



International Student Instructions



Ocean County College Office of Admissions

Ocean County College is authorized under Federal law to enroll nonimmigrant students.

In addition to the general requirements for admission, an international student seeking admission to Ocean is required to submit additional documentation to secure an I-20: 'Certificate of Eligibility for Nonimmigrant Status' through Ocean to apply for an F-1 Visa to study in the U.S.

PLEASE BE AWARE OF THE FOLLOWING BEFORE BEGINNING THE APPLICATION PROCESS:

1. Do not make travel arrangements or register for classes until your F-1 visa has been approved
2. When receiving an F-1 visa, it is expected that your primary purpose for attending Ocean County College is to **study**. International Students are only eligible for on-campus employment, which is limited and reserved for students eligible for financial aid
3. Ocean County College is a non-residential institution, we do not offer housing to our students
4. Wait-times for change of visa status are no longer being published by the government and students on a B1 or B2 visa cannot attend classes until change of visa status is approved
5. We only offer I-20s to full-time, degree seeking students. We do not offer I-20s to prospective students looking to take English Language Learning courses.

Overview of Steps to Admission, prior to entering the U.S:

1. Student applies to Ocean County College (OCC)
 - o *If transferring: Submit transfer form to current school for SEVIS record transfer*
2. Student submits required documents to Admissions Department (see below)
3. Institution creates 'Certificate of Eligibility' (I-20) and provides to student
4. Student pays SEVIS I-901 fee
 - o Pay at <https://www.ice.gov/sevis/i901>
5. Student then applies to one of the following:
 - o The local U.S. consulate or embassy for a visa
 - See the DOSWeb site at http://travel.state.gov/visa/temp/types/types_1268.html for more information
 - o If the prospective student is in the United States in another nonimmigrant status, contact USCIS for a change of status to F-1 or M-1
 - File I-539 through USCIS (at uscis.gov)
 - o If the student is a citizen of a visa exempt country (Canada, Bermuda, etc.), contact the U.S. POE directly

Once in U.S., international students will:

The same steps apply to students who are already in the country or are transferring in from other schools

1. Take the Accuplacer to be placed into the appropriate math & English courses (unless the student has qualifying exemption scores)
2. Meet with an advisor to review their degree program and register for courses
3. Check in with International Designated School Official (DSO) on campus upon arrival

ADMISSION REQUIREMENTS:

The documents outlined below must be submitted prior to issuance of the “Certificate of Eligibility for Nonimmigrant Student Status” form, the I20.

Requirements are subject to change. All documents are subject to approval.

- Final review of documents will be done by the international Designated School Official (DSO) by appointment.
- When the Admissions Office has received all the completed forms, the review will begin.

If approved, the institution will mail the Certificate of Eligibility (Form I-20) or

- make available for pick up on campus – indicating admission as a full-time degree student.

- Submission of a completed [Application for Admissions](#)
- Photocopy of Passport
 - Pages including picture, signature, name and date of birth
- Photocopy of Current Visa (if applicable)
- Proof of International Address (from the student’s native country)
 - Acceptable documents include:
 - Passport with international address shown
 - Statement of address
 - Document from outside source showing home address (state issued identification card, school transcripts, utility bill, etc.)
- Proof of Intended Local Address
 - Since Ocean County College is a non-residential institution, which means we do not offer housing to students, the student must arrange for room, board and transportation. It is the responsibility of the student to arrange this prior to the start of classes
 - Please share US address intended for studies with school official. Acceptable documentation includes:
 - State issued identification card
 - Utility bill in student’s name
 - Copy of rental lease agreement
 - Letter from sponsor of room & board that the student lives with at a local address
 - Sponsor driver’s license required for confirmation of address
- Proof of Cost of Attendance – \$30, 860 (2018 rate – subject to change)
 - Documented funds for educational and living expenses must be shown in a bank account or among other readily convertible assets excluding real estate and other fixed assets. ***All funds must be translated to US Dollars by a bank or reputable source.***
 - If funds are not student’s, a **notarized** affidavit of financial support must be submitted

- This statement documents the assumption of financial responsibility for the international student during the period the individual intends to remain in the United States

Out-of Country Budget* (Full time, Full year based on 15 credits per semester)	
\$7,695	tuition and fees (\$256.50 per credit)
\$2,025	books and supplies
\$1,500	miscellaneous
\$3,300	transportation
\$16,340	housing/living expenses
\$30,860	total cost of attendance
<p><i>* The cost of tuition for an international student will be the same as that of an out of country student regardless of residency</i></p>	

○ Proof of English Proficiency

- Applicants must demonstrate proficiency in English. An additional test of language skills will be required, this is the college’s Accuplacer.
- Acceptable documentation includes:
 1. Satisfactory TOEFL, SAT/ACT scores, etc.
 - TOEFL scores:
 - iBT – 61 (or higher)
 - Computer-based – 173 (or higher)
 - Paper-based – 500 (or higher)
 2. Two or more years of instruction at a high school or college where English is the primary language
 - Full-time status within the last five years in the U.S., United Kingdom, Ireland, Australia, New Zealand or other English medium universities in Canada or South Africa.
 3. Previous completion of *for-credit* English coursework in the U.S for a year or more

For more information concerning the TOEFL exam and the location of the nearest testing center, contact them online at toefl.org. If you don’t have access to the web you can write or call the Educational Testing Service, P.O.Box 6151, Princeton NJ 08541, telephone number: 1.609.771.7714.

