INTERNATIONAL STUDENTS

PROSPECTIVE INTERNATIONAL STUDENT INFORMATION AND APPLICATION PACKET
2022 - 2023 Academic Year

North Central Michigan College is a public community college in Petoskey, Michigan, a city of approximately 7000 residents. The annual enrollment at the College is around 1600 students, with close to 100 students living in its on-campus residence hall. North Central hosts an average of two International students per year.

Degrees Conferred at North Central Michigan College

**Associate of Arts (AA):** A degree designed to transfer to a four-year college or university by delivering typical freshman and sophomore year general education coursework. An AA degree is not awarded in a specific subject area, but its foundational courses allow the student to major in a subject area in his/her junior year. We do have concentrations within the AA degree, currently offering a concentrations in Environmental and Sustainability Studies and Early Childhood Education.
(Program Code: 300)

**Associate of Science (AS):** A degree similar to the AA degree, but with a strong emphasis on the natural sciences and mathematics. It is designed for the student who will transfer to a four-year college or university to pursue studies of a scientific nature.
(Program Code: 400)

**Associate of Applied Science (AAS):** A degree designed for the student who plans to pursue a career or advance his/her career immediately upon graduation. Students planning to pursue a bachelor degree using the AAS as a foundation should carefully choose their coursework with an advisor to maximize transferability. The AAS degree is awarded in specific areas of expertise, e.g., the AAS in Business Management and Early Childhood Education.

**Associate of General Studies (AGS):** A degree designed for the student wishing flexibility in defining specific educational objectives. It can accommodate the student who plans to transfer as well as one who wishes to pursue a career immediately upon graduation. The AGS degree is not awarded in a specific subject area.
(Program Code: 600)

Not sure which path is right for you? Exploring your options is much more effective when you do it with an experienced guide. North Central academic advisors and counselors can help you set goals and develop a map for achieving them.

Call (888) 298-6605 or (231) 348-6605.
Calendar

The College’s academic calendar is divided into two semesters and an eight-week summer session. The approximate dates are as follows:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Duration</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall semester</td>
<td>15 weeks</td>
<td>Early September to late December</td>
</tr>
<tr>
<td>Winter semester</td>
<td>16 weeks</td>
<td>Early January to Early May</td>
</tr>
<tr>
<td>Summer semester</td>
<td>15 weeks</td>
<td>Early-May through August</td>
</tr>
</tbody>
</table>

Enrollment Requirements

International students following the F-1 Visa requirements must:

1. Attend North Central Michigan on a full-time basis during the Fall and Winter semesters, taking a minimum of 12 credit hours (four regular courses) each semester.
2. No more than one (1) course per semester may be in a “distance” format (online or other) and all coursework must originate from North Central Michigan College.
3. Enrollment in the Summer Session is optional and not required for International students.

Residency for Purposes of Tuition

International students, as well as students holding various non-resident visa designations, are classified “Out-of-Michigan” for purposes of computing tuition rates. A change in residency status is possible only at the time that the international student obtains “permanent resident status,” commonly known as the “green card.”

Medical Insurance

International students must provide adequate medical insurance, including repatriation benefits, while enrolled at North Central Michigan College. International students are automatically enrolled in an affordable student accident and sickness insurance plan, and the charge is added to tuition and fees each semester. International students may arrange for their own health insurance, however, the policy must be proven adequate to substitute for the College-sanctioned plan.

Housing and Transportation

North Central maintains a modern, co-educational residence hall with furnished double rooms laid out in suite arrangements: every two rooms are connected by a private bathroom. Costs of living in the residence hall have been computed in the "living expenses" required from international students. The residence hall is not open during holidays or during the months of June, July and August. International students are not required to live in the residence hall.

It is the student’s responsibility to provide transportation to and from the College.
Employment

The F-1 student visa permits international students to work only for North Central Michigan College, up to a maximum of 20 hours per week, 40 hours per week during summer vacation period. North Central Michigan College is a small campus with a limited number of student work positions, therefore the international student should not plan on work positions being available while attending the College.

Financial Responsibility

International students are expected to provide all money for all possible expenses they may incur. Expenses will include tuition, fees, books, room, board, transportation, entertainment, incidentals, travel, insurance, etc. Financial aid is not available to international students.

