

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) 528-4528 Fax: (770) 528-5817

Dear Student,

Thank you for your interest in Chattahoochee Technical College. Please review the following information regarding the college admissions process. 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-admissions/>

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**.

APPLICATION DEADLINES FOR F-1 STUDENTS OUTSIDE THE COUNTRY:

- Summer Semester 2024** (May 20-July 27) This semester is open only for Change of Status or Transfer Students. Students outside the country should apply for fall or spring semesters.
*Application Deadline and Document Deadline: **May 3, 2024***
- Fall Semester 2024** (August 19-December 14)
*Application and Documents Deadline: **July 12, 2024***
- Spring Semester 2025** (January 6-May 4,)
*Application and Documents Deadline: **November 22, 2024***

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

- 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 that Chattahoochee Tech offers are open for international students. Please, see the list below for the programs and the type of visas they apply for.

Program Name	Degree Type	Visa	Campus
Accounting	Associate of Applied Science Degree	F-1	APP, C, M, NM, P, W
Automotive Technology	Associate of Applied Science Degree	F-1	APP, M
Clinical Laboratory Technology	Associate of Applied Science Degree	F-1	M
Computer Programming	Associate of Applied Science Degree	F-1	M
Design and Media Production Technology	Associate of Applied Science Degree	F-1	M
Drafting Technology	Associate of Applied Science Degree	F-1	C, M, NM
Electrical/Computer Engineering Technology	Associate of Applied Science Degree	F-1	NM
Environmental Technology	Associate of Applied Science Degree	F-1	NM
Health Care Management	Associate of Applied Science Degree	F-1	NM
Horticulture	Associate of Applied Science Degree	F-1	NM

Industrial Maintenance and Electrical Technology	Associate of Applied Science Degree	F-1	M, NM
CIST Cybersecurity	Associate of Applied Science Degree	F-1	M
Interdisciplinary Studies	Associate of Applied Science Degree	F-1	APP, C, M, NM, P, W
Interiors	Associate of Applied Science Degree	F-1	MV, W
CIST UX (User Experience) Design and Development	Associate of Applied Science Degree	F-1	M, NM
Marketing Management	Associate of Applied Science Degree	F-1	C, M, NM, P
Medical Assisting	Associate of Applied Science Degree	F-1	APP, NM
Networking Specialist	Associate of Applied Science Degree	F-1	M, A, NM
Occupational Therapy Assistant	Associate of Applied Science Degree	F-1	A, M, C
Paramedicine	Associate of Applied Science Degree	F-1	NM
Physical Therapist Assistant	Associate of Applied Science Degree	F-1	NM
Radiologic Technology	Associate of Applied Science Degree	F-1	NM
Surgical Technology	Associate of Applied Science Degree	F-1	NM
Television Production Technology	Associate of Applied Science Degree	F-1	MV
Nursing - LPN to RN Bridge Option	Associate of Science Degree	F-1	P
Associate of Science in Nursing (Traditional)	Associate of Science Degree	F-1	A, P
Cosmetology	Diploma	M-1	APP, M, NM
Language Training- Intensive English Program	Language Training - Certificate	F-1	M

Campus Key: A - Appalachian; MV - Mountain View; C - Canton; M - Marietta; NM - North Metro; P - Paulding; W - Woodstock; A - Austell

TUITION AND FEES

Estimated Cost for One Academic Year	
Tuition (12 semester hours)	\$9,600.00 (USD)
Fees	\$ 952.00 (USD)
Living Expenses	\$14,121 (USD)
Required Funding to show	\$24, 673 (USD)

Estimated Cost for One Semester	
Tuition (12 semester hours)	\$4,800.00 (USD)
Fees	\$476.00 (USD)
Living Expenses	\$7,605.00 (USD)
Total Cost (estimated cost)	\$12,3365 (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 \$700 for a spouse and \$6000 for each child to their required funding.
- Please check p. 6 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

