



450 North Avenue, Battle Creek, MI 49017-3397 PHONE 269 965 3931 WEB www.kellogg.edu

Dear International Applicant:

We are pleased that you are interested in applying for admission to Kellogg Community College. We look forward to working with you on becoming an F-1 visa student in the United States.

Attached please find the following information:

- International Admission Information Sheet
- International Application for Admission

Please read the information sheet carefully, as this has all of the information required for incoming International Students to comply with our Federal Student Exchange Visitor Program. Each of the required documents are critical to the admission process. Without these documents we will not be able to move forward with your application.

Please have **all** documents returned to our office by the deadline date. Once we have received all of your documents, we will process your application and reply to you in a timely manner so you can complete the necessary steps to become a student in the United States.

Please call, email, or write our office if you have any questions regarding the application process.

Sincerely,

A handwritten signature in black ink that reads 'Denise D. Newman'.

Denise D. Newman
Director, Enrollment Services
269.965.4153, fax 269.965.4089
adm@kellogg.edu

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Kellogg Community College

International Admissions

Thank you for your interest in Kellogg Community College. This document will explain the application and admissions process. We are delighted that you are taking the next step towards becoming a student at KCC.

Application

To apply, the applicant must complete the KCC International Student Application.

Application Deadlines

Application and all required materials must be completed and received in the Enrollment Services office by the following deadlines:

Fall Semester (beginning in September) **July 1st**.
Spring Semester (beginning in January) **November 1st**.
Transfer students or F1 Students already in the United States have until **August 1st** or **December 1st**.

Please allow 2-3 weeks for applications to be evaluated. Applicants will be contacted by letter after the application has been evaluated. **All documents submitted to Kellogg Community College become property of the college and will not be returned to the student.**

Documents

KCC will admit International students to the College on a selected basis. To be considered for admission, you will need the following:

- Complete and sign the International Application for Admission.
- Official copies of your academic records, both high school and college, translated in to English. (brochures for WES and ACEI available upon request)
- Applicants from non-English speaking countries must provide proof of written and oral English competency by submitting official copies of scores from either the TOEFL (Test of English as a Foreign Language), or the Michigan Test of English Proficiency (MELAB). Kellogg Community College requires a score of 500 on the TOEFL (computer-based = 173) or a minimum score of 75 on the Michigan Test.
- Submit proof of support in the form of a letter from a parent, guardian, relative, or a sponsoring agency (government or private).
- A bank statement certifying you have adequate funds for the cost of tuition, fees and living expenses must also be submitted. (the names on the letter of support and bank statement must match)

All bank statements must be converted into U.S. dollars, and must arrive in a stamped and sealed envelope from the bank. Statements cannot be older than 60 days. Faxed or emailed documents will not be accepted.

- Minimum cost is estimated at \$13,584 U.S. dollars per year.
- Upon arrival to the United States, you must provide a valid passport and I-94 form.

Mail the completed application, official transcripts, language test scores, bank statement, and proof of support to:

Kellogg Community College
Enrollment Services
450 North Avenue
Battle Creek, MI 49017

Financial Statement

This information is required for all students planning to enter the United States. It is required by KCC in compliance with regulations set forth by the U.S. Department of Homeland Security Bureau of Citizenship and Immigration Services. The U.S. Consulate Officials require evidence of financial support before a visa is granted. It is recommended that students make and maintain copies of all documents submitted to the college. Documents submitted to KCC become part of the student's record and cannot be returned.

Students are required to submit evidence that they will have the funds necessary for the entire length of time they plan to study at KCC.

Summary of INS Regulations for F-1 Students

In compliance with the United States Immigration and Naturalization Service, (INS), **International students are required to carry no fewer than 12 credit hours each semester.** International students have two semesters to achieve a 2.00 grade point average (a "C" average) with a minimum of 12 credit hours per semester. Failure to meet these regulations may result in dismissal from the College, and notification to INS that the student is out of status.

Students changing their address are required to submit their new address to INS and to the KCC Enrollment Services office within 10 days of the change.

