

International Student I-20 Application/Request Form

This form, along with the supporting documents required for an I-20, should be emailed or taken directly to International Student Services:

College of The Albemarle
132 Russell Twiford Road
Manteo, NC 27954
Attn: Katie Cross
katie_cross@albemarle.edu

College of The Albemarle
1208 N. Road St
Elizabeth City, NC 27909
Attn: Cherrie Boyce
cherrie_boyce@albemarle.edu

- F-1 Visa Studies i Academic Studies
- 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: _____

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, 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

Program of Study: _____ COA College ID #: _____

Which Campus of COA do you wish to attend?

Elizabeth City Dare Currituck Regional Aviation Center Edenton-Chowan

Note: Students applying must provide evidence of English proficiency to obtain an I-20, TOEFL is accepted. For students currently in the United States it is suggested you take the NC DAP Placement Test.

TOEFL Score _____ (please list your score and attach the score sheet)

OR for students who took the NC DAP please list your scores:

NC DAP Placement/ENG total score: _____ Date test was taken: _____

Source of Funding

Is your financial statement in your name? Yes No

If the answer is NO (i.e the bank statement belongs to a relative, friend or other sponsor) than a **letter of sponsorship is required**. If the answer is YES then you can write 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 \$17,000 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 \$17,000 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 Score showing the student has the necessary English skills. Currently COA accepts the TOEFL or NC DAP Placement Scores. TOEFL scores required are: Internet Based: 40, Paper: 425 or computer based: 120. Students who take the TOEFL are required to take the NC Dap placement test upon arrival at COA. Students currently in the United States can take the NC DAP Placement Test at COA or any North Carolina Community College. A TOEFL is not required for students who have taken and earned the required score on the NC DAP test in the United States.
- A copy of your valid passport
- 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 \$17,000 USD for each of the last 3 months. If a student has a sponsor, monthly banks statements in the sponsor's name are required. These statements must show an ending balance of at least \$17,000 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 \$17,000USD in an accessible account. \$17,000 is the estimated annual cost of attendance at COA. The amount required must be \$17,000 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.
- This application must be completed in its entirety; partially completed applications will not be accepted.

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.
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 permission from USCIS.
3. I understand that as an international student at College of The Albemarle I am required to attend the International Student Informational 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 will result in academic alert status, conditional status and possible suspension.

I certify I understand the agreement statements listed above and that all the above information is true and accurate.

Student Signature _____ Date _____

Please check below the manner in which you want your 1-20 delivered to you:

- Please mail the I-20 to the U.S. address listed in the Personal Information Section.
- Please mail the I-20 to the foreign address listed in the Personal Information Section.
- Please email for pick up. Email address: _____

Due to Federal Regulations (FERPA) to allow any "Third Party" (anyone other than the student) to see the student's file information (or pick up their documents), the student must complete and sign below:

"The person listed below may (check all that apply) ___see my file contents ___receive my documents

(Name of authorized individual)

(Relationship)

Applicant's Signature _____ **Date** _____

****I-20's will not be issues 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 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 immigration 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. Please request a nonprofit sponsor FAQ sheet for more information on nonprofit sponsorship.**