



# MINNESOTA STATE COMMUNITY AND TECHNICAL COLLEGE **INTERNATIONAL STUDENT** APPLICATION PACKET

Minnesota State Community and Technical College welcomes international applications. Please complete this packet if you are an international student seeking admission to study on an F-1 or M-1 student visa.

Permanent residents, refugees and political asylees  
do not need to submit this packet.

## INTERNATIONAL STUDENT APPLICATION DATES:

(All documents must be received by M State prior to the deadlines listed below.)

December 1 for starting spring semester (January)

August 1 for starting fall semester (August)

International students will not be admitted to summer term.

This packet must be filled out in its entirety and sent electronically  
to [records@minnesota.edu](mailto:records@minnesota.edu).

# International Student Admission Checklist

This checklist outlines the process for international students applying to M State. An acceptance letter and I-20 will be sent to qualified applicants 2-4 weeks after all required documents have been received by the college. For additional information about international student admissions, please visit [minnesota.edu/international](http://minnesota.edu/international) or contact our Support Center at 877.450.3322.

## ☐ 1. ONLINE APPLICATION

Complete the online application at [minnesota.edu/admissions](http://minnesota.edu/admissions).

## ☐ 2. INTERNATIONAL STUDENT APPLICATION PACKET

Complete this entire International Student Requirements Packet and email it to [records@minnesota.edu](mailto:records@minnesota.edu) or mail it to the M State Processing Center.

## ☐ 3. ACADEMIC RECORDS

Documentation of graduation from a secondary/high school or its equivalent is required for admission to M State.

All students who wish to transfer college-level credits/courses will need to submit official transcripts. Transcripts from colleges and universities attended outside of the U.S. will need to be submitted to an evaluation company (Educational Credential Evaluators or World Education Services). The cost of the evaluation is the responsibility of the student. Transcripts from U.S. colleges or universities you have attended must be sent directly from the college attended to M State.

If your documents are not in English, they must be translated into English and submitted with a copy of the original document. Translations must be certified by a school or public official as a true copy/translation of the original document.

M State reserves the right to determine the appropriateness of the certification and does not return certificates and/or records. Some documents may be sent to authorities for verification of authenticity. When there is a charge for verification of authenticity, the applicant is responsible for the cost.

## ☐ 4. ENGLISH REQUIREMENTS

To be admitted to M State in any program or major, students must submit documentation of English proficiency.

- ☐ TOEFL score of 550 (paper-based test), 213 (computer-based test) or 79 (internet-based test)
- ☐ IELTS score of: 5.5 or higher
- ☐ Completion of a college-level composition course with a grade of "C" or better from an accredited U.S. college

## ☐ 5. INTERNATIONAL STUDENT AGREEMENT FORM

## ☐ 6. FINANCIAL RESPONSIBILITY STATEMENT

Complete and submit the financial certification statement with supporting documents to show that you have funding for one full calendar year. If a sponsor (family, friend, other) will be providing a bank statement to demonstrate funds, please include an affidavit of support. Bank statements need to be recent (within the last 60 days).

## ☐ 5. IMMUNIZATION RECORD

Complete and electronically submit the M State Immunization Record found at [minnesota.edu/forms](http://minnesota.edu/forms). Minnesota law requires that all students born after 1956 and enrolled in a public or private postsecondary school in Minnesota must be immunized against diphtheria, tetanus, measles, mumps and rubella, allowing for certain specified exceptions. This information will be available for review by the Minnesota Department of Health and local community health board.

## ☐ 6. PASSPORT

If available, submit a photocopy of your current passport.

## ☐ 7. TRANSFER AND ELIGIBILITY STATUS FORM

Students transferring within the United States must complete a [Transfer and Eligibility Status Form](#) after being admitted to M State. This will authorize M State to request your SEVIS information from your prior college or university.

## IMPORTANT INFORMATION

- All international students are required to have insurance coverage throughout the duration of their attendance at M State. The college will procure the policy on their behalf, and the cost will show on their M State bill.
- Due to immigration reasons, international students can arrive no more than 30 days prior to the start date list on their I-20. International students are required to arrive at M State by the start date listed on their I-20.
- Before classes begin, international students should;
  - o Complete the course placement process ([www.minnesota.edu/testing](http://www.minnesota.edu/testing)) to determine placement in math and English courses
  - o Register for classes ([www.minnesota.edu/registration](http://www.minnesota.edu/registration))
  - o Plan to attend student orientation

# Required International Student Information

This entire packet must be completed and submitted to begin the M State international admissions process.

