International Services

F-1 Students

College Admission Information

InternationalServices@ChattahoocheeTech.edu
980 South Cobb Drive SE, Marietta, GA 30060-3398
Building G, Office 1125
Phone: (770) 528-4403

Dear Student,

Thank you for your interest in Chattahoochee Technical College. Please review the following information regarding the college admissions process for international students on F-1 or M-1 status. If you have any questions or concerns, please let me know, and I would be happy to further assist you.

This information is also available online https://www.chattahoocheetech.edu/international-services/international-admissions.html

Attached, you will also find an **Affidavit of Financial Support** and an **I-20 Request Form**. Fill these out and return them to InternationalServices@Chattahoocheetech.edu together with all other documents mentioned in **Step 5**.

SPRING SEMESTER 2027 (JANUARY 11, 2027 - MAY 8, 2027)

IMPORTANT DATES:

- Application opens: **August 10, 2026**
- Application and documents deadline: **November 20, 2026**
- Registration opens: **November 2, 2026**
- Payment deadline: **December 4, 2026 (1:00 P.M)**
- International Orientation: **January 5, 2027 (10:00 A.M.)**

APPROVED PROGRAMS OF STUDY FOR F-1 AND M-1 STUDENTS

- Chattahoochee Technical College is a multi-campus college. Some classes are offered only on one campus. Transportation and campus student housing are not provided by the college.
- Not all programs are approved by the Student Exchange Visitor Program for F-1 and M-1 international students.
- Many programs have additional application requirements. Please, visit each program's website for details.

F-1 students are allowed to enroll ONLY in the following programs:

Programs with General College Admission Application Process:

- Accounting- Associate of Applied Science Degree
- Automotive Technology- Associate of Applied Science Degree
- Business Management- Associate of Applied Science Degree
- CIS: Computer Programming- Associate of Applied Science Degree
- CIS: Networking- Associate of Applied Science Degree
- CIST Cybersecurity- Associate of Applied Science Degree
- CIST UX (User Experience) Design and Development- Associate of Applied Science Degree
- Cosmetology-Diploma/Certificate- ****Approved for M-1 visa students**
- Design and Media Production Technology- Associate of Applied Science Degree
- Drafting Technology- Associate of Applied Science Degree
- Electrical/Computer Engineering Technology- Associate of Applied Science Degree
- Environmental Science- Associate of Applied Science Degree
- Film and Video Production Technology- Associate of Applied Science Degree
- Health Care Management- Associate of Applied Science Degree
- Horticulture- Associate of Applied Science Degree
- Industrial Maintenance and Electrical Technology- Associate of Applied Science degree
- Interdisciplinary Studies- Associate of Applied Science Degree
- Interiors- Associate of Applied Science Degree
- Marketing Management- Associate of Applied Science Degree
- Medical Assisting- Associate of Applied Science Degree

Programs with Competitive College Admission Application Process:

Students apply to **Interdisciplinary Studies** first to complete pre-requisite courses for the following programs. For details on pre-requisite courses and additional requirements for each program's admission, visit the Program's website.

- Medical Laboratory Technology- Associate of Applied Science Degree
- Nursing- Associate of Applied Science Degree
- Occupational Therapy Assistant- Associate of Applied Science Degree
- Paramedicine- Associate of Applied Science Degree
- Physical Therapist Assistant- Associate of Applied Science Degree
- Radiography- Associate of Applied Science Degree
- Surgical Technology- Associate of Applied Science Degree

Non-Academic Program: Separate admission application process required. Please, visit the Program's website.

- Intensive English Program-Certificate

TUITION AND FEES

Estimated Cost for One Academic Year	
Tuition *(12 semester hours)*	$10,272.00 (USD)
Fees	$ 972.00 (USD)
Living Expenses	$14,121 (USD)
Required Funding to show	$25, 365 (USD)

Estimated Cost for One Semester	
Tuition *(12 semester hours)*	$5,136.00 (USD)
Fees	$486.00 (USD)
Living Expenses	$7,060.5 (USD)
Total Cost *(estimated cost)*	$12,682.5 (USD)

- International students pay only tuition and fees. Tuition and fees are subject to change.
- Living expenses are estimated average costs of housing, food, course materials, supplies, and transportation for the Atlanta metropolitan area in the current economic conditions. These costs are updated every academic year. Chattahoochee Technical College does not charge students living expenses.
- In order to obtain a visa, all international students need to show proof that they have the necessary financial resources to pay their tuition and to live in the USA without the need to work for one academic year (two semesters).
- Students with dependents need to add $7,000 for a spouse and $6,000 for each child to their required funding.
- Please check p. 7 for the acceptable financial documents.
- Currently, there are no scholarships available for international students at Chattahoochee Tech.
- Some international students may qualify for a payment plan. Application for the plan is after registration.

