

**APPLICATION
FOR
INTERNATIONAL
STUDENTS**



Columbia College

ADMISSIONS OFFICE USE ONLY	
Expected Entry Date	Admissions Representative

Columbia College has identified the following data as required directory information by the Privacy Rights of Parents and Students Act. The school will release addresses, telephone numbers, dates of attendance, major/program, credit hours, degree earned, and honors received unless a student requests in writing that their information be withheld. All other data on the application will be held confidential, except as required by law. Columbia College does not discriminate on the basis of race, religion, national origin, sex, age or disability. The School complies with the Civil Rights Act of 1964, related executive orders 11246 and 11375, Title IX of the Education Amendments Act of 1972, Section 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 Virginia.

PERSONAL INFORMATION

Family Name	First Name	M.I.
<input type="text"/>	<input type="text"/>	<input type="text"/>
Birth Date (mm/dd/yyyy)	Social Security Number	Home Telephone Number
<input type="text"/>	<input type="text"/>	<input type="text"/>
Mailing Address (in U.S.)	Street	Cell Phone Number
<input type="text"/>		<input type="text"/>
City	State	Zip Code
<input type="text"/>	<input type="text"/>	<input type="text"/>
Foreign Address (for F1/M1 Student Only)	Street	City
<input type="text"/>		<input type="text"/>
Province/Territory	Country	Zip Code
<input type="text"/>	<input type="text"/>	<input type="text"/>
Status	Gender	
<input type="checkbox"/> B1/B2 <input type="checkbox"/> F1 <input type="checkbox"/> J1 <input type="checkbox"/> M1 <input type="checkbox"/> E2 <input type="checkbox"/> L1 <input type="checkbox"/> Other _____	<input type="checkbox"/> Female <input type="checkbox"/> Male	
Country of Citizenship	Place of Birth (City, Country)	Ethnic origin (optional-for statistical purposes only)
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Black, Non-Hispanic <input type="checkbox"/> Asian or Pacific Islander <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Hispanic <input type="checkbox"/> Other _____ <input type="checkbox"/> White, Non-Hispanic

EDUCATIONAL PLAN

Beginning In	<input type="checkbox"/> January <input type="checkbox"/> February <input type="checkbox"/> March <input type="checkbox"/> April <input type="checkbox"/> May <input type="checkbox"/> June <input type="checkbox"/> July <input type="checkbox"/> August <input type="checkbox"/> September <input type="checkbox"/> October <input type="checkbox"/> November <input type="checkbox"/> December
Session	<input type="checkbox"/> Day Session <input type="checkbox"/> Evening Session <input type="checkbox"/> Weekend Session
Programs	<input type="checkbox"/> ESL <input type="checkbox"/> TOEFL
Certificate Courses	<input type="checkbox"/> Dental Lab Technology <input type="checkbox"/> Certified Nurse Aide <input type="checkbox"/> Certified Massage Therapy <input type="checkbox"/> Culinary Arts of Sushi <input type="checkbox"/> Cosmetology <input type="checkbox"/> Computer Basic <input type="checkbox"/> TESOL
Associate Degrees	<input type="checkbox"/> Business Administration <input type="checkbox"/> Computer Science <input type="checkbox"/> Dental Lab Technology <input type="checkbox"/> Cosmetology <input type="checkbox"/> Technical and Business English <input type="checkbox"/> Teaching English for Early Childhood

ACADEMIC HISTORY

CC Form 1-7B

I have taken the following examinations: SAT ACT TOEFL ACCUPLACER GED Other _____

I am a high school graduate.

Name of High School	City	Country	Year of Graduation

Colleges, universities, or postsecondary institutions attended (Please list below): None

Institution	City	Country	Last Year Attended	Major	Degree Earned

DEPENDENTS OF STUDENT (F1/M1 Student Only)

Name		Relationship	Date of Birth (mm/dd/yyyy)	Nationality	Gender
Family Name	First Name				
		spouse	/ /		<input type="checkbox"/> Female <input type="checkbox"/> Male
		child	/ /		<input type="checkbox"/> Female <input type="checkbox"/> Male
		child	/ /		<input type="checkbox"/> Female <input type="checkbox"/> Male
		child	/ /		<input type="checkbox"/> Female <input type="checkbox"/> Male
			/ /		<input type="checkbox"/> Female <input type="checkbox"/> Male

ADMISSIONS REQUIREMENTS

1. This application must be completed, signed, and submitted to the Admissions Office with a \$100 non-refundable application fee.
2. Other than visa denial, tuition deposit is NOT refundable for any personal reasons.
3. If you are a transfer student, please submit the transfer form with acceptance letter from the school(s) you have attended to our admissions office.

I certify that I received a current Columbia College catalog and understand that I am responsible for adhering to all policies and procedures of the school. I certify that the information given in this application is complete and accurate. I understand that withholding or giving false information will make me ineligible for admission.