## Select Location:

☐ Detroit Lakes   ☐ Fergus Falls   ☐ Moorhead   ☐ Wadena

## Intended Start Date:

☐ Fall (year) \_\_\_\_\_ ☐ Spring (year) \_\_\_\_\_

Expected Major/Program: \_\_\_\_\_

Have you attended this college before?   ☐ Yes   ☐ No

If yes, last year attended: \_\_\_\_\_

## Personal Information:

Family Name	First Name	Middle Name	Email Address
Permanent Address (Provide correct mail form)		City	State/Country
Mailing Address (Provide correct mail form-excluding P.O. boxes)		City	State/Country
Permanent Telephone Number		Cell Phone Number	Birthdate (MM/DD/YYYY)
City and Country of Birth	Country of Citizenship	Native Language	Gender

## Visa Information

If already in the U.S., specify type of visa:   ☐ B   ☐ F-1   ☐ H-1   ☐ H-4   ☐ J-1   ☐ Applied for political asylum   ☐ Other  
Specify: \_\_\_\_\_ . If you already hold a U.S. visa, specify your I-94 admission number: \_\_\_\_\_

**Attach copies of visa and I-94.**

## Emergency Contacts

### In the United States:

Name (Last, First, Middle) Relationship

Complete Address Permanent Telephone Cell Phone

### In Home Country:

Name (Last, First, Middle) Relationship

Complete Address Permanent Telephone Cell Phone

**M State has several selective admissions programs. These programs have specific admissions criteria and a separate application. To see a full list of selective admissions programs, please visit [minnesota.edu/admissions](http://minnesota.edu/admissions)>Selective program admissions. Your I-20 will show your intended program/major but does guarantee that you will be admitted into that program.**

## **Educational Record:**

List all prior secondary schools, college and universities you have attended, beginning with your secondary school(s) and continuing through the school you most recently attended or are currently attending. Official transcripts must be submitted to transfer college-level credits/courses. Unofficial copies may be used to be admitted to the college.

List All Prior Secondary Schools, Colleges or Universities Attended	Address of Institution	Date of Entering	Date of Leaving	Name of Certification, Diploma or Degree Obtained	Year Received

## **Certification (This document must be signed and dated)**

I certify that the information I have provided on this application and all other materials is complete, accurate and true to the best of my knowledge. I understand that it is my responsibility to request that official transcripts from each academic institution I have attended be sent directly to Minnesota State Community and Technical College.

As a student in a public institution, I understand that my photo may be taken in a group setting, classroom or large group gathering for promotional purposes.

Applicant's Signature: \_\_\_\_\_

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

### **Access to your student records and data privacy notice**

Minnesota State Community and Technical College complies with federal and state privacy laws and regulations. Those who may gain access to information in your student records include staff and faculty who have a job-related need to gain access, institutions involved with providing or documenting eligibility for financial aid, and outside agencies in limited circumstances as authorized by state or federal law. In addition, you may review your student records. No one else may review your student records without your written consent or a court order. Certain elements of data on a student/applicant are considered directory information and may be disclosed without consent unless you notify the records office in writing that this information should not be released. These include: name, address, phone number, enrollment status, dates of attendance, degree earned, honors and major field of study.

**Have all official documents listed above sent to:**

**M State Processing Center**  
**1414 College Way**  
**Fergus Falls, MN 56537**

**or email documents to:**  
**[records@minnesota.edu](mailto:records@minnesota.edu)**

# International Student Agreement

*Please read, sign and date this agreement and submit it with your packet.*

If admitted to Minnesota State Community and Technical College, I agree to:

1. Maintain my status with respect to U.S. Department of Homeland Security regulations for the duration of my studies at M State.

This includes, but is not limited to:

- A. Enrolling as a full-time student on campus (at least 12 credits) every semester
- B. Accepting employment only when proper authorization has been granted
- C. Maintaining a valid passport and U.S. visa at all times

2. Maintain medical insurance through the United Healthcare Student Injury and Sickness Insurance Plan, which is specifically designed for international students. Student policies will be procured by the college every year that the student is enrolled and the cost will be billed to the student. All insurance information is available to review at [www.uhcsr.com](http://www.uhcsr.com) (search for Minnesota Community & Technical Colleges). M State assumes no responsibility for medical expenses.

3. Have adequate funds to meet all expenses during my studies at M State. If admitted to the college, I understand I may be required to make an advance deposit for all or part of the first year's educational expenses in order to receive an I-20. International students must pay in full every semester and are not allowed to use any type of payment plan.

4. Abide by M State policies and procedures related to student conduct and academic progress.

5. Meet with my Academic Advisor and Designated School Official at least once per semester and let M State know of all contact and major/program changes.

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

☐ Copy will be provided to student upon written request.

# Financial Responsibility Statement

## Minnesota State Community and Technical College

**This statement must be completed and returned with all required documentation attached.**

M State requires certification of adequate financial support from applicants with non-immigrant visas. This financial certification must be on file with the college before admission will be considered. A student must be prepared to pay non-resident tuition rates and fees as well as charges for books, living expenses and insurance each semester.

### ESTIMATED COSTS TO ATTEND M STATE FOR AN ACADEMIC YEAR

These charges are estimates and subject to change without notice, and students should be prepared for any adjustment in expenses. At present, estimated expenses for a single undergraduate student are as follows (U.S. dollars):

Item	Fall