



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 Admissions Information Sheet
- International Application for Admission

The attached International Admission Information sheet provides an explanation of all International Admission requirements as indicated by the Federal Student Exchange Visitor Program. All requested documents are required in order to be considered as an international student at Kellogg Community College.

Please submit required documents to the Admissions office by the deadline date indicated on the information sheet. Once we have received all of your documents, we will evaluate your admission packet and reply with a status letter via postal mail.

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 'Meredith R. Stravers'.

Meredith Stravers
Director, Admissions
269.965.4153
adm@kellogg.edu

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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 an international 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 Admissions office by the following deadlines:

Fall Semester (beginning in September) **July 1st.**

Spring Semester (beginning in January) **November 1st.**

Transfer students or F-1 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.**

Required 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 the TOEFL (Test of English as a Foreign Language), IELTS (International English Language Testing System) or the MELAB (Michigan Test of English Proficiency). Kellogg Community College requires a score of 500 on the written TOEFL (computer-based = 173; internet-based = 61), a minimum score of 5 on IELTS, 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 reflecting at least the minimum cost estimate must be submitted. The funds in the bank statement should be allocated for tuition, fees, and living expenses. The names on the letter of support and the bank statement must match. The statement must be official from the bank in a sealed envelope, must be converted into U.S. dollars, and less than 60 days old.

Minimum Cost Estimate: \$14,000 U.S. dollars.

- 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, proof of support, and bank statement to:

Kellogg Community College
Admissions Office
450 North Avenue
Battle Creek, MI 49017

Explanation of Financial Support

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.

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Cost Estimate Breakdown

It should be noted that KCC is NOT able to offer financial assistance to students from other countries. All applicants must certify they have met the minimum cost estimate and will have sufficient resources throughout the duration of their study program.

Tuition & Fees	\$ 4,400*
(this is for a total of 24 credit hours/ for the Fall and Spring semesters)	
Books & Supplies	\$ 1,200
Living Expenses (Full Year)	\$ 8,400
Personal	\$ 1,200
Transportation	\$ 1,200†
Room & Board	\$ 6,000**

Single adult total cost for one academic year. . . . \$14,000

Dependent(s)

For the first dependent, add \$300 per month \$ 3,600

For each additional dependent,
add \$200 per month \$ 2,400/dependent

* Subject to tuition increases annually. This amount does not include lab fees.

† 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.

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.
- Any F-1 student will be expected to pay the International tuition rate for the duration of their schooling at KCC, or as long as their Visa status is F-1.
- Any form of payment that is issued to the College and is denied 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 may be terminated.

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 Admissions 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.



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INTERNATIONAL APPLICATION FOR ADMISSION

PLEASE NOTE: This application is for international student admission to Kellogg Community College. If you are not seeking admission as an international student, you should **NOT** fill out this application.

NAME Last Name		First Name	Middle Initial	*Social Security Number	
FOREIGN HOME ADDRESS Street		City	State	Postal Code	Country
FOREIGN MAILING ADDRESS Street		City	State	Postal Code	Country
U.S. MAILING 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 is an equal opportunity institution and 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 can be made to either the Vice President for Instruction or the Director of Human Resources, 450 North Avenue, Battle Creek, MI 49017-3397.

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	Associate in International Studies	317
Business Management	164	Computer Engineering Technology - Computer Programming	214		
Computer Programming	103	Computer Networking	216	NON-CERTIFICATE/DEGREE OCCUPATIONAL PROGRAMS	CODE
Corrections	118	Corrections	230	High School Early Entry	405
Customer Energy Specialist	115	Defense Logistics	237	Business Administration	406
Early Childhood Education	108	Dental Hygiene	228	Criminal Justice Seminar	425
English for Enrichment	130	Early Childhood Education	215	Customized Training	450
Entrepreneurship	132	Emergency Medical Services	239	Great Lakes Fire Training Institute	480
Fire Science	137	Fire Science	245	Guest Student	402
Graphic Design	142	Graphic Design	244	Health	410
Human Services Technician	140	Human Services	242	Medical First Responder	160
Industrial Electricity/Electronics	150	Industrial Electricity/Electronics	251	Office	415
Industrial Heating/Ventilation/Air Cond.	156	Industrial Heating/Ventilation/Air Cond.	248	Personal Interest	400
Industrial Machine Tool	151	Industrial Machine Tool	252	Technical	420
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		
Word Processing	195	Nursing - Part Time	279		
		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		