Any student wishing to leave the country either for travel or vacation must have the back of their I-20 (page 4) endorsed by the Designated School Official no more than 5 days in advance of travel. It is the responsibility of the student to make sure that the I-20 has this signature. The student will be permitted to leave the country, but without the signature, re-entry may not be granted.

Detailed regulations are available at the US Citizenship and Immigration Services website at www.uscis.gov.

Transfer Students

In addition to the above required documents, you will also be required to have your current Institution's Designated School Official complete the Transfer Eligibility form. A KCC I-20 will not be issued until all forms have been received and evaluated.

Tuition Payment Guidelines

- Tuition for classes must be paid by the student prior to the beginning of classes.
- KCC does not hold classes for students, while waiting for the funds to arrive from abroad.
- Anyone who is in the U.S. as an F-1 International student will be considered "International" for residency purposes..
- Students will be expected to pay the International tuition rate for the duration of their schooling at KCC, as long as their Visa status is F1.
- Any student checks issued to the college that do not clear the college's bank deposit will require a cash payment within three days of notification.
- Failure to pay will result in the student being immediately dropped from his or her classes, and their F-1 Visa status will be in jeopardy.

Minimum Attendance Cost to KCC

It should be noted that KCC is NOT able to offer financial assistance to students from other countries. All applicants must certify they have sufficient resources to meet the total of educational and living expenses (estimated to be \$13,584 per calendar year for the duration of their study program).

Single Adult: Total Cost for One Academic Year	\$13,584
Dependent(s): For the first dependent, add \$300 per month	\$ 3,600
For each additional dependent, add \$200 per month	\$ 2,400

Cost Estimate Breakdown

Tuition & Fees (this is for a total of 24 credit hours/for the Fall and Spring semesters)	\$3,984*
Books & Supplies	\$1,200
Living Expenses (Full Year)	\$8,400
Personal	\$1,200
Transportation	\$1,200**
Room & Board	\$6,000***

*Subject to tuition increases annually.

**Does not include the cost of purchasing an automobile, automobile insurance, or automobile upkeep. KCC does not provide transportation to or from airports, bus stations, or train stations.

***KCC does not have student housing. We do provide a list of area apartments for your use.

Student health insurance is not required, but is highly recommended. We do not offer insurance through KCC, but we do have information on an insurance company that insures International students.

YOU SHOULD NOT EXPECT TO COME TO OUR COLLEGE AND BE ABLE TO WORK OFF CAMPUS – THAT IS NOT THE INTENT OF AN F-1 VISA.



450 North Avenue • Battle Creek, MI • 49017-3397

INTERNATIONAL APPLICATION FOR ADMISSION

PLEASE NOTE: This application is for international student admission to Kellogg Community College. If you are applying as a general admission, dual-enrolled, or guest student you should **NOT** fill out this application; instead fill out the application appropriate to your respective status. If you are applying or re-applying to an Allied Health or Nursing Program you should fill out the Selective Admission Application. You may obtain any of these additional applications at the KCC Customer Service Center or the Enrollment Services office.

NAME Last Name	First Name	Middle Initial	*Social Security Number
FOREIGN ADDRESS Street	City	State	Postal Code Country
MICHIGAN ADDRESS Street	City	State	Zip
PHONE Home number	Work or cell number		
DATE OF BIRTH ____/____/____ <small>Month Day Year</small>	MAIDEN OR FORMER NAMES _____		
CITIZENSHIP <input type="checkbox"/> U.S. Citizen <input type="checkbox"/> Non-U.S. Citizen			
Country of Birth _____	Country of Citizenship _____		
Immigration Status _____	(please attach copies of immigration document)		
*GENDER <input type="checkbox"/> Male <input type="checkbox"/> Female			
*RACE/ETHNICITY Are you Hispanic or Latino? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Select one or more as appropriate: <input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black/African American <input type="checkbox"/> Native Hawaiian/Pacific Islander <input type="checkbox"/> White			
*One of my parents has a bachelor's degree <input type="checkbox"/> Yes <input type="checkbox"/> No			

* This information is optional but requested in order to provide information required by the Office of Civil Rights to assist in determining compliance with the Equal Opportunity Programs under the Civil Rights Act of 1964. It is not used in application decisions.