Additional Requirements:

- Students transferring their F-1 visa to Ocean County College must complete the Notice of Intention to Transfer (DOC) form and submit a copy of all I-20s they have received from current and previous schools
- Students currently in the US on another visa (J-1, B-1, etc.) must complete an [I-539 form](#) to change their non-immigrant status to an F-1 visa
 - **Please note:** This must be completed by the student, OCC does not assist students with this process or submit forms on their behalf
- [Affidavit of Cash Support](#)
 - Required for students whose funding for education is not their own/is being provided by another
- All minors, under 18 years of age, must show proof of a high school diploma or US equivalent
 - International transcripts must be translated by a member of the National Association of Credential Evaluation Services (NACES), commonly used members are World Education Services (WES) or International Education Research Foundation (IERF). For more information about transcript translation please visit naces.org, wes.org or www.ierf.org. If you intend to use the International Education Research Foundation to translate your transcripts please enter Ocean County College's school code (00000244) on the www.ierf.org website.

Documents should be mailed to:

Ocean County College
ATTN: Admissions Office
1 College Drive
PO Box 2001
Toms River, NJ 08754-2001

Contact us with Questions:

P: 732 – 255 – 0400 x2960

E: internationalstudents@ocean.edu

International Student Contract

Ocean County College abides by the Student and Exchange Visitor Information System (SEVIS) regulations regarding the reporting of international students. While attending Ocean County College, **you are responsible for maintaining your immigration status.**

To maintain your status you must:

- Register for, attend, and maintain enrollment in a full course of study (at least 12 Credits)
- Consult with your DSO before dropping below a full course of study for any reason
- Report name or address changes to DSO within 10 days of the change
- Notify DSO prior to traveling outside the United States
- Report any change in sources of financial support to DSO
- Seek the approval of the DSO before engaging in employment* or practical training
 - * Please note it is expected that your primary purpose for traveling to the US is to ***study***. International students are only eligible to work on campus and work-study positions are limited and reserved for FAFSA eligible students
- Report any changes in program of study to DSO
- Report any change in academic status to DSO
- Notify DSO upon applying for change of nonimmigrant status
- Notify DSO upon approval of an adjustment of status to an immigrant
- Consult with DSO to extend program far in advance of I-20 expiration
- Notify DSO if intending to transfer
- Keep your passport valid
- Notify DSO about changes in dependent status
- You want to enroll in an online course or part-time at another institution

By signing below you acknowledge the requirements above and assume full responsibility to maintain your immigration status for the duration of your study at Ocean County College:

X _____ Date: _____
Student's signature

I-20 Checklist:

- Completed Application
- Photocopy of Passport
- Proof of International Address
- Proof of Intended Local Address
- Proof of Cost of Attendance
 - Notarized C.O.A. Accompanying Affidavit
- Proof of English Proficiency
- International Student Contract

Other Requirements:

- Notice of Intention to Transfer (DOC)
Students transferring their F-1 visa
- Photocopy of Current Visa
- I-539 form
Students currently on another visa (J-1, B-1)
- High school diploma or US equivalent
Under 18 years of age

NOTES:

Ocean County College
Admissions Office
Toms River, NJ 08754
Notice of Intention to Transfer

All students applying to Ocean County College must have this form completed by the Designated School Official of the school they are currently attending/or most recently attended prior to receiving 120.

Student Name _____ Last (family)
First Middle

Current Address _____
Street Apt. No. City State
Zip Code

I grant permission for the information below to be forwarded to Ocean County College.

Signature

Date

DSO/INTERNATIONAL STUDENT ADVISOR

The student named above is applying to Ocean County College. Please complete bottom portion and email or fax this form to internationalstudents@ocean.edu or 732-255-0526 (fax), Attention: Admissions

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1. Is this student eligible to continue at your institution? (If not, please explain.) _____

 2. Did the student maintain full-time status? _____
 3. Is the student in good standing with USCIS? _____
 4. Duration of degree program noted on original I-20 _____
 5. Has the student met all financial obligations? _____
 6. Please list any periods of practical training _____
 7. SEVIS release date _____

DSO/Advisor Name _____ Title: _____

Institution and Address _____

Telephone _____

Signature _____ Date _____

AFFIDAVIT OF CASH SUPPORT

Document must be notarized

Please attach the following:

1. Copy of sponsor's current bank statement
2. Proof of sponsor's employment
3. Proof of sponsor's yearly salary



Name of Sponsor: _____

Address of Sponsor: _____

Relationship to Student: _____

I hereby certify and promise that I am willing and able to provide funds in the amount of

U.S.D. \$ _____ each year for _____'s study at

(Name of Student)

Ocean County Community College.

I am employed with _____

(Name of Employer)

located at _____

(Address of Employer)

My annual salary in U.S.D. is \$ _____

The following person(s) is dependent upon me for their housing, food and/or financial support.
(Complete below with student's information)

Name	Relationship	Age

AFFIRMATION OF OATH

I hereby swear that the contents and statements within this affidavit are true and correct

Signature of Sponsor