

# COLLEGE OF THE ALBEMARLE INTERNATIONAL STUDENT PROCESSING FORM

International students seeking admissions to College of The Albemarle are required to pay a \$50.00 Admissions Application Processing fee. This fee is required of all new international students and international students seeking to re-enroll at COA after an absence of 2 semesters or more. Students should complete the information below. Please review the included steps for additional information.

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

Expected 1<sup>st</sup> Semester of Enrollment: \_\_\_\_\_

Phone Number (if in the United States): \_\_\_\_\_

## **Payment Options:**

### *For Students Currently in the United States*

- Cash Payment can be received at any College of The Albemarle Campus locations
- Credit Card payments can be made in person or over the phone, please refer to the directions for more information.
- Money Order payments can be made at any College of The Albemarle campus locations or mailed to:  
College of The Albemarle  
c/o Admissions Counselor  
PO Box 2327  
Elizabeth City, NC 27906-2327

Any payment mailed should include this form so that the proper student is credited with payment  
**Students should NOT mail cash or credit card numbers.**

### *For Students Currently Overseas/International Payments*

- Money Order payments should be mailed to:  
College of The Albemarle  
c/o Admissions Counselor  
PO Box 2327  
Elizabeth City, NC 27906-2327

Any payment mailed should include this form so that the proper student is credited with payment.  
**Students should NOT mail cash or credit card numbers.**

### **For College Use Only:**

Budget Code: 05-000-00-492110-25042

I-20 Application Received: \_\_\_\_\_

Student ID number: \_\_\_\_\_

Application Processed: \_\_\_\_\_

# COLLEGE OF THE ALBEMARLE INTERNATIONAL STUDENT PROCESSING FORM

## Tips for Paying the Application Processing Fee

Students should first download a copy of the Application Processing Form and complete the form. Next, students should determine how they wish to pay the fee.

### **Paying in Person**

Students who wish to pay in person can do so at our Elizabeth City or Dare Campus sites. Students should bring their completed form and their method of payment with them to their campus of choice. Students will go to the Business Office at their respective campus to complete payment. Students should ask for a receipt for their records. Please check the hours of operation to determine when COA-Elizabeth City and COA-Dare are open.

### **Paying Over the Phone**

Students wishing to pay over the phone should:

1. Complete the form and return it via email to the DSO assisting you
2. Your DSO will email this to an available Business Office representative
3. The DSO will notify the student who to call and will provide you with a phone number. Students should call the number provided and have your payment method (credit or debt) available.
4. The Business office will process the student's payment and will email the student a receipt upon payment. Please allow 1 business day for a receipt to be emailed.
5. The student will submit a copy of the receipt with their I-20 application and documentation.

### **Paying by Mail**

Students wishing to mail in their payment may do so. Students should send a money order to the address on the Application Processing Fee Form. Upon its arrival, a DSO will notify you that payment has been received.

Students with questions about the Application Process Fee should contact an Admissions DSO.