International Student Deposit

A $750.00 refundable deposit is required from each international student attending North Central. The deposit is held for the student by the College in case of an emergency; this money is refunded to the international student at the completion of study with North Central, provided that the student has not incurred outstanding debts. The deposit cannot be used by the student to cover tuition or living expenses.

Admission Deadline Dates:

Deadlines for submitting application for admission (10 weeks prior to beginning of semester)

For Fall Semester 2022: June 24, 2022
For Winter Semester 2023: October 28, 2022

Estimated Student Expenses

Based on enrollment in 30 credits of coursework (5 courses each for the fall & winter semesters,) Academic Year 2022-23: (Estimated expenses + 5%)

<table>
<thead>
<tr>
<th>Fall and Winter Semesters (36 weeks):</th>
<th></th>
<th>Optional Summer Session:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition and Fees:</td>
<td>$10,350.00</td>
<td>$3,000.00</td>
</tr>
<tr>
<td>Room and Board (single room)</td>
<td>$8,000.00</td>
<td>T.B.D.</td>
</tr>
<tr>
<td>Books &amp; Supplies (est.)</td>
<td>$2,250.00</td>
<td>$475.00</td>
</tr>
<tr>
<td>Medical Insurance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(8 months – est.)</td>
<td>$1,600.00</td>
<td>$800.00</td>
</tr>
<tr>
<td>Personal Expenses (est.)</td>
<td>$4,400.00</td>
<td>$1,100.00</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$26,600.00</strong></td>
<td><strong>$5,375.00 + Room/Board</strong></td>
</tr>
</tbody>
</table>
Contact Information

We hope that your questions about being an International Student at North Central Michigan College have been answered by this informational packet. Please contact us if you have additional questions:

Joseph Balinski, Registrar
North Central Michigan College
1515 Howard Street
Petoskey, Michigan  USA  49770
Telephone: 231-348-6700 or 1-888-298-6605
Fax: 231-439-6347
Email: jbalinski@ncmich.edu

PROSPECTIVE INTERNATIONAL STUDENT ADMISSIONS PROCESS

Application Packet

All the following items, #1 - 8, must be in the possession of North Central before an admissions decision can be made and before the I-20 can be issued.

1. Submit an online application for admission to North Central Michigan College. All applicants seeking an F-1 visa must have an educational goal of a degree. To apply online, go to www.ncmich.edu and click “Apply” at the top of the screen, and follow instructions for completing an application.

2. Submit copies of all immigration documents (such as passport, visa, I-94, previous I-20) if currently in the United States and holding a Visa.


4. Submit an official copy of Test of English as a Foreign Language (TOEFL) test results. Scores of 550 or higher on paper-based test, 213 or higher on computer-based test, or 79 or higher on the Internet-based test are required for admission. North Central Michigan College’s TOEFL code number is 1569. Exceptions to the TOEFL requirement include only lifetime residents of Australia, Canada (other than Quebec), New Zealand, United Kingdom, or the United States (other than Puerto Rico).

5. Complete and submit the enclosed Declaration of Finances. It must be completed in its entirety before the admissions process can proceed; the student must demonstrate the equivalent amount of resources as the length of program being sought. Bank statements, when used as proof of financial ability, must be dated within the last four months.

6. Submit the International Student Certificate of Health form, completed by a medical physician.

7. Submit the FERPA Waiver Form granting parents or guardians access to your educational record.

8. Submit a check or money order for the refundable International Student deposit (US$750).

9. If applicant is transferring from another U.S. school, sign and submit the F-1 SEVIS Transfer Student Form.
Issuing of the I-20:

