FKCC INTERNATIONAL STUDENT ADMISSIONS PACKET

This information packet includes 10 pages

1. Letter to Prospective Student (Enclosure 1)
2. Applying for International Student VISA (Enclosure 2)
3. Proof of English language proficiency (TOEFL, ELS scores), if English is NOT primary/native language, sent directly from TOEFL or ELS. www.toefl.org or www.els.com
4. FKCC Application. (Enclosure 3)
   May be downloaded from www.fkcc.edu
5. World Education Services (WES) brochure. (Enclosure 4)
   May be downloaded from www.wes.org
6. Student & Exchange Visitor Information System (SEVIS) Fee (Enclosure 5)
7. Housing Information Flyer (Enclosure 6)
8. Supplemental Data Sheet (Enclosure 7)
   I-134 form may be downloaded from http://www.uscis.gov - click on Immigration Forms at top of page and “Search” I-134. Sponsor’s U.S. status must meet #1 on I-134. Also, refer to #11. Any amount indicated on this line may be deducted from total costs on Enclosure #4.
10. Medical Treatment Release (Enclosure 9)
11. Checklist for Submission (Enclosure 10)

Registration begins approximately 6 weeks prior to the beginning of the term.

2008-09 Academic Year: (Confirm dates on FKCC home page/Academic Calendar)
Term I (Fall) August 25 – December 17, 2008
Term II (Spring) January 5 – May 1, 2009
Term III (Summer) May 11 – July 31, 2009
Summer Term IIIA May 11 – June 19, 2009
Summer Term IIIB June 22 – July 31, 2009

Check out our website at www.fkcc.edu for up-to-date information regarding:

✓ ACADEMIC CALENDAR
✓ COURSE CATALOG
✓ COURSE SCHEDULE
✓ DEGREES and PROGRAMS.
Dear Prospective Student:

Thank you for your interest in Florida Keys Community College. Currently FKCC is pleased to offer Associate in Arts (transfer), Associate in Science (vocational), or Associate in Applied Science degrees, along with several certificate programs. The college received its accreditation from the Southern Association of Schools and Colleges.

International students are required to meet all the admissions requirements outlined below. Application materials (enclosed) must be submitted to the Office of Enrollment Services, International Admissions, at least two months prior to the start of the term in which the student wishes to enroll.

For those students who are out of the country, an I-20 form will be prepared and sent to you. You will need to take the form to the U.S. Embassy nearest to you to apply for the Student VISA.

**Upon arrival in this country, you must contact the International Admissions Advisor.** The date you will start school is indicated on item 5 on your I-20. However, you are required to complete testing, advising and registration prior to that date.

**For transfer** students from schools in the U.S., you are required to complete the admissions packet and pay the fee of $70. Also, please bring your current I-20 form and passport, official proof of high school graduation and official transcript from your previous school(s). **If you received the new SEVIS bar-coded I-20, you must tell your current school that you are transferring. A new I-20 may not be issued until that transfer is completed.**

Due to changes in the U.S. INS law, B2 Visitor VISA may process a change of status to student status but may **not** begin classes until the approval has been received from Immigration. It will take at least 90-120 days for processing.

Tuition costs for 2008-09 are $299.33 per credit hour for all courses. The minimum tuition is $3,591.96 per semester and must be paid in full prior to the beginning of the session. **You must register for and complete 12 credit hours each semester and be degree seeking to maintain your F-1 student visa status.**

Tuition for students on F-1 visas will always be calculated by the cost of out-of-state tuition. Prior to registering you will have to contact Advising Services for degree requirements.

**Housing** is not available on campus and FKCC does not provide housing services. Please see enclosed flyer on “Housing in Key West and Vicinity.”

**Medical insurance** is a requirement for international students. Proof of insurance will be required before you enter the United States and should remain in effect from the time you leave home until you return. Private medical services in the United States are very expensive, so you should be certain you are...
adequately covered for basic medical expenses, major medical expenses, accidental death, and dismemberment. The policy must also include repatriation and medical evacuation. FKCC does not have health service facilities, and FKCC is not responsible for providing any medical care for any student, including care required as a result of injuries sustained on campus or while the student is participating in a college activity. Insurance may be obtained in your own country if it is effective in the United States. If your policy is not in English, an English translation of the policy must be provided. You may search the internet for “International Health Insurance” for appropriate and competitive policies and coverages.

Work is not permitted without prior authorization from the International Admissions Advisor and/or Immigration. If you work without authorization, you will violate your non-immigrant (F-1) status.