DEPENDENTS (if applicable)			
Name _____	Date of birth (month / date / year) _____	Relationship to student _____	Country of birth _____
Name _____	Date of birth (month / date / year) _____	Relationship to student _____	Country of birth _____
Name _____	Date of birth (month / date / year) _____	Relationship to student _____	Country of birth _____

APPLICATION DATA	
SEMESTER <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer 20____	
CURRICULUM Code ____ ____ ____ (see codes and information on code sheet)	Curriculum name _____

I certify that all answers given to questions in this application are correct and complete to the best of my knowledge and hereby agree to abide by all the regulations of Kellogg Community College.

Kellogg Community College does not discriminate on the basis of race, religion, color, national origin, gender, marital status, sexual orientation, age, or disability in its programs, services, or activities. Direct inquiries regarding the nondiscrimination policies to either the Vice President for Instruction or the Director of Human Resources, 450 North Avenue, Battle Creek, MI 49017.

Signature _____

Date _____

CURRICULUM CODES

Find your "curriculum" below and enter the corresponding number in the **CURRICULUM** code area on your application form.

CERTIFICATE PROGRAMS	CODE	OCCUPATIONAL ASSOCIATE DEGREE PROGRAMS	CODE	TRANSFER ASSOCIATE DEGREE PROGRAMS	CODE
Accounting	104	Accounting	203	Associate in Arts	311
Administrative Assistant	105	Administrative Assistant	206	Associate in Criminal Justice	314
Adv. Emergency Medical Tech-Para	128	Business Management	213	Associate in General Studies	313
Art Enrichment	107	Computer-Aided Drafting & Design	220	Associate in Science	312
Basic Emergency Medical Technician	127	Computer Engineering Technology	221		
Business Management	164	Computer Engineering Technology - Computer Programming	214	NON-CERTIFICATE/DEGREE OCCUPATIONAL PROGRAMS	CODE
Computer Programming	103	Computer Networking	216	High School Early Entry	405
Corrections	118	Corrections	230	Business Administration	406
Customer Energy Specialist	115	Defense Logistics	237	Criminal Justice Seminar	425
Early Childhood Education	108	Dental Hygiene	228	Customized Training	450
English for Enrichment	130	Early Childhood Education	215	Great Lakes Fire Training Institute	480
Entrepreneurship	132	Emergency Medical Services	239	Guest Student	402
Fire Science	137	Fire Science	245	Health	410
Graphic Design	142	Graphic Design	244	Medical First Responder	160
Human Services Technician	140	Human Services	242	Office	415
Industrial Electricity/Electronics	150	Industrial Electricity/Electronics	251	Personal Interest	400
Industrial Heating/Ventilation/Air Cond.	156	Industrial Heating/Ventilation/Air Cond.	248	Technical	420
Industrial Machine Tool	151	Industrial Machine Tool	252		
Industrial Millwright	152	Industrial Millwright	253		
Industrial Pipefitting	153	Industrial Pipefitting	250		
Industrial Robotics	157	Industrial Robotics	260		
Industrial Trades	136	Industrial Welding	259		
Industrial Welding	155	Integrated Manufacturing Technology	264		
Legal Administrative Assistant	182	Law Enforcement	255		
Medical Administrative Assistant	183	Legal Administrative Assistant	266		
Microcomputer Applications	163	LPN Advanced Placement	281		
MOS Master Preparation	168	Medical Lab Technician	273		
Music Enrichment	171	Medical Administrative Assistant	267		
Paralegal - Post Bac	167	Microcomputer Application Specialist	275		
Sacred Music	180	Nursing - Full Time	278		
Web Design	190	Nursing - Part Time	279		
Word Processing	195	Occupational Education	284		
		Paralegal	254		
		Photography and Multimedia Art	274		
		Physical Therapist Assistant	283		
		Public Safety	286		
		Radiographer	288		
		Skilled Trades	261		
		Word/Information Processing	299		