1. If the applicant is requesting initial entry to the U.S. on an F-1 visa, a completed I-20 will be mailed to the applicant in their home country.
2. For new entry or change of status, once the I-20 is issued, please visit www.FMJFee.com to pay the required SEVIS I-901 fee. Credit card, check or money order is accepted. The SEVIS number printed at the top of the I-20, is needed to pay the SEVIS I-901 fee.
3. U.S. embassy or consulate officials will require your I-20 and official North Central Michigan College acceptance letter when considering your request for an F-1 visa. They may also want to see your financial support documents as well as the receipt for the paid SEVIS fee. Entry into the United States can be no earlier than 30 days prior to the beginning of the college semester.
4. If the applicant is requesting a transfer from another U.S. school, a completed I-20 will be mailed to the applicant at their local address. The I-20 will be issued after the applicant has registered for and attended classes at North Central Michigan College.
5. If the applicant is requesting a change of visa status to an F-1 student visa, first apply and be accepted into North Central. Second obtain Initial form I-20 with reason "Initial Attendance - Change of Status Requested". Third pay I-901 SEVIS Fee. Fourth, file Form I-539 with USCIS. You may wish to contact an immigration attorney to assist with the process. Change of visa status may take 3 months to process.

Enrolling in classes:

1. Take the ACCUPLACER placement test, administered in Learning Support Services at North Central Michigan College.
2. Attend an Orientation session, then meet with the International Student Advisor to select your classes.
3. Register for the required number of credits each semester.
DECLARATION OF FINANCES
NORTH CENTRAL MICHIGAN COLLEGE
ACADEMIC YEAR 2022 – 2023

The I-20 will not be authorized until this form is completed and returned to the institution to which you are applying. The institution will attach a copy of this form to the I-20. Both the Declaration of Finances and the I-20 must be shown to the U.S. Consul to obtain a visa.

Applicant’s Name: ____________________________________________________________

Last (Family)   First   Middle

Home Address: ___________________________________________________________________

Estimated Student Expenses (USD)

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</table>

Student’s Sources of Funds

<table>
<thead>
<tr>
<th></th>
<th>First Year</th>
<th>Second Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal or Family Savings</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

A bank official’s signature is required on the certification below, if the student is partially or totally supported by personal savings: $        $

Parents and/or Sponsors

See next page for certification details: $        $
Your Government
Enclose with this form a signed copy of your letter of award: $ $ $ $

Other (Specify)
Enclose with this form a signed affidavit from an authorized person to certify the accuracy of this entry: $ $ $ $

TOTAL
The total must equal or exceed North Central Michigan College’s estimate of expenses for one year: $ $ $ $

Official Certification of Sources of Funds and Amounts

Print Name of Applicant: ________________________________

Bank or Financial Institution Certification – if student will be financed through personal or family savings. Enclosed is a bank statement dated within the last four months verifying funds are available for the applicant whose name is on this form.

This is to certify that I have read the information furnished by the applicant, that it is a true and accurate statement, and that the funds are available.
Signature of Bank Official: ________________________________
Title: ________________________________
Name of Bank: ________________________________
Address of Bank: ________________________________
Date: ________________________________

Statement of Sponsor Providing Financial Support.
Enclosed is a bank statement dated within the last four months and an earnings statement verifying funds are available for the applicant whose name is on this form. An earnings statement may include one of the following: previous year income tax statement, letter from employer or two recent paycheck stubs verifying current and year-to-date earnings.
**Student Certification**

I am willing and able to provide no less than $_______________________ USD (United States Dollars) in cash to the applicant whose name is on this form, for each year of study at North Central Michigan College.

Signature of Sponsor:____________________________________________________

Print Name of Sponsor:___________________________________________________

Date:____________________________________________________________________

Full Mailing Address:
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

My Relationship to the Applicant is:
____________________________________________________________________

I certify that the information provided here is correct and complete.

Signature of Student:_____________________________________________________

Date:____________________________________________________________________

**North Central Michigan College Certification**

I have reviewed the declaration and any attached documents and approve Issuance of the I-20.

Signature of DSO:_________________________________________________________

Date:____________________________________________________________________

North Central Michigan College, 1515 Howard Street, Petoskey, Michigan 49770
INTERNATIONAL STUDENT CERTIFICATE OF HEALTH

Please complete and return to North Central Michigan College

NORTH CENTRAL MICHIGAN COLLEGE

Petoskey, Michigan 49770, U.S.A.

To be completed by a physician and sent directly to the International Student Advisor, North Central Michigan College, 1515 Howard Street, Petoskey, Michigan, 49770 U.S.A.