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

STEPS	DETAILS
<p>Step 1</p> <p>Choose your program</p>	<p>Use the Approved programs for the F-1/M-1 students list</p>
<p>Step 2</p> <p>Apply and Pay the Application Fee</p>	<p>Our application is available at the following website https://www.chattahoocheetech.edu/beginning-student-enrollment/</p> <p>Please note that there is a \$30.00 non-refundable application fee.</p>
<p>Step 3</p> <p>Complete Placement Testing</p> <ul style="list-style-type: none"> • Testing is required for all international students, even applicants from English speaking countries. • Testing is only waved for a student who has completed an Associate or higher degree from an English-Speaking institution or has at least 30 credit hours from such an institution with passing scores in English composition and College Math • Test scores can be emailed directly from the testing agency to dataentry@chattahoocheetech.edu or to internationalservices@chattahoocheetech.edu • Test scores must be within the last 5 years 	<p>Admission test scores for students who test in the USA:</p> <ul style="list-style-type: none"> • ACCUPLACER NG: Arithmetic 229, Algebra 245, Reading 236, Sentence Skills 249 • SAT: Reading 25, Writing 26, Math 24 • ACT: Reading 19, English 19, Math 19 <p>Admission test scores for students who test outside the USA:</p> <ul style="list-style-type: none"> • ACCUPLACER NG: Arithmetic 229, Algebra 245, Reading 236, Sentence Skills 249 • SAT: Reading/Writing 480, Math 480 • ACT: Reading 19, English 19, Math 19 <p>An applicant can request a voucher to take the ACCUPLACER NG remotely. https://ctcforms.chattahoocheetech.edu/accuplacer/remoteform.php</p> <p>International Students may be able to take the ACCUPLACER NG test remotely in their country.</p>
<p>Step 4</p> <p>Submit High School Transcripts</p> <ul style="list-style-type: none"> • Request an official high school transcript, high school equivalency, or high school evaluation to be sent directly to Chattahoochee Technical College. • Please, do not personally email transcripts! 	<p>Transcripts from USA institutions:</p> <p>All official, electronic transcripts of USA High School Diplomas, GED or High School Equivalency must be sent through <i>Parchment, Escript, Xap</i>, the <i>National Student Clearinghouse</i>, or similar entities directly to dataentry@chattahoocheetech.edu</p> <p>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</p> <p>Transcripts from outside the USA:</p> <p>All international transcripts must be evaluated by an approved evaluation service. Evaluation of high school diploma is done document-by document. A list of approved evaluation companies is available at the following website, https://www.chattahoocheetech.edu/evaluation-companies/</p>

Step 4 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 Coursework

All international transcripts must be evaluated by an approved evaluation service. Evaluation of college diplomas must be done course-by-course.

A list of approved evaluation companies is available at the following website, <https://www.chattahoocheetech.edu/evaluation-companies/>

Approved Evaluation Companies

***We will accept evaluations of your transcripts from NACES and AICE member agencies.**

We recommend the following evaluation agencies:

Foreign Credential Evaluations, INC

1425 Market Boulevard, Suite 530, Box 305, Roswell, GA 30076 (*Mailing Address only*)

Telephone: 770.642.1108

Fax: 770.641.8381

Website: www.fceatlanta.net

Email: carolyn_christie@fceatlanta.com

SpanTran

2655 Le Jeune Rd. Suite 602, Coral Gables, FL 33134

Phone: (305) 749-0333

Fax Number: (713) 789-6022

Email: status@spantran.com

Website: <https://spantran.com/web/>

Application: [SpanTran - Chattahoochee Technical College](#)

<https://spanside.secure.force.com/SpantranApplication?id=9b619f1e-9137-4787-abab-5f2079418e9b>

Lisano International (high school evaluations only)

1381 Lee Road 400, Opelika, AL 36804

Telephone: 334.745.0425

Website: www.lisano-intl.com

Email: lisanointl@aol.com

Josef Silny & Associates, Inc., International Education Consultants

7101 SW 102 Avenue, Miami, FL 33173

Telephone: 305.273.1616

Fax: 305.273.1338, Fax for translations 305.273.1984

Website: www.jsilny.org

Application: www.jsilny.org/pdf/ChattahoocheeTechnicalCollege.pdf

Email: info@jsilny.org

Step 5

Submit Immigration Documents for an I-20 Form

- Email all additional documents in ONE email to InternationalServices@chattahoochee.ch.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. 6 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 financials 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 FINANCIAL 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 status**.
- If you have just arrived in the country and wish to transfer to us from another school, you can do that **ONLY** within the **first 30 days of your arrival**.

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.**

Documentation Required Upon Arrival at Chattahoochee Technical College

- A clear photocopy of your I-94.
- A clear photocopy of your I-901 receipt.
- Your passport and your visa page.

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.

2024 Fall Registration Dates:

- **Early Registration:** April 22-July 17, **Payment Deadline:** July 19, 1:00 p.m.
- **Final Registration:** July 22- August 14, **Payment Deadline:** August 16, 1:00 p.m.