THE APPLICATION PROCESS for General College Admission Programs:

Please follow the steps as outlined. Do not start a step before completing the previous one:

STEPS	DETAILS
Step 1 **Choose your program**	Use the Approved programs for the F-1/M-1 students list. Visit the program's webpage to see if additional documents are needed.
Step 2 **Apply and Pay the Application Fee**	Our application is available at the following website https://www.chattahoocheetech.edu/admissions/beginning-student-enrollment.html Please note that there is a $30.00 non-refundable application fee.
Step 3 **Submit Testing Scores for Proof of English Proficiency** • Testing is required for all international students, who apply outside the USA,	**Admission test scores for international students currently outside the USA:** • **SAT:** Reading and Writing 480 • **ACT:** Reading 18, English 18, • **TOEFL** 61 IBT • **IELTS** 5.5

• **Test scores must be within the last 5 years**	Testing is only waived for a student who has completed an Associate or higher degree from an *English-Speaking institution* abroad or in the USA, or has at least 30 credit hours from such an institution with passing scores in English composition and College Math **International Students who are already in the USA can submit ONE of the following:** • High school diploma from a high school in the USA. • Transcripts for successfully completing an Intensive English Program in the USA. • Successful completion of at least one college level Math and English class in the USA • SAT: Reading and Writing 480 • ACT: Reading 18, English 18 • GED test scores of 145 in English • TOEFL 61 IBT • IELTS 5.5 Please email test scores or IEP transcripts to **internationalservices@chattahoocheetech.edu**
Step 4 A **Submit High School Transcripts** • Request an official high school transcript, high school equivalency, or high school evaluation to be sent directly to Chattahoochee Technical College **if you graduated in the USA** • Please, do not personally email transcripts!	**Transcripts from USA institutions:** All official, electronic transcripts of USA High School Diplomas, GED or High School Equivalency must be sent through *Parchment, Escrip, Xap*, the *National Student Clearinghouse,* or similar entities directly to dataentry@chattahoocheetech.edu The College also accepts documents that arrive in a sealed issuing institution envelope. Such documents should be delivered to the admission office on Marietta or North Metro Campus
Step 4 B Optional **Submit post-secondary transcripts if you wish to transfer credit.** • Your transcripts will be reviewed by our Records office after you are officially accepted into college. • If you have attended college but do not wish to submit a college transcript, please fill out **a college waver form** https://ctccentral.etrieve.cloud/?isAnonymous=true#form/12	**Transcripts from USA institutions:** Submit an official transcript from **each** regionally accredited institution (college or university) that you have attended. We only require official transcripts for undergraduate coursework. All official, electronic transcripts sent through Parchment, Escrip, Xap, the National Student Clearinghouse, and similar entities should be sent directly to dataentry@chattahoocheetech.edu .

International Transcript Evaluation Requirements

Chattahoochee Technical College does not accept foreign transcripts submitted directly by applicants or by educational institutions located outside the United States.

All international diplomas and transcripts must be evaluated by an approved credential evaluation agency. Official evaluations must be sent directly to Chattahoochee Technical College by the evaluation agency or delivered to the College in an envelope sealed by the evaluation agency.

Evaluation Requirements

- Students with a high school diploma may submit either a **general evaluation** or a **document-by-document 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 their college transcript.
- Documents that are not in English must be accompanied by a certified English translation.

Approved Evaluation Agencies

Chattahoochee Technical College accepts evaluations from agencies that are members of

- **The National Association of Credential Evaluation Services NACES**
- **The Association of International Credential Evaluators AICE**

Recommended Evaluation Agencies:

The Evaluation Company

- Website: https://evalcompany.com
- Application: SpanTran – Chattahoochee Technical College

Josef Silny & Associates, Inc., International Education Consultants

- Website: https://www.jsilny.org
- Application: Josef Silny & Associates, Inc., International Education Consultants – Chatt Tech

Foreign Credential Evaluations, Inc.

