

# Easy Steps to Enrollment for International Students at BHCC

*Please use this checklist to guide you through the admission process.*

## 1. Admission

Please submit to the International Center at BHCC:

- ☐ Completed Admission Application Form
- ☐ \$35.00 Application Fee (U.S. Dollars)
  - ☐ Official high school diploma.
  - ☐ All documents must be originals or certified true copies.
  - ☐ If documents are not in English, an official translation must be attached.
- ☐ TOEFL scores: If English is not your first language, you are required to take the TOEFL test. A score of at least 423 on the paper-based TOEFL or 113 on the computer-based or 38 on the internet-based test. TOEFL scores should not be more than two years old. If you are already in the U.S., you should take the BHCC College Placement Test instead of the TOEFL at the Assessment Center. Appointments are not required for the test.

## 2. Student Visa Paperwork

Please submit to the International Center at BHCC:

- ☐ Completed I-20 Application Form if you plan to attend BHCC on a student (F-1) visa.
- ☐ Affidavit of Support or notarized letter from your sponsor stating that the sponsor will be responsible for your educational and living expenses for the duration of your studies at BHCC. (You will need another affidavit to present to the U.S. Embassy or Consulate.)
- ☐ Official bank statement/letter showing sufficient funds in a bank account to cover total educational and living expenses for one year. This amount must be a minimum of \$19,500 U.S. dollars. This statement should be dated within 30 days of your I-20 application. (You will need another bank statement to present to the U.S. Embassy or Consulate.)

## 3. Student Visa

- ☐ BHCC will provide you with an I-20 form that indicates you are eligible for a student visa.
- ☐ Pay SEVIS fee.
- ☐ Schedule an appointment with the U.S. Embassy.
- ☐ Take affidavit of support, your sponsor's financial statement, the I-20 you received from BHCC and your valid passport to a United States Embassy or Consulate to apply for a student (F-1) visa.
- ☐ Enter United States with your F-1 visa and I-20 Form. Come to the International Center at BHCC.
- ☐ If you are already in the United States on a tourist (B-2) visa, or on a student visa from another institution, visit the International Center for assistance. If you are on a tourist visa you must change to a student visa before registering for classes. If you are on a student visa from another institution you must officially transfer to BHCC and request a transfer I-20.

Admission deadlines for international students on back of page.

# Admission Deadlines for International Students

## Fall Semester

July 15 (*students outside U.S.*)  
August 15 (*students within U.S.*)

## Spring Semester

November 30 (*students outside U.S.*)  
January 2 (*students within U.S.*)

## Summer Term I

April 21 (*students outside U.S.*)  
May 15 (*students within U.S.*)