

F-1 visa

Change of Status

### International Student I-20 Application/Request Form

This form, along with the supporting document as listed on page 2, should be submitted to an Admissions Designated School Official (DSO) for the creation of a Form I-20.

Admissions Counselor/DSO

F-1 Visa Academic Studies

[international\\_students@albemarle.edu](mailto:international_students@albemarle.edu)

M-1 Visa Vocational/Technical Training

### Personal Information

Legal Name: (Last /Family) \_\_\_\_\_ (First) \_\_\_\_\_ (Middle) \_\_\_\_\_

Street Address with house number in **home country** \_\_\_\_\_ City, Zip Code \_\_\_\_\_

Providence or State \_\_\_\_\_ Country \_\_\_\_\_

Email \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Phone Number \_\_\_\_\_

Gender: \_\_\_ Male \_\_\_ Female Expected Semester to Begin Studies: \_\_\_\_\_

U.S. Address: House Number, Street, etc. \_\_\_\_\_ City, State, Zip Code \_\_\_\_\_

### Citizenship & Immigration Information

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

Native Language: \_\_\_\_\_ Town of Birth: \_\_\_\_\_

Are you currently in the United States? Yes  No

If yes, what is your current Visa Type (F1, F2, B1, B2, etc.): \_\_\_\_\_ I-94 Expiration Date: \_\_\_\_\_

If you already hold an F-1 Visa/Status, what school issued the I-20? \_\_\_\_\_

### Application Information

**You must APPLY to the College of The Albemarle before an I-20 can be created.**

[https://www1.cfnc.org/Applications/NC\\_Community\\_College/apply.html?application\\_id=1492](https://www1.cfnc.org/Applications/NC_Community_College/apply.html?application_id=1492)

Program of Study: \_\_\_\_\_ COA College ID #: \_\_\_\_\_

Which Campus of COA do you wish to attend?

Elizabeth City  Dare  Currituck Regional Aviation Center  Edenton-Chowan

Students applying for a Form I-20 must provide evidence of English proficiency. The TOEFL or ILETS Academic tests or the RISE placement test are accepted. For students currently in North Carolina it is suggested you take the RISE placement test. The RISE test is only offered in person at a North Carolina Community College.

TOEFL/ILETS Score \_\_\_\_\_ (please list your score and attach the score sheet)

OR for students who took the RISE placement test please list your scores. Date test was taken: \_\_\_\_\_

RISE Placement/ENG Tier 1 score: \_\_\_\_\_ ENG Tier 2 Score (If applicable): \_\_\_\_\_

### Source of Funding

Is your financial statement in your name?  Yes  No

If the answer is NO (i.e. the bank statement belongs to someone other than you) then a **letter of sponsorship written and signed by the sponsor is required**. If the answer is YES, please provide a letter stating you are sponsoring yourself.

Name of person or organization providing financial documentation to support your attendance at COA:

Name: \_\_\_\_\_ Relationship \_\_\_\_\_

Out of State Tuition, books, transportation and living expenses for one academic year will cost approximately \$23,000 USD. We must have statements from your sponsor's bank that shows that above amount on deposit. The documents provided must show for 3 consecutive months you or your sponsor has/had \$23,000 USD in available funds for each month. Please make sure the currency is in United States dollars and that all account information has been translated to English. If applicable please provide a letter from the bank stating the currency exchange rate.

