



Chattahoochee  
TECHNICAL COLLEGE

# ADMISSION INFORMATION FOR STUDENT VISA HOLDERS

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## INTERNATIONAL SERVICES

980 South Cobb Drive SE  
Marietta, GA 30060-3398

### **Greg Moor, Coordinator**

Greg.Moor@ChattahoocheeTech.Edu  
(770) 528-4528

### **Angie Gonzalez, Specialist**

Angie.Gonzalez@ChattahoocheeTech.Edu  
(770) 528-5804

Fax: (770) 528-5817

[www.ChattahoocheeTech.Edu](http://www.ChattahoocheeTech.Edu)



Dear International Student,

Thank you for your interest in applying to Chattahoochee Technical College.

The International Services Office is available to answer your questions regarding admission, visa issues and orientation to the college and community. We strive to make the admissions process as easy as possible and look forward to serving you during your entire educational experience at Chattahoochee.

Sincerely,

International Services

**About tuition payments: Chattahoochee Technical College does not offer payment plans. Tuition and fees must be paid in full by the posted payment deadline to avoid your classes being dropped.**



## CHECKLIST FOR INTERNATIONAL STUDENT ADMISSIONS

- Admission application & \$25.00 fee.
- Decide major - See CTC website [www.chattahoocheetech.edu/programsandcourses/](http://www.chattahoocheetech.edu/programsandcourses/).
- College Transcript from all previous college in the USA
- Evaluations of international transcripts or diplomas
  - High School – *document-by-document evaluation*.
  - College – *course by course evaluation*.

### College Placement test / English Proficiency

#### **Student in the USA:**

- SAT (Reading 25, Writing 26, Math 24); ACT (Reading 19, English 19, Math 19); Accuplacer (Arithmetic 34, Elementary Algebra 57, Reading Comprehension 64, Sentence Skills 70)

#### **Student is NOT in the USA:**

- SAT (Reading 25, Writing 26, Math 24) or ACT (Reading 19, English 19, Math 19)

### F and M Applicants

**Financial statements with supporter's name must be dated within last 3 months showing minimum of \$20,427 USD**

- 1 Original bank statement for International Services Office (Add \$4,500 per dependent)
- 1 Original bank statement to visa interview (Add \$4,500 per dependent)
- Affidavit of Support or Letter of Support
- Passport biography pages
- I-20 from CTC
- Completion of I-901 (for F, M, and J non-immigrants) and payment of SEVIS fee, \$200.00 ([www.FMJfee.com](http://www.FMJfee.com))

### Transfer student visa holder (from a U.S. Institution)

- Transfer Form
- I-20 from previous institution(s)

### Upon Arrival at CTC

- I-94
- Passport visa



## **ADMISSION STEPS**

Submit a completed **admission application** and a nonrefundable \$25.00 application fee in U.S. currency by credit card, money order or check drawn on a U.S. bank payable to Chattahoochee Technical College by the appropriate admission deadline.

Submit **official transcripts** from your high school (or GED) and all colleges attended by the application deadline. All transcripts must be received in envelopes sealed by the sending institution. Applicants with a college degree will send college transcripts from all colleges attended but are not required to submit a high school or GED transcript.

All international transcripts must be evaluated by an approved evaluation service and sent directly to CTC. We recommend the following evaluation agencies:

### **Foreign Credential Evaluations, INC**

1425 Market Boulevard, Suite 530, Box 305 (*Mailing Address only*)

Roswell, GA 30076

Telephone: 770.642.1108

Fax: 770.641.8381

Website: [www.fceatlanta.net](http://www.fceatlanta.net)

Email: [carolyn\\_christie@fceatlanta.com](mailto:carolyn_christie@fceatlanta.com)

### **Lisano International (high school evaluations only)**

1381 Lee Road 400

Opelika, AL 36804

Telephone: 334.745.0425

Website: [www.lisano-intl.com](http://www.lisano-intl.com)

Email: [lisanointl@aol.com](mailto:lisanointl@aol.com)

### **Josef Silny and Associates, Inc.**

7101 SW 102 Avenue

Miami, FL 33173

Telephone: 305.273.1616

Fax: 305.273.1338, Fax for translations 305.273.1984

Website: [www.jsilny.com](http://www.jsilny.com)

Email: [info@jsilny.com](mailto:info@jsilny.com)

- ◆ For high school transcripts or diplomas submit a document by document evaluation or General evaluation
- ◆ Students with college credit or a degree from a college or university outside the United States must submit a course-by-course evaluation of the transcript.
- ◆ Documents not in English need to be translated
- ◆ We will accept evaluations from NACES and AICE member agencies.



