cosmetology <input type="radio"/> Culinary Arts <input type="radio"/> Dental Laboratory Technology <input type="radio"/> Massage Therapy
	<b>Associate Degree</b>	<input type="radio"/> Cosmetology <input type="radio"/> Culinary Arts <input type="radio"/> Dental Laboratory Technology <input type="radio"/> Business Administration <input type="radio"/> Teaching English for Early Childhood <input type="radio"/> Computer Science <input type="radio"/> Technical and Business English

## EDUCATIONAL HISTORY

**Primary Language:**       English                               Other

**I have taken the following examinations:**     TOEFL     IELTS     CaMLA (Cambridge Michigan Language Assessments)

**High school Information:**     High School (graduated or currently enrolled)  
     Home School  
     GED

**High school, colleges, and universities information** (List the most recent first)

Name of the Institution	City, State	Country	Dates Attended (mm/yyyy – mm/yyyy)	Degree Earned

## FAMILY INFORMATION FOR F2 / M2 VISA APPLICANTS

Name		Relationship	Date of Birth (mm/dd/yyyy)	Country of Birth (City, Country)	Gender
Last (Family) Name	First Name				
					<input type="radio"/> Female <input type="radio"/> Male
					<input type="radio"/> Female <input type="radio"/> Male
					<input type="radio"/> Female <input type="radio"/> Male
					<input type="radio"/> Female <input type="radio"/> Male

I, \_\_\_\_\_, hereby state that by signing this form, I acknowledge and agree as follows:

This application must be completed, signed, and submitted to the Admissions Office.

**I certify that all entries on this application are complete and accurate to the best of my knowledge. I understand that falsifying any information on this application could result in dismissal from the college.**

**Signature:** \_\_\_\_\_

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



# STUDENT ENROLLMENT AGREEMENT

**Please choose a Columbia College campus by checking one of the boxes below:**

- |  |  |  |   |
|--|--|--|---|
| <input type="checkbox"/> Tysons Campus<br>8620 Westwood Center Dr.,<br>Vienna, VA 22182<br>Phone: 703-206-0508 | <input type="checkbox"/> Centreville Extension<br>5940 Centreville Crest Ln.<br>Centreville, VA 22021<br>Phone: 703-266-0508 | <input type="checkbox"/> Silver Spring Extension<br>12125 Veirs Mill Rd.<br>Silver Spring, MD 20906<br>Phone: 301-929-0565 | <input type="checkbox"/> Ellicott City Office<br>9275 Baltimore National Pike<br>Ellicott City, MD 21042<br>Phone: 410-720-2842 |
|--|--|--|---|

Student Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Nationality: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Number: \_\_\_\_\_ SSN: \_\_\_\_\_

I agree to enroll in the (program name) \_\_\_\_\_ of Columbia College.

The beginning date for this session is (MM/DD/YYYY) \_\_\_\_\_ and the expected completion date is (MM/DD/YYYY) \_\_\_\_\_. The total expected number of program hours/credits is \_\_\_\_\_.

COST FOR PROGRAM:	APPLICATION FEE:	\$ _____
	TUITION:	\$ _____
	BOOKS/SUPPLIES:	\$ _____
	MISC. EXPENSES:	\$ _____
	<b>TOTAL COST:</b>	<b>\$ _____</b>

### **TUITION PAYMENT**

All students must make the first tuition payment and register for a class by or on the last day of the registration period. Students will not be allowed to enter or continue attending class until they have paid 100% of tuition before the end of the registration period.

### **3-DAY CANCELLATION PERIOD BEFORE STUDENT STARTS CLASS**

Students may cancel the **Enrollment Agreement** within 3 days (Saturdays, Sundays, legal holidays or days when the College is closed not included) of signing the agreement and obtain a full refund of all monies paid for tuition, as long as the student has not actually attended classes. However, once the student starts attending class, the agreement is enforced and cannot be voided by the student regardless of when the agreement was signed.

