



ADMISSIONS AND RECORDS

## F-1 Student Checklist

645 Patriot Ave.  
Martinsville, VA 24112  
276.656.0301

WWW.PATRICKHENRY.EDU

\_\_\_\_\_ I have completed the Application for Admissions to Patrick & Henry Community College and understand that F-1 student are only eligible to choose one of the following programs of study: Associate of Science Degrees: General Studies, Science, Social Science, Business Administration, or Education.

\_\_\_\_\_ I have completed the F-1 I-20 Application for International Students.

\_\_\_\_\_ I have completed the F-1 Student Financial Statement and provided all required items below.

\_\_\_\_\_ Sponsor's Affidavit of Support

\_\_\_\_\_ Bank Certification (translated in English and US currency) **-OR;**

\_\_\_\_\_ Bank Statement (translated in English and US currency that shows readily available funds in the form of checking and/or savings account)

\_\_\_\_\_ I have provided proof of completion of secondary education.  
*(My transcript or statement provided from school is translated in English and includes high-school completion or expected completion date ).*

\_\_\_\_\_ I have provided Evidence of English proficiency if English is not native language (minimum scores and test accepted: TOEFL- 61, IELTS- 6.0, iTEP-3.7, Duolingo-100 ). **Official scores must be sent directly from testing agency using CEEB code 5549. note: IELTS does not require CEEB code.**

\_\_\_\_\_ I have provided a Copy of my Passport.

\_\_\_\_\_ I have completed and provided the International Student's Responsibilities Form and initialed each line.

\_\_\_\_\_ I have provided proof of health insurance coverage or will obtain once enrolled.

Deadline for Submission of all Paperwork

Fall Term: July 1

Spring Term: November 1



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### F-1 I-20 Application for International Students

**Name:** \_\_\_\_\_  
(Surname) Given Name

**Date of Birth:** \_\_\_\_\_ (mm/dd/yy format)      **PHCC EMPLID:** \_\_\_\_\_

**Sex:** \_\_\_\_\_ Male \_\_\_\_\_ Female      **Marital Status:** \_\_\_\_\_ Not Married \_\_\_\_\_ Married

**Country of Birth:** \_\_\_\_\_      **Country of Citizenship:** \_\_\_\_\_

**Native Language:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Telephone #:** \_\_\_\_\_

**In which semester do you want to begin your studies at PHCC?** Spring (January) \_\_\_\_\_ Fall (August) \_\_\_\_\_

**Permanent Address Outside U.S.** (This information is required for I-20):

**Street Address:** \_\_\_\_\_

**City:** \_\_\_\_\_

**Province:** \_\_\_\_\_

**Postal Code:** \_\_\_\_\_

**Country:** \_\_\_\_\_

**U.S. Address (if known):**

**Street Address:** \_\_\_\_\_

**City:** \_\_\_\_\_      **State:** \_\_\_\_\_      **Zip Code:** \_\_\_\_\_

I am requesting Patrick & Henry Community College to issue an I-20 form. I certify that the information provided above is correct to the best of my knowledge. My signature below certifies that I have made financial arrangements to meet all of my expenses while enrolled at Patrick & Henry Community College.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## F-1 Student Financial Statement

As a student, it is your responsibility to demonstrate that you have sufficient funds available to cover all education and living expenses while you are studying at Patrick Henry Community College (PHCC). In addition, you must provide you and/or your sponsor's bank statement that reflects the estimated cost per year. Banks statements must reflect readily available funds (checking/savings) and **cannot be in the form of investment, retirement portfolio, stocks, bonds or CDs.** Please make a copy of this completed form and all supporting financial documents before sending them to PHCC. You will need copies of these documents when you apply for your F-1 visa or status. If you have more than one sponsor, make a copy of section 2 for each sponsor to complete. **All financial documents must be in English or have a certified English translation. All amounts must appear in US Dollars.**

### Estimated Cost (per Year)

Tuition and fees*	\$9,200
Living Expenses (housing, food, etc.)**	\$6,300
Books and Supplies	\$1,500
<b>Total</b>	<b>\$17,000</b>

*\*Tuition rates are subject to change without notice.*

**\*\*PHCC is a community college and does not offer student housing. You will be responsible for making your own living arrangements.**

#### Section 1: TO BE COMPLETED BY THE STUDENT:

*Please print your name clearly as it is listed on your passport.*

\_\_\_\_\_

*Last name (family name)*

*First name (given name)*

*Middle name*

*You will need to show that there is money in the bank to cover the two years of expenses:*

Source of Funds	Amount for 1 <sup>st</sup> year	Amount for 2 <sup>nd</sup> year
Student	US \$ _____	US \$ _____
Sponsor(s)	US \$ _____	US \$ _____
Other	US \$ _____	US \$ _____
<b>Total*</b>	<b>US \$ _____</b>	<b>US \$ _____</b>

*\*The total financial support indicated for each year must meet or exceed the estimated costs.*

**I certify that the information I have provided is a correct statement of my financial support for two years.** I understand that if these funds are not available, PHCC is under no obligation to support me and it is likely that I will be unable to continue my education in the United States. I understand that, as an F-1 student, I must enroll in full-time studies, and I am not permitted to work off-campus without written approval from the Department of Homeland Security.