- Website: https://www.fceatlanta.net

Lisano International*(High school evaluations only)*

- Website: https://www.lisano-intl.com

Step 5 **Submit Immigration Documents for an I-20 Form** • Email all additional documents as separate jpeg or pdf attachments, in ONE email to InternationalServices@chattahoocheetech.edu • The college does not accept students in terminated status of Form I-20 from previous colleges.	**Students who are outside the USA submit:** • Affidavit of Support Form (see attachment) • Copy of the Passport biography page • Proof of Financial Funding, see p. 7 for more details • I-20 request form (see attachment) Once we receive your application and financial statement, Chattahoochee Technical College will create your I-20 document and email you *the I-20 Form* and an *Acceptance Letter*. You will then be required to pay a **$350 SEVIS I-901 fee** (www.FMJfee.com). We will send you the instructions on how to do it. You will take the signed I-20 document and the confirmation of payment to the US Embassy in your country together with **the originals** of your financial documents for your visa interview. **Students who have an active I-20 from another school in the USA submit:** • Affidavit of Support Form (see attachment) • Copy of the Passport biography page • Copy of the Passport visa page • Copy of I-94 • Copy of I-20 from previous institution(s) • Proof of Financial Funding, see p. 6 for more details • I-20 request form Once we receive your documents, we will email you an *Acceptance Letter* and a *Transfer Form* that you will give to your current institution. Your current institution will transfer your record to us. We will create your new I-20. **Students who are in the USA on a different visa and need a student visa submit:** • Affidavit of Support Form (see attachment) • Copy of the Passport biography page • Copy of the Passport visa page • Copy of I-94 • Proof of Financial Funding, see p. 6 for more details • I-20 request form Once we receive your documents, we will create and email you *the I-20 Form* and an *Acceptance Letter.* You will then be required to pay a **$350 SEVIS I-901** fee. We will email you the instruction on how to do it. Then you will file an I-**539 Petition to Change Status** with the USCIS. You may

	need the services of an attorney for that step. Students who are changing status from B1-B2 to F-1 are NOT allowed to start school until their I-539 petition is approved.

PROOF OF FINANCIAL FUNDING

You will need to obtain an original copy of each financial document that you use for your application if you are applying for a visa outside the USA. Please note that the financial documents submitted to the U.S. Embassy or Consulate must not be older than 60 days. Chattahoochee Technical College will consider your financial documents valid for up to 6 months. After that, if your application is deferred, you will need to submit new financial documents.

ACCEPTABLE FINANCIAL DOCUMENTS:

All documents must be in English or accompanied by an English translation. Applicants can submit one or more of the following documents:

1. **Bank Certification Letter**

    a. Required for sponsors outside the USA.
    b. Written on original bank letterhead.
    c. Full name of the account holder, the account number and the date the account was opened.
    d. Current and/or average amount in the account.
    e. Currency.
    f. Type of the account (checking/saving/money market.)

2. **Bank Statements**
    a. Available only for sponsors with funds in a U.S.A bank.
    b. Must reflect at least 3 months of the most recent statement cycles.
    c. The name on the bank statement must match the name of the financial sponsor on the Affidavit.

3. **Scholarship Letter**
    a. Can be used for scholarships awarded from organizations in the USA or outside the U.S.A.
    b. Written on official letterhead with the organization's contact information.
    c. The amount and duration of the support.
    d. Student's full name.
    e. Signature and title of the responsible official.

UNACCEPTABLE FINACIAL DOCUMENTS:

The following documents are not accepted as financial funding: paychecks, retirement accounts, fixed or frozen accounts, business or property declarations, tax returns, business accounts with only the name of the business on it.

ADDITIONAL INFORMATION:

Arrival of students outside the country:

- You can enter the U.S no earlier than **30 days** before the program start date on your I-20.
- Bring with you all the documents you submitted electronically and a printed copy of your I-20.
- You may be interviewed again at the U.S. Customs and Border.
- Please email InternationalServices@ChattahoocheeTech.edu within two days of your arrival.

Transfer Students:

- We will not accept your SEVIS record if it is **in terminated or completed status**.

Change of Status Students:

- If you are changing your status from **B-1 or B-2** to an **F-1** you will have to wait to begin classes when your approval notice arrives.
- If your approval notice has not arrived by the time your I-20 begins, you have to email *International Services* so we can defer your program start date to keep your I-20 current. Failure to do so will result in denial of your Change of Status.
- Email International Services the **Approval Letter** as soon as you receive it.
- You will be required to start classes at the next available semester, which could be fall, spring, or summer.
- It is your responsibility to email International Services and request a deferral of your I-20 start date, if your Change of Status application is delayed. Failure to do so will result in denial of your Change of Status application.

REGISTRATION FOR CLASSES

- After being accepted, all international students must attend an online **New Student Orientation** to learn how to access their information and register for classes.
- International Students are required to register and attend a minimum of **12 credit hours** during the **Fall and Spring Semesters**. **Nine (9) of these credit hours must be face-to-face**!
- We offer three registration windows with three separate payment deadlines. Please check the online college calendar for the latest dates on those. International students should not wait for the late registration window and payment.
- Students who register for classes but fail to pay by the payment deadline are automatically removed from those classes.
- Payment can be done online.
- International students should register and pay for classes as soon as possible because classes fill up quickly.
- Please contact your academic advisor with questions about classes and registration.
- Summer semester is designated as a vacation time for International Students. International students can still take classes during their summer vacation time but are not required to be enrolled full time. Only students whose Change of Status is approved for the summer semester or students who are transferring from another college in the USA are required to be enrolled full time in the summer semester.