Students who drop out of class during the 3-day period after signing the agreement or after the 3-day cancellation period are subject to the tuition refund provisions set forth below;

### **REFUND POLICY**

1. The entire amount except the application fee paid by the student will be fully refunded if the student chooses not to enroll before the first day of instruction or withdraws during add/drop period.
2. If a student decides to withdraw or drop out after the add/drop period, refunds will be made according to the following schedule:



# STUDENT ENROLLMENT AGREEMENT

Proportion of Total Course Taught by Withdrawal Date	Tuition refund
Through 25%	50% of course cost
After 25% through 50%	25% of course cost
After 50%	No Refund

3. If the school closes, cancels, or discontinues a course or program, the full amount of tuition and fees will be refunded to all enrolled students.
4. Refunds will be determined based on the last attendance date.
5. If a student fails to return to the program by the end of a temporary leave of absence, the refund amount will be determined based on the date of withdrawal or termination, and will be paid within 30 days from the last day of leave of absence.
6. All refunds due will be paid within 30 days of the student's last day of attendance.
7. Purchased books are students' property and they are not refundable unless they are returned before classes begin.

**\*\*All Students MUST submit a written request for their refunds.**

## STUDENT ACKNOWLEDGEMENT

I have read and understood the enrollment agreement. I understand that this agreement is legal and binding. I attest that I am at least 18 years of age. I understand that I will pay the tuition and fee amount. I have been advised to keep a copy of this document as well as copies of all financial documents.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF PARENT  
(IF APPLICANT IS A MINOR)

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF SCHOOL OFFICIAL

\_\_\_\_\_  
DATE

In order to be binding, this agreement must be signed by the applicant and a school official. The enrollment agreement may be extended or modified only with the written consent of both student and the school.



COLUMBIA COLLEGE

Tysons Campus  
8620 Westwood Center Dr.  
Vienna, VA 22182  
TEL. 703-206-0508

Centreville Extension  
5940 Centreville Crest Ln.  
Centreville, VA 20121  
TEL. 703-266-0508

Silver Spring Extension  
12125 Veirs Mill Rd.  
Silver Spring, MD 20906  
TEL. 301-929-0565

Ellicott City Office  
9275 Baltimore National Pike  
Ellicott City, MD 21042  
TEL. 443-407-7156

## **INTERNATIONAL STUDENT ENROLLMENT ACKNOWLEDGEMENT**

### **1. Attendance**

F1 non-immigrant visa students must be enrolled in classes full-time, at least 18 hours per week and 12 credits per session. Any student who has excessive absence will be reported to SEVIS in accordance with the United States Citizenship and Immigration Service regulation. Columbia College is not responsible for the results of reported students' record. Any student who needs to miss a class for a medical reason must submit either a doctor's note describing the medical conditions or an appointment notice.

### **2. Vacation**

F1 visa students at Columbia College must comply with School's vacation policy which is taking a 10-week vacation after completing at least 30 weeks of study. Students must submit a vacation request form and pay a tuition deposit for the returning session. Before filling out the vacation request form, students should check with the international student advisor to review their records.

### **3. Immigration Policy – Change of Address**

It is important to update current address to the International Student Office. All non-immigrant residents in the United States must report any address change to USCIS within 10 days after such change. Failure by a non-immigrant resident to report a change of address is considered as misdemeanor and incurs a penalty of \$200 or a maximum of 30 days in jail. Information can be found on [www.uscis.gov](http://www.uscis.gov) and search for form AR-11.

### **4. School Transfer**

Any student who obtained an I-20 through Columbia College must attend classes for the stated period in his/her enrollment agreement. International Students who start their enrollment at Columbia College as the first institution in the U.S. is recommended to attend at least 30 weeks (3 sessions) to before requesting a transfer-out. Students whom transferred to Columbia College from other institutions is recommended to attend at least 20 weeks (2 sessions) of classes before requesting a transfer out to a new school. Students who plan to transfer out must notify the intention to the College at least 5 weeks prior to the tentative transfer-out date. Students with excessive absence may be transferred in out-status. Students who either dropped out of registered classes or have excessive absence may be terminated at the time of transfer.

**5. Miscellaneous**

Students who need an attendance certificate or transcript must complete a document request form, available at the International Student Office. Normal processing time is 2-3 business days.

**Agreement:**

I \_\_\_\_\_ hereby agree to abide by all school policies and immigration laws/regulations while attending classes at Columbia College. By doing so, I will successfully maintain my non-immigrant F1 visa status.

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

1.



COLUMBIA COLLEGE

Tyson's Campus

8620 Westwood Center Dr.

Vienna, VA 22182

TEL. 703-206-0508

Centerville Extension

5940 Centerville Crest Ln.

Centerville, VA 20121

TEL. 703-266-0508

Silver Spring Extension

12125 Veirs Mill Rd.

Silver Spring, MD 20906

TEL. 301-929-0565

Form 020-012  
Rev. 08/18

Ellicott City Office

9275 Baltimore National Pike

Ellicott City, MD 21042

TEL. 410-720-2842

## I-20 REQUEST FORM

**Name:** \_\_\_\_\_

Family Name

First Name

Middle Initial

**Date of Birth:** \_\_\_\_\_ (Month/Day/Year)

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

**E-mail Address:** \_\_\_\_\_

Please check your e-mail regularly. The International Student Office will keep you updated about special events and activities as well as changes in U.S. government regulations. That information will be sent out by e-mail.