You must arrive in Key West two to four weeks prior to the given date in Item #5 on the I-20 in order to arrange for housing, transportation, and other living arrangements. The student should also plan to contact Advising Services (305-809-3196) to arrange for placement testing and registration advisement for college courses.

THE STUDENT SHOULD NOT ARRIVE IN THE UNITED STATES MORE THAN ONE MONTH PRIOR TO THE REPORT DATE GIVEN IN ITEM #5 ON THE I-20 FORM. STUDENTS ARRIVING MORE THAN ONE MONTH IN ADVANCE OF THAT DATE MAY BE DENIED ENTRANCE TO THE UNITED STATES BY THE IMMIGRATION AND NATURALIZATION SERVICE.

Submission of any fraudulent application material or information may result in dismissal from the College with no refund of fees and a loss of all credits and grades previously earned from this institution. Upon dismissal, the international student will be considered out-of-status with the INS and will be required to return to their country of citizenship immediately.

Please feel free to contact me if you have further questions. We look forward to seeing you at FKCC!

Sincerely,

Office of Enrollment Services
Florida Keys Community College
5901 College Road
Key West, FL 33040

Telephone: (305) 809-3278

Florida Keys Community College is committed to providing for Equal Access/Equal Opportunity. The College does not discriminate on the basis of color, religion, gender, sexual orientation, age, marital status, national origin or disability in its employment practices or in the admission and treatment of students. FKCC complies with the Florida Educational Equity Act. The Equity Coordinator may be contacted at (305) 296-9081 ext. 248, or in the Human Resources Office, 1512 Student Center located at 5901 College Road, Key West, FL 33040.
APPLYING FOR AN INTERNATIONAL STUDENT VISA

According to Immigration and Naturalization Service regulations, qualified, non-immigrant foreign students may be issued F or M visas to come to the United States to pursue an education at Florida Keys Community College. **All international students on student visas must be full-time and degree seeking.**

To be considered as an applicant for a student visa, non-immigrant foreign students must be accepted by FKCC by submitting the following documents and fees:

- Application for Admission along with an application fee of $30.00 (US currency).
- University/College Transcript(s) (if applicable) or High School Transcript, if no college/university transcripts
  
  All educational transcripts must be translated into English and evaluated with a comprehensive course-by-course report by an evaluation service prior to an I-20 being issued.
  
- *All students must provide proof of high school graduation OR evidence of completed post-secondary course work to be eligible for admission.* If you have graduated from a university in your country, FKCC does accept those credits **after** the transcript has been translated and evaluated by an evaluation service. It is recommended that the World Education Services, Inc. evaluate transcripts. See enclosed brochure or visit the WES website at [www.wes.org](http://www.wes.org).

- **Proof of proficiency in English.** (Instruction at FKCC is conducted in English. If English is not your native language, you must submit one of the following documentations of English proficiency.)
  
  A. **An official TOEFL score report** received by the FKCC Office of Enrollment Services at the address below (received directly from the Educational Testing Service). A minimum TOEFL score 61 (Internet-based), 173 (computer-based) or 500 (paper-based version) is required for admission. The scores for the TOEFL iBT version are being determined. For information on the TOEFL, visit their website at [www.toefl.org](http://www.toefl.org).

  **<OR>**

  B. **An official ELS Academic Report** showing completion of level 109 as well as a Certificate of Proficiency from a designated ESL Language Center. The FKCC Office of Enrollment Services should receive these documents directly from the designated ELS Language Center. For more information, visit the ELS website at [www.els.com](http://www.els.com).

- With approved admission requirements above, student may proceed to file other required documents in this packet along with an additional $50 International Application fee.

- **I-20 will only be issued once all documents and fees are received.**

Please submit all documents and fees to:

Florida Keys Community College  
Office of Enrollment Services  
International Student Advisor  
5901 College Road  
Key West, FL 33040
Attention: SEVIS FEE

STUDENT AND EXCHANGE VISITOR SYSTEM (SEVIS) I-901 FEE

The SEVIS I-901 fee of $100.00 USD went into effect September 1, 2004. The payment website is at www.fmjfee.com. New students and exchange visitors with a Form I-20 issued on or after September 1, 2004 are subject to the fee. Proof of payment is required for a visa interview at a U.S. consulate and for admission at a U.S. port of entry. This receipt should be kept with your I-20. Completion of the form online and paying with a credit card is the quickest method of payment and receipt of proof-of-payment. You may use a third party’s credit card with their permission.

For complete information on who needs to pay the fee (or does not need to) see the SEVP website at http://www.ice.gov/graphics/sevis/i901/faq.html There is a complete list of questions and answers on all aspects of SEVIS I-901 fee payment.