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# SPONSOR'S AFFIDAVIT OF SUPPORT

A sponsor may be a parent, family member, or another person who will provide financial support. It is not necessary that a financial sponsor reside in the U.S. **If there is more than one sponsor, please use a separate form for each sponsor to complete.** An individual financial sponsor may provide complete or partial support for the student, but the student's total financial support must equal or exceed the yearly total estimated costs of \$17,000.

**To the financial sponsor:** In addition to signing this document, you must provide a bank statement that includes your name, the name of your bank, and type of account (**Banks statements must reflect readily available funds (checking/savings) and cannot be in the form of investments, retirement portfolio, stocks, bonds or CD**). The bank statement must be in English or have a certified English translation attached that shows the amount in U.S. dollars. The statement must be recent (dated not more than six months before the date classes will begin at P&HCC).

## Section 2: TO BE COMPLETED BY STUDENT'S FINANCIAL SPONSOR

\_\_\_\_\_  
*Student's last name  
(family name)*

\_\_\_\_\_  
*Student's first name  
(given name)*

\_\_\_\_\_  
*Student's middle  
name*

**Amount for 1<sup>st</sup> year:**

US \$

**Amount for 2<sup>nd</sup> year:**

US \$

I understand that the document I am signing will be used by the student for the purpose of obtaining F-1 status or an F-1 visa from the U.S. government or for the purpose of updating the student's SEVIS record. If I am unable to provide the financial support I have promised, I understand that P&HCC is not obligated to support the above named student. I understand that without my financial support, it is likely that the student will be unable to continue his/her education in the United States.

**I understand that F-1 students are not permitted to work off-campus, and I will not suggest or require this student to provide any services while in the United States.**

Sponsor's Name (*please print*): \_\_\_\_\_

Street Address: \_\_\_\_\_

City/Town/Province: \_\_\_\_\_

State/Postal Code/Country: \_\_\_\_\_

Telephone (with country/area code): \_\_\_\_\_

# Financial Institution Form

## Section 3: This portion is to be completed by BANK/FINANCIAL INSTITUTION

(Bank certification must be current and cannot exceed 6 months from the date of the bank official's signature and stamp)

I certify that \_\_\_\_\_ is a customer of this  
(print account holder's name)

Bank or Financial Institution \_\_\_\_\_  
(print bank or institution's name)

His/Her account(s) were opened on this date \_\_\_\_\_. For the past year the account has shown an average balance equate to US \$ \_\_\_\_\_.

Current funds available in US\$ as of today's date are \_\_\_\_\_.

Checking Account No: \_\_\_\_\_ Balance: \_\_\_\_\_

Savings Account No: \_\_\_\_\_ Balance: \_\_\_\_\_

The above accounts are open and viable as of today's date. This certification is offered with no responsibility of the financial institution.

Bank Official Name & Title (please print):  
\_\_\_\_\_

Address of Financial Institution:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Bank Seal or Stamp

Signature of Bank Official: \_\_\_\_\_

Today's Date: \_\_\_\_\_

This form will not be accepted without the bank officer's signature and bank seal or stamp.

# F-1 International Student Responsibilities

Student Name: \_\_\_\_\_

Student EMPLID: \_\_\_\_\_

First Semester attending Patrick & Henry Community College: Fall \_\_\_\_\_ Spring \_\_\_\_\_ Year: \_\_\_\_\_

**Please initial next to each item and then sign at the bottom to indicate your understanding.**

\_\_\_\_\_ It is the responsibility of the student to learn and follow the U.S. Citizenship and Immigration (USCIS) guidelines. USCIS requirements are subject to change; however, all international students must conform to these requirements to maintain their F-1 status. Patrick & Henry Community College is mandated by law to release information from student records to the USCIS that might be required to determine if you are maintaining lawful status.

\_\_\_\_\_ Students must maintain a full course load (at least 12 credit hours) of study each regular semester (fall and spring). Students may only enroll in ONE (3) credit hours of distance (on line) learning towards the 12 credit hour minimum. If problems arise which may force you to carry less than a full load of coursework, you must speak to a designated school official (DSO) before you drop any course(s) as this will result in a violation of status and possible termination.

\_\_\_\_\_ Inform a DSO of any changes to address, e-mail address, and phone number. You must inform the school within ten (10) days of the change by completing a Student Information Change Form or by updating your student record on-line through your MyP&HCC account.

\_\_\_\_\_ Students must attend the college that USCIS has authorized you to attend and fulfill all financial obligation to Patrick & Henry Community College. Students must enroll, pay for, and attend all classes.

\_\_\_\_\_ If you cannot complete your studies by the end date indicated on your I-20, you will need to meet with a DSO to complete a program extension. You must apply for an extension six (6) weeks before the end date with a valid reason for the extension.

\_\_\_\_\_ As an international student, employment during your time at P&HCC will not be recommended based on your recent affidavit of support to cover tuition and living expenses.

\_\_\_\_\_ Students must notify a DSO prior to travel outside of the country. At this time, the DSO will sign the student's I-20 verifying approval. This is required for reentry to the United States.  
**Note:** For your personal records, keep a copy of all I-20s and immigration documents.

*I certify that I understand the above. If I have questions or concerns, I will read the immigration regulations as published by the USCIS, and/or consult a P&HCC DSO. I understand that the DSO's are available to provide advice and assistance; however, my immigration status is my responsibility.*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_