If you don't have an e-mail address now, please let us know when you have an address.

**Telephone Number:** \_\_\_\_\_

**Current Address:** \_\_\_\_\_

### Emergency Contacts:

We hope that an emergency never happens, but we need to be prepared. Please provide the name and phone number of an individual(s) who we can contact if necessary. This information will be confidential and will only be used for an emergency.

[In the United States]

Name	
Telephone Number	
Relationship	

[Outside the U.S.]

Name	
Telephone Number	
Relationship	

### MINIMUM STUDY REQUIREMENT

F-1 students who enter the U.S with the Initial Columbia College's I-20 must enroll for a minimum of three consecutive sessions. Transfer students must enroll for a minimum of two consecutive sessions.

I am requesting that the International Student Office at Columbia College issue an I-20 form. I certify that all the information included with this request is true to the best of my knowledge.

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_



COLUMBIA COLLEGE

Tysons Campus  
8620 Westwood Center Dr.  
Vienna, VA 22182  
TEL. 703-206-0508

Centreville Extension  
5940 Centreville Crest Ln.  
Centreville, VA 20121  
TEL. 703-266-0508

Silver Spring Extension  
12125 Veirs Mill Rd.  
Silver Spring, MD 20906  
TEL. 301-929-0565

Ellicott City Office  
9275 Baltimore National Pike  
Ellicott City, MD 21042  
TEL. 410-720-2842

## STUDENT FILE CHECKLIST

**Student Name**

(Last Name, First Name): \_\_\_\_\_

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

**Campus:**

Tysons       Centreville       Silver Spring       Ellicott City

**Program of Study:**

<b>Language Training</b>	<input type="radio"/> Vocational English as Second Language (VESL) <input type="radio"/> Hybrid VESL <input type="radio"/> Online VESL
	<input type="radio"/> English as Second Language (ESL)
<b>Certificate</b>	<input type="radio"/> Cosmetology <input type="radio"/> Culinary Arts <input type="radio"/> Dental Laboratory Technology
	<input type="radio"/> Massage Therapy
<b>Associate Degree</b>	<input type="radio"/> Cosmetology <input type="radio"/> Culinary Arts <input type="radio"/> Dental Laboratory Technology
	<input type="radio"/> Business Administration <input type="radio"/> Teaching English for Early Childhood
	<input type="radio"/> Computer Science <input type="radio"/> Technical and Business English

**Full-Time/ Part-Time**

Full Time       Part Time

**Status of Student:**

U.S. Resident      International       Other

**Primary Finance Option:**

Self-payment     Financial Aid     VA       Other

**Student Level:**

New       Readmitted       ESL Completer

Required Documentation	Check
a. Completed Application for Admission	
b. Attestation of High School Graduation or its Equivalent	
c. Valid Photo Identification (Passport, State Driver's License, or Military ID, etc.)	
d. Student Enrollment Agreement Form	
e. Enrollment Acknowledgement Form	
f. Placement Test Results	
g. Copy of College/University Transcript or Request for Transcript (only if needed)	
h. Student Acknowledgement Form (if applicable)	

Additional Requirement Applicable to <b>Financial Aid Students Only</b>	Check
a. Verification of Skill Competency (e.g. Credentials, test scores, job experience, or Letter of Employment Verification)	
b. Institutional Student Information Report (ISIR)	
c. Cost of Attendance (COA)	

Student Type:     Overseas       Transfer-in       Change of Status       Change of Program

Additional Requirement Applicable to <b>I-20 Students Only</b>	Check
a. Copy of Passport (including dependents)	
b. Copy of U.S. Visa (including dependents)	
c. Family Census Registration (if applicable)	
d. Financial Document	
e. Affidavit of Support (if applicable)	
f. Copy of I-20(s)	
g. Copy of I-94 (including dependents, if applicable)	
h. TOEFL or IELTS score (of applicable)	

Note: International Students must maintain fulltime student status throughout their tenure.

Remark: \_\_\_\_\_

**Application fee:** \_\_\_\_\_

Reviewer's SIGN: \_\_\_\_\_

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