The Student and Exchange Visitor Program (SEVP) announced the implementation of another method of payment for the (SEVIS) fee for international students and exchange visitors. Beginning November 1, 2004, nonimmigrant students and exchange visitors in more than 130 countries will be able to pay the I-901 SEVIS fee locally using the Western Union Quick Pay™ service.

This initiative allows Western Union to collect the SEVIS I-901 fee, in local currency, along with the needed Form I-901 data and electronically transmit the payment and data to SEVP. The properly completed Western Union receipt serves as immediate proof-of-payment for a visa interview at a U.S. consulate and for admission at a U.S. port of entry. This option is available in any country where Western Union offers its Quick Pay™ service.

The instructions along with a completed sample of the Western Union form can be found on the SEVP website www.ice.gov/sevis

Students who were previously approved for an I-901 fee transfer should contact SEVP if they require an updated I-797 receipt reflecting the fee transfer. They may contact SEVP by emailing fmjfee.sevis@dhs.gov. All emails regarding this issue should specify “Transfer Receipt” in the subject line of the email. Students must provide their name, date of birth, original SEVIS ID number utilized for payment, as well as the SEVIS ID number to which the payment was transferred. Students are also required to provide a current, valid address so that their updated Form I-797 receipt can be mailed to them.

For all students who require an I-901 fee payment transfer in the future, please go to the SEVP website at: <http://www.ice.gov/graphics/sevis/i901/faq7.htm>. The website provides information on those persons eligible for an I-901 fee transfer as well as instructions on requesting a fee transfer.
Florida Keys Community College does not have dormitories or other forms of student housing, nor does the college provide housing referrals.

Perhaps the best source of information regarding housing opportunities is the local daily newspaper, the Key West Citizen, which is located at 3420 Northside Drive, Key West, FL 33040. The Citizen’s classified section, especially on Sunday, has many ads for rooms, for furnished and unfurnished apartments and houses, and for roommates wanted. The Citizen will mail copies of their Sunday edition for $5.00 each and copies of other days’ editions for $2.50 each. Orders will only be accepted over the phone via credit card payment. If you would like further information about the Citizen, you may contact them at (305) 294-6641.

The Key West Association of Realtors, at 3422 Duck Avenue, phone (305) 296-8259 will provide, upon request, a list of local realtors, many of whom do property management.

On the FKCC campus, a bulletin board often has ads posted for living accommodations. This board is located in the Student Center by the Cafeteria. Finally, if you are a degree-seeking student, you may wish to check with your Program Advisor regarding housing. Sometimes a Program Advisor may know of housing opportunities, such as students in their program who are looking for a roommate.

Housing in Key West tends to be expensive. The cost of living in Monroe County (Florida Keys) is approximately 11% above the average for the state of Florida. Efficiency and one-bedroom apartments generally begin at about $1000.00 plus utilities. Driving from the furthest point in Key West to the FKCC campus takes approximately twenty minutes. Students also ride scooters or bicycles from points in Key West to the campus. There is a public bus system that connects Key West to the campus that runs every half-hour; however the schedule is not always reliable. Many students live up the keys. Usually the farthest dwelling for students taking courses on our Key West Campus is Big Pine Key at Mile Marker 30. As you go up the keys, rents tend to be cheaper; however the drive from Big Pine may take up to an hour.

Check our website links for the most up-to-date links to current housing costs through local classified ads and real estate agents.

We hope that this information will be helpful to you as you seek housing in Key West and vicinity.
SUPPLEMENTAL DATA SHEET

(Information necessary for the preparation of the INS I-20A-B STUDENT ELIGIBILITY FORM)

Social Security or I.D. Number______________________________

Names____________________________________________________________________________________

LAST     FIRST     MIDDLE

Date of Birth _____________________ Age_______ Sex____ Marital Status _____________________________

Type of VISA issued: ____F-1  ____J-1  ____B-1or 2  ____Other_________________________

I-94 Number ___________________________________________  Passport Number____________________________

Country of Birth ______________________City of Birth________________Country of Citizenship_____________________

Country of Legal Residence ______________________________________________

Home Country Address  ________________________________________________

_________________________________________________________________

_________________________________________________________________

Academic Information:

How will you enter FKCC? Please place check (x) on line before appropriate letter:

____A. Directly from home  ____B. Transfer  ____C. Walk-In  _____D. Other_________________

Major field of study: __________________________

Language information: native language __________________________________________

Date of Last TOEFL (Test of English as a Foreign Language)/or other test:___________ SCORE RECEIVED*:________

*Official scores are required to be sent to college from test center.