Full Name of Applicant:

<table>
<thead>
<tr>
<th>First Name</th>
<th>Other Names</th>
<th>Family Name</th>
</tr>
</thead>
</table>

Address:

<table>
<thead>
<tr>
<th>Number and Street</th>
<th>City</th>
<th>Country</th>
</tr>
</thead>
</table>

Age: __________ Nationality: __________________________________________________________

I. History

(a) Annotate with a mark (X) if applicant has/had any of the following; (If marked, please annotate date of positive findings):

( ) Rheumatic Fever ( ) Tuberculosis ( ) Lues

( ) Malaria ( ) G. C. ( ) Other____________

(b) Give details of any injury, illness, or operation during the past five years:

(Be sure to list all illnesses of injuries.)

Injury/Illness/Operation: ___________ From: ________ To ________

Injury/Illness/Operation: ___________ From: ________ To ________

Injury/Illness/Operation: ___________ From: ________ To ________

Injury/Illness/Operation: ___________ From: ________ To ________
(c) Annotate with a mark (X) only if any of the following apply to this applicant:
( ) Diabetes  ( ) Heart Condition  ( ) Epilepsy
( ) Hypertension ( ) Blood Disorder  ( ) Lung Disease

If any of the above were checked, please explain briefly.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Please indicate blood type: ____________

(d) Mental Status:

Please indicate if applicant has ever received treatment or counseling for any of the following:
( ) Emotional Disturbances  ( ) Nervous Disorders
( ) Mental Illness  ( ) Behavioral Disorders

II. Summary

I believe this applicant (circle one) is is not physically able to carry on a full course of study, involving many hours of work in the United States. In my opinion, the applicant’s health and physical condition is:
( ) Excellent  ( ) Good  ( ) Fair  ( ) Poor

Additional Remarks
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Signature of Examining Physician  Date
________________________________________________________________________

Please type: ____________________________

Physician Name

________________________________________________________________________
Address  City  Country
________________________________________________________________________

International Area Code & Telephone Number
Authorization of Non-Directory Information Disclosure

I hereby authorize North Central Michigan College to release my non-directory information to my parent(s), or other named individuals or entities as listed below. If parents live at the same address, please list them both in #1.

1. ____________________________________________ 2. ____________________________________________
   Name(s)                                           Name(s)
   Address                                           Address
   City, State, Zip                                  City, State, Zip

If person(s) named above are not your parent(s), how are they related to you?

____________________________________________________________________________________

Permission is being granted for all the following:

X Records/Schedules including grades  X Financial Aid
X Student Account Balances           X All Information can be shared

I understand that by signing this authorization, I am waiving my rights of nondisclosure of these records under federal law only as to the persons specifically listed. This release does not permit the disclosure of these records to any other persons or entities without my written consent.

____________________________________________________________________________________

Date                                        Student’s Name (print)             ID #

____________________________________________________________________________________

Student’s Signature
REQUEST FOR INFORMATION ON F-1 TRANSFER STUDENT
NORTH CENTRAL MICHIGAN COLLEGE 1-888-298-6605

TO:  International Student Advisor at: __________________________________________

RE:  Student: ________________________________________________________________

INS Admission Number: ______________________________________________________

This student is applying to North Central Michigan College for ______________________
  Semester  Year

To complete the INS transfer process, we would like to verify that the student was in valid F-1 status at your school
in the term preceding the transfer or preceding an authorized vacation. Please indicate below if you can certify the
status of this student, including any certifications of full course of study you may have granted under the
regulations. If not, any information you can provide in support of a request for reinstatement to student status
would be of great help. You will find the student’s release of information authorization below.

   Best regards,
   Joseph Balinski, International Student Advisor

Student Privacy Release – I hereby authorize the Designated School Official at my former
school to provide the information requested to North Central Michigan College.

________________________________________  ______________________________
  Student signature                      Date

   _____I certify this student is in lawful status under the INS regulations.
   _____I am unable to certify lawful status for the following reason:

   ___________________________________________________________________

Has the student participated in any Optional Practical Training?  _____Yes  _____No
My school is on a _____Semester  _____Quarter  _____Tri-semester system.

________________________________________  ______________________________
  Designated School Official Signature     Date

Return Completed form to:  Joseph Balinski, Registrar
                           North Central Michigan College
                           1515 Howard Street
                           Petoskey, Michigan 49770
                           Or Fax 231-439-6347