



INTERNATIONAL STUDENT

Application Checklist

Must be completed and returned with application
Please read this form carefully – All boxes need to be checked off

NAME _____ COUNTRY OF CITIZENSHIP _____

MAJOR WHILE STUDYING IN US _____ IN COUNTRY (US) OR IN HOME COUNTRY? (Circle one)

1. _____ Application form (circle semester applying for): **FALL** **SPRING** Year _____
2. _____ Application fee of \$100.00 U.S. Dollars made out to "West Valley College". **THIS FEE MUST BE INCLUDED IN YOUR APPLICATION PACKET FOR WVC TO REVIEW YOUR FILE**
3. _____ Confidential financial statement (attached to application). Student should have financial resources of **\$16,500/one academic year. Bank statements should be in US Dollar equivalents.**
4. _____ An original bank statement on letterhead (**bank statement to be current within 1 month of application**). **Bank statements over 3 months old will not be reviewed.**
5. _____ High school **or** university transcripts. **English translations required** – official transcripts req. if attending U.S. school or University. (Must be in a sealed envelope when from US College or school).
6. _____ Transfer status letter (enclosed in application packet). Only send if transferring from a US school, college, or university **IN COUNTRY APPLICANTS ONLY HOLDING SEVIS I-20**
7. _____ Official copy of TOEFL/STEP Eiken score. If test has not been taken, date test will be taken on _____ TOEFL/STEP Eiken score _____ Date taken _____ Is English your primary spoken/written language? _____ TOEFL/STEP Eiken waiver request? Yes/ No Explain _____
8. _____ VISA and I-94 copy. State current visa status _____ **IN COUNTRY APPLICANTS ONLY**
9. _____ I-20 copy (front and back). **IN COUNTRY APPLICANTS ONLY HOLDING SEVIS I-20**
10. _____ Copy of Passport page showing student's full legal name, date of birth & passport expiration date.
11. _____ **Medical insurance is required.** Health insurance plan info provided at orientation once accepted to WVC. **If you do not have insurance, check the box**
12. _____ Proof of medical and immunization clearance-**see attached medical checklist** (attach copy of medical tests and records). **Medical immunization clearance is required for I-20 issuance.**
13. _____ Handwritten statement of purpose/intent – why do you want to study in the United States?
14. _____ Current passport size photograph of prospective student for file (passport size photo)

For office use only – do not write below this line

Sara Patterson, PDSO _____ Dr. Wanda Wong, DSO/Counselor _____ Gail Barta, ESL Dept _____ Terry Eppley _____

Comments? _____ / _____ / _____

Issue SEVIS I-20 to student _____ yes _____ no. F or M visa? If **NO**, rejection letter sent on: date _____ by _____

Admissions:

SHAP Application _____ by _____ I-20 done _____ by _____ I-20 mailed on date _____ by _____

Copies: student file _____ I-20 mailed local _____ I-20 mailed international _____ Holds? _____

Special instructions or delivery information: _____

FOR PDSO: COS required? Yes / No - Current visa _____ SEVIS RELEASE DATE: _____ FROM: _____



INTERNATIONAL STUDENT

Confidential Financial Statement

Required for all applicants

STUDENT'S NAME: _____ DATE: _____
(Family Name, Given Name)

COUNTRY OF BIRTH _____ COUNTRY OF CITIZENSHIP: _____

The amount of **\$16,500 US Dollars** is the minimum needed to cover college/living expenses while studying in the United States **for one academic school year- 9 months** (a Fall and Spring semester ONLY – please note that winter and summer session are not included since they are not full time required semesters).

SOURCE OF INCOME WHILE STUDYING IN THE US:

1. **Family** ******(give name(s) of person/people responsible and their relationship to you)

Name _____ Relationship _____

Name _____ Relationship _____

2. **Sponsor** ******(give name of person/people responsible:

Name _____ email: _____

Name _____

3. **Personal savings******** _____

4. **Scholarship******** _____ (Example: CSN) Explain: _____

5. **Other******** _____ Please explain: _____

****Financial/Bank Statement or letter of scholarship award must accompany all applications. Bank statements need to be on original letterhead, US Dollars noted – NO COPIES!**

Students who are supported by family members or sponsors must have the responsible party sign the statement below. A notarized Immigration form I-134 may be filed for US based family members that act as sponsors as well as non-related sponsors.