Source of Funds:  (Check major source of income)

____ A. Personal and Family in U.S.  ____ F. Private Sponsorship, U.S.
____ B. Personal and Family outside of U.S.  ____ G. Private Sponsorship, Foreign
____ C. Home Government  ____ H. Employment of Spouse
____ D. U.S. Government  ____ I. Other: specify_____________________
____ E. International Organization

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STATEMENT OF FINANCIAL ABILITY

STUDENT NAME ____________________________________________________________

Last   First    Middle

As a non-immigrant international student accepted for admission to FKCC, you will be classified as a non-Florida student and assessed out-of-state fees for the duration of your enrollment since an F-1 Student visa is considered a temporary status. Each international student is expected to have sufficient funds to meet all personal and college expenses. Tuition payment will be due at the time of registration before the first day of class. Florida Keys Community College requires you to have an equivalent yearly stipend of $34,463.00^ for school year 2007-08^ which is broken down as follows:

- Tuition and Fees for 24 hours (two semesters) approx $ 7184.00
  (Summer Session Optional, $299.33 per credit + fees)
- Medical Insurance (mandatory) cost approximate per year (minimum) $ 602.00
- Books and Supplies $ 2,588.00
- Transportation (does not include price of a car) $ 943.00
- Room and Board $22,200.00
- Personal Expenses $ 1,125.00

Total Estimated Budget $34,642.00

AFFIDAVIT

I/We ________________________________________________________________________,
(print name)
(person/parties responsible for all college, living and personal expenses), certify that I/we have sufficient funds to cover all college and living expenses (estimated to be $34,642.00 for 2008-09 school year) while named student is attending Florida Keys Community College.

Please submit your current bank statement showing a balance and most recent withdrawals, and/or any other documentary evidence of financial support and/or I-134 – Affidavit of Support.

I swear (affirm) that I know the contents of this affidavit signed by me and that the statements are true and correct.

Signature of Responsible Party______________________________________________________________

Subscribed and sworn to (affirmed) before me this ______ day of ___________________, 2_____________________. My commission expires on__________________________

Signature of Person Administering Oath______________________________________________________________

(SEAL)

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MEDICAL TREATMENT RELEASE

To be completed by student, or by parent or guardian if student is under 18 years of age.
A Notary Public must witness this document.

I grant permission to the Health Department or the local hospital or medical doctor to render emergency treatment to me that might be deemed necessary.

I understand that I am responsible for any costs incurred and that Florida Keys Community College is not financially obligated.

________________________________________________
Signature of student, parent or guardian
(Must be signed in ink in the presence of a Notary Public)

(SEAL)
Sworn to and subscribed before me this
______________ day of ___________________, 2________

________________________________________________
Signature of Notary Public

LIST HEALTH INSURANCE COMPANY:

INSURANCE COMPANY ADDRESS:

INSURANCE COMPANY TELEPHONE:

POLICY #:

In case of emergency, the college should notify:

NAME:

TELEPHONE:

ADDRESS:

RELATIONSHIP:

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CHECKLIST FOR SUBMISSION:

STEP ONE for admission to FKCC:

1. _____ Submit Application for Admission - May be downloaded from www.fkcc.edu
2. _____ Submit Check for $20* FKCC Application Fee.
3. _____ Provide proof of English proficiency received by FKCC directly from test center (if English is NOT your primary/native language). www.toefl.org or www.els.com
4. _____ Provide University/College Transcript(s), if applicable. Must be official evaluated report received by FKCC directly from WES. www.wes.org
5. _____ Provide High School Transcript, only if no university/college transcripts. Must be official evaluated report received by FKCC directly from WES. www.wes.org

STEP TWO to complete I-20 processing:

1. _____ Submit Supplemental Data Sheet.
2. _____ Submit Statement of Financial Ability Form <AND/OR> if you will have a sponsor:
3. _____ Submit I-134 Affidavit of Support (4 pages). May be downloaded from http://uscis.gov Please note #11: student’s financial support is being provided by sponsor.
4. _____ Submit check for $50* International Student Application fee.
5. _____ Submit copy of medical insurance documents - to be submitted upon arrival in U.S. AND a translated copy included in your application packet.
6. _____ Submit Medical Treatment Release form

*All checks or money orders must be drawn on a bank or other institution located in the United States and must be payable in U.S. currency and made payable to Florida Keys Community College.

Registration begins approximately 6 weeks prior to beginning of term

2008-09 Academic Year: (Confirm dates on FKCC home page/Academic Calendar)

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