## **IMMIGRATION DOCUMENTATION FOR I-20 (F and M STATUS)**

### **If you are applying for, or have F or M student visa, supply the following documentation:**

Submit official scores from one of the following placement tests taken within the last 5 years: SAT, ACT, ASSET, or Accuplacer.

Submit **original financial documentation** as required by the U.S. government.

- The school estimates that it will cost \$20,427 USD to study at CTC for one academic year. One academic year equals 2 academic semesters or 8 months. For one academic year:

Tuition and Fees (estimated cost)	\$9,220USD
Books (estimated cost)	\$1,100 USD
Living Expenses (estimated cost)	\$10,107 USD
TOTAL (estimated cost)	\$20,427 USD

- The student or sponsor must provide a bank statement verifying that a minimum of \$20,427 USD is available to finance the first year of education. Bank contact information and telephone number printed clearly. Financial documentation must be dated within the last three months.

### **Estimated cost for one semester**

Tuition for 12 semester hours	\$4,272 USD
Fees	\$338 USD
Books (estimated cost)	\$550 USD
Living Expenses	\$ 5,053.50 USD
TOTAL (estimated cost)	\$ 10,213.50 USD



## OBTAINING A STUDENT VISA

1. Obtain Form I-20 and a letter of acceptance from Chattahoochee Tech.
2. Pay SEVIS I-901 Fee. Currently the SEVIS fee to obtain an F, M, or J visa is \$200. Payment must be paid prior to the visa appointment with the U.S. Embassy. For payment options and further information, visit [www.FMJfee.com](http://www.FMJfee.com). Student is required to bring a copy of the SEVIS fee payment receipt (showing proof of payment) to the visa interview.
3. Find the U.S. Embassy closest to your home at <http://www.usembassy.gov/>. Check the consular site to see if there are any special instructions for the consulate you will be visiting.
4. Make an appointment with the embassy for the visa interview.

**Arrival Information:** At the port-of-entry to the U.S., the student will be interviewed again and the Arrival/Departure Form I-94 will be issued. The earliest date of entry into the U.S. allowed is 30 dates prior to the start date indicated on your Form I-20. The student will not be allowed entry into the U.S. beyond the start date. The student is required to make an appointment (telephone: 770-528-4528 or 770-528-5804) with Chattahoochee Technical College's International Services Office after arrival in Atlanta to complete U.S. Citizenship and Immigration Service requirements. An international student orientation will be provided before the term begins.

**IMPORTANT INFORMATION** *Chattahoochee Technical College will NOT accept faxed or photocopies as official documents.*

### Application Deadlines

Due to the amount of time required for gathering, preparing and processing the immigration paperwork, CTC encourages all international applicants to apply at least **one semester prior to their desired start date.**  
CTC semesters generally start as follows:

*Fall Semester - August*

*Spring Semester- January*

*Summer Semester - May*



## **INTERNATIONAL SERVICES**

International Services is the resource center for international students to obtain information and student services concerning international admissions, visa advisement, immigration documents, orientation and international student programs.

All International admission documents should be sent to:

**International Services**  
**Chattahoochee Technical College**  
980 South Cobb Drive Building G.  
Marietta, GA 30060 USA

**Admission status of an applicant cannot be determined until:** International Services and Admissions Office have approved all documents for admission.

## **HOUSING INFORMATION FOR STUDENTS**

CTC does not maintain student housing. Below are resources to help you locate living quarters in Atlanta.

- [www.rent.com](http://www.rent.com)
- [www.zumper.com](http://www.zumper.com)
- [www.promove.com](http://www.promove.com)
- [www.apartment.com](http://www.apartment.com)
- [www.apartmentfinder.com](http://www.apartmentfinder.com)
- Comfort Homestay: [www.conforthomestayservice.com](http://www.conforthomestayservice.com) • (678) 994-7112 • [byronharvey@gmail.com](mailto:byronharvey@gmail.com)
- For a homestay experiences contact Mark's Homestay: [www.markshomestay.com](http://www.markshomestay.com) • (404) 822-0071

As set forth in its student catalog, Chattahoochee Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). The following person(s) has been designated to handle inquiries regarding the non-discrimination policies: Chattahoochee Technical College Title IX Coordinator, Brannon Jones, 980 South Cobb Drive, Building C 1102B, Marietta, GA 30060, (770) 975-4023 or [Brannon.Jones@chattahoocheetech.edu](mailto:Brannon.Jones@chattahoocheetech.edu) and Chattahoochee Technical College Section 504 Coordinator, Mary Frances Bernard, 980 South Cobb Drive, Building G1106, Marietta, GA 30060, (770) 528-4529, or [maryfrances.bernard@chattahoocheetech.edu](mailto:maryfrances.bernard@chattahoocheetech.edu).