Applicant's Signature: *(required)*

Date:

Columbia College has been approved by the US Citizen & Immigration Services (USCIS) and the Federal Department of Education to admit nonimmigrant students under US Federal Immigration Laws and Regulations.
 Student Visa *F1: ESL, Academic Degree Course/ *M: Vocational Education, ESL

1. Required documentation for obtaining an I-20 form

A. Change of status in US	B. Applying outside US	C. School transfer
1) I-94, visa and passport (Applicant and dependents) 2) Academic plan letter	1) Applicant & dependent's passport 2) Self-introduction and scholastic plan letter	1) I-94, visa, passport and original I-20 form 2) Transfer Form
Common documents 3) School application form 4) Transcript, certificate or diploma (at least high school) 5) Financial documents (choose 1) ✓ Current bank statement ✓ Certificate of employment ✓ Certificate of self-employment ✓ Financial statement of personal assets & properties (real estate, insurance, stocks, etc.)		

2. Documentation for student visa within U.S. (change of status)

- 1) I-94 form, visa and passport (including dependents)
- 2) I-539 form – F1/F2, B1/B2, J1/J2 etc. showing current non-immigrant status
- 3) Birth certificate or family census registration form
- 4) Financial documents (applicant's, his/her guardian or sponsor)
 ** Notarized I-134 form (Affidavit of support) – if an applicant does not have sufficient funds
- 5) Academic plan and a letter of willingness to return to his/her country upon the completion of the program

3. USCIS & SEVIS fee

- 1) USCIS processing fee : \$300.00 (payable to USCIS)
- 2) SEVIS processing fee : \$200.00 (payable to SEVIS)

4. School fee (payable to Columbia College)

- 1) Application fee : \$100.00
- 2) Tuition deposit for 1st session : \$1,350.00~\$3,000.00
- 3) Mailing fee : \$30.00 (Domestic), \$50.00 (International)

5. Others

- 1) Once a student is registered to attend Columbia College, he/she must be registered for at least 6 months to be eligible for transfer to another school. If the student fails to get the student visa, the school will refund the full amount of the paid tuition deposit within 30 days. (Application, mailing and USCIS/SEVIS processing fees are non-refundable). Other than the visa denial, the deposit is non-refundable.
- 2) It normally takes 2-3 business days to get the I-20 form. If a student needs his/her documents to be handled faster, he/she must pay the express fee.
- 3) Students must have their passport, visa and I-20 form available at all times.
- 4) Contact (703) 206-0508 or email info@ccdc.edu for any questions regarding school enrollment and I-20 issuance.

Admissions Information

▪ **Criteria for Admission**

Columbia College is committed to equal opportunity in student admissions. Students who are high school graduates or the equivalent, and who can benefit from the College's programs and services shall qualify for admission. Columbia College does not discriminate on the basis of race, religion, national origin, sex, age or disability. The College complies with the Civic 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.

▪ **Admission Procedure**

The applicant must submit a completed application for admission together with the non-refundable application fee (\$100.00) and proof of graduation from a high school or equivalent education certified by the State Department of Education. Students must complete an enrollment agreement, which defines all tuition, fees, and method of payment, in order to secure a position in their desired classes. The enrollment agreement is usually completed during the consultation. Out-of-town students can submit a completed agreement by mail.

▪ **International Students (Outside the U.S.)**

Admissions requirements and acceptance procedures are the same as U.S. citizen students.

In order for international students to obtain a Certificate of Eligibility (Form I-20), he or she must provide the financial document and/or Affidavit of Support Form (I-134) to the admissions office. The I-134 form verifies that all funds will be available for educational and living expenses while a student is studying in the United States. Once accepted, prospective students in foreign countries should apply to the American Consulate in their country for a special student non-quota F-1 or M-1 visa. International students are required to deposit \$500 for their first three sessions' tuition along with a \$100 application fee. The student will then apply for an F-1 visa at the U.S. Embassy. Once the student obtains the F-1 visa, the student will pay the remainder of their tuition to Columbia College.

▪ **Refund Policy**

If the student fails to get the student visa, the school will refund the full amount of the paid tuition deposit except for the application, mailing, and USCIS/SEVIS processing fees. The student must provide proof of his/her visa denial, such as a denial letter from the U.S. Embassy, and fill out the refund request form. Other than the visa denial, the deposit is non-refundable. All refunds due will be paid within 30 days from the refund request form submission.

▪ **Policy on Satisfactory Academic Progress**

Students who fall below the average grade of "C" or "Pass" and have under 80% attendance will be given a warning. If the student does not meet the Satisfactory Academic Progress despite the warning, he/she may be dismissed.

▪ **Career Services**

Students who complete programs successfully will be well prepared to find a job in their field of study. While it is impossible to guarantee that each student will find employment in their chosen field, Columbia College will work with the student to help find satisfactory employment.



COLUMBIA COLLEGE

Merrifield Avenue Fairfax, 22031 703.206.0508 703.206.0488 www.ccdc.edu

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.

Number: _____

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

In the United States:

Telephone Number	
Relationship	

Outside the U.S.:

Name	
Telephone Number	
Relationship	

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: _____