### I-20 Required Documents

**In order to issue an I-20 the following documents are required:**

- Completed application for acceptance to College of The Albemarle; students can apply online at <http://www.albemarle.edu/students/admissions>.
- Official documentation stating completion of high school. Provide official academic records showing the student has graduated /completed high school/secondary education. We need documents in the student's native language and a copy translated to English. Students can translate their own high school transcript.
- For students who have attended or are currently attending a University, official university transcripts are also required. We need a copy of the student's transcript in their native language and a copy translated to English. The English translation must be completed by a translation service.
- Proof of TOEFL or ILETS Score showing the student has the necessary English skills. Currently COA accepts the TOEFL or ILETS score. TOEFL scores required are: Internet Based: 40, Paper: 425 or computer based: 120. The ILETS requirement is a 5.5 on the Academic Test. Students who take the TOEFL are required to take the RISE placement test upon arrival at COA. Students currently in the United States can take the RISE Placement Test at COA or any North Carolina Community College A score of 34 or higher on Tier 1 is required. A TOEFL is not required for students who have taken and earned the required score on the RISE test in the United States.
- A copy of your valid passport
- Students seeking a change of status must provide proof of their current status
- Evidence of Financial Support is also required. If the student is sponsoring themselves they must provide monthly statements from their bank with an ending balance of at least \$23,000 USD for each of the last 3 months. If a student has a sponsor, monthly bank statements in the sponsor's name are required. These statements must show an ending balance of at least \$23,000 USD for each of the last 3 months. We are required to have statements showing that for 3 consecutive months the sponsor had at least \$23,000USD in an accessible account. \$23,000 is the estimated annual cost of attendance at COA. The amount required must be \$23,000 in US Dollars. A letter providing a bank currency exchange rate is required for foreign bank accounts.
- If you will have a sponsor, a sponsor letter is required. Sponsors must state that they are willing to help the student financially for their entire length of study and the letters must be signed and dated.
- Student must also submit a \$50 application processing fee. Student can send a money order to COA.
- Students are to answer all the questions on the I-20 application. Incomplete applications will be returned.

## Agreement

1. I understand as an F-1 visa student I must be a full-time student (12hrs) and I must take 9 hours of face to face classes. **I understand I can NOT take all online courses.**
2. I understand that during my stay in the United States as an F-1 visa student at College of The Albemarle, I will not be permitted to work off campus for salary or wages unless I have been granted work authorization.
3. I understand that as an international student at College of The Albemarle I am required to attend the International Student Check in Meeting at the start of each semester and it is my responsibility to check my COA email for other International Student updates.
4. I understand that I must make academic progress and failure to maintain a 2.0 GPA will result in academic alert status, conditional status and possible suspension. Failure to make progress will result in the termination of my F-1 status.

**All I-20's will be signed electronically and sent via email to the address provided on this form.**

**I certify I understand the agreement statements listed above and that all the above information is true and accurate. Due to Federal Regulations an I-20 can only be sent to or picked up by the student. A third party is not authorized to pick up or receive an I-20.**

**Applicant's Signature** \_\_\_\_\_

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

***\*I-20's will not be issued until the student applies to COA and all the documents listed above are received in their entirety. Once all the required documents are received and a student's application is complete COA will issue an I-20 within 1-2 weeks.***

- A note about the term "sponsor". The term sponsor is used in a number of different ways for international students studying at a North Carolina Community College. For the Form I-20, visa and change of status purposes sponsors can be family members, friends, etc. and are individual(s) who state they are willing to assist students financially to help them study in the United States. Bank statements or letters from a bank serve as evidence that the sponsor has the funds necessary to allow for the College to issue an I-20. These financial documents are required by USCIS/SEVIS in order to issue an I-20 (students can self-sponsor, meaning they pay for themselves).
- Once admitted to COA per North Carolina General Statute 115D-39, North Carolina non-profit entities are permitted to sponsor up to five individuals lawfully admitted to the U.S. and currently residing in North Carolina and attending a North Carolina Community College. The rule requires the N.C. non-profit entity to accept financial responsibility for the student's tuition at the in-state tuition rate and the student's other required educational fees. Students do not have to have a North Carolina Community College sponsor, students with a sponsor are granted access to the in-state tuition rates, students without a sponsor are responsible for the out of state tuition rate. **This sponsorship is not the same as the sponsorship required for a student to secure an F-1 visa/status. Please request a nonprofit sponsor FAQ sheet for more information on nonprofit sponsorship.**