I, the undersigned, agree to act as sponsor for _____, an applicant for
(Student's name)

Admission to West Valley College. As a sponsor, I guarantee all expenses such as the student's education, books, room and board, supplies, transportation, insurance, and personal expenses. I also understand that the above student **will not be eligible to work off campus during his/her first academic school year at West Valley College per Department of Homeland Security regulations. Work on campus is NOT guaranteed.**

Name of Family Member OR Sponsor: _____
(Print Name)

Signature: _____ Date: _____

Home Country Address: _____

Home Country Phone /Fax # including country code: _____

Family member or Sponsor E-mail: _____



INTERNATIONAL STUDENT

Instruction Sheet – Read Carefully

West Valley College International Student Admissions
14000 Fruitvale Avenue, Saratoga, CA 95070-5698

For your application to be considered for acceptance by the International Student Selection Committee, you will need to make sure that you follow instructions and submit a **COMPLETE PACKAGE** – otherwise you will not be considered for admission to West Valley College.

The following must be on file by the deadline for your application to be reviewed and considered for admission:

1. A West Valley College Application for Admission (make sure that you sign it) and \$100 application fee.
2. Application checklist (please make sure that each item is checked off or if it is non-applicable list N/A)
3. An **official TOEFL or STEP Eiken score** – **please do not submit a copy** (500 score on paper test or 173 on computer version, 61 Internet based test or Pre-1 level on STEP Eiken test - a TOEFL test older than 2 years from date taken is considered invalid).
4. **OFFICIAL** Transcripts from your high school, language school and/or college (university) must accompany your application. An English translation is required if they are not in English.
5. If you have attended a Language School, College or University in the USA, you must submit a Transfer/Status letter (enclosed in your application packet) to confirm your status and your ability to transfer. This letter must be filled out/signed by a school DSO/PDSO. If applying from outside the USA, this requirement does not apply to you (N/A).
6. An original bank statement, on official bank letterhead must accompany your confidential financial statement (enclosed in your application packet). The bank statement should be current to within one month of your application. **Applications with bank statements older than 3 months will not be reviewed. A United States dollar equivalent must accompany your bank statement, if submitted from a foreign bank source. Failure to follow these instructions will delay review of your application.**
7. Completed Medical/Immunization record. Tuberculosis test must be negative and within 60 days of application. **If presenting a positive Mantoux Tuberculosis test, a physician cleared chest x-ray report (do not send us your x-ray picture just the report) will be required.** All immunizations must be current. Medical forms from previous colleges may be used for admission and must be signed by a physician/doctor and stamped official.
8. **IN COUNTRY APPLICANTS:** Submit copies verifying your current visa status, including I-94, visa page and passport picture page showing passport expiration date. B visitor visa students must change status to F-1 **BEFORE** they will be allowed to attend West Valley College per USA Immigration requirements. Please contact PDSO, Sara Patterson at (408) 741-2694 or email: sara_patterson@westvalley.edu if you have questions regarding any of the above information.



West Valley College Transfer Eligibility/Status Letter

In Country Applicants ONLY

This letter is to confirm whether your student is eligible to transfer to another US based school in the SEVIS system. Students fill out Part 1 – Advisors/PDSO/DSO please fill out Part 2.

Part 1. This portion is to be filled out by the student **ONLY** if attending a USA based school, college or university:

**Student's name _____

Current Address _____

Street name and number _____

City _____ State _____ Zip code _____

Telephone _____ E-mail _____

****I give permission for my present school to release the information requested on this form (**must be signed).**

Signature _____ Date _____

Part 2. *****TO BE COMPLETED BY THE INTERNATIONAL STUDENT ADVISOR/COUNSELOR/PDSO/DSO:**

Please fill out the following areas and check all that apply to your student.

Admission number _____

SEVIS ID # (if available) _____

Current I-20 End Date _____

1. Is this student currently attending the school that s/he was last authorized by the ICE to attend? Yes No

- Student did not report to this school
- Student reported to this school, but did not complete registration or attend classes.
- Student is currently enrolled in a full-time program, and has been enrolled since _____
- Student began studying in this program on _____ and completed the course of study on _____
- Student did not complete the course of study. His/her last day of attendance was _____
- Student is in reinstatement or change of status proceedings, the WAC number, if known, is _____
- Other _____

2. Has this student cleared all financial obligations with your institution? Yes No
If no, please explain on the reverse side.

3. To the best of your knowledge, is this student "in-status" with the DHS? Yes No
If no, please explain on the reverse side.

Signature of School P/DSO-Advisor/Counselor _____ Name & Title _____

School Address _____ Phone Number including area code _____

Date _____ [School Seal]

Please return this form to: West Valley College, Sara W. Patterson, PDSO or Dr. Wanda Wong, DSO International Student Admissions Office, 14000 Fruitvale Avenue, Saratoga, CA 95070-5698

*****Advisors: Please note - Sealed forms are required, sent by you, not the student - Transfer Clearance Forms will not be accepted if unsealed. This form needs to be sent directly from the DSO/PDSO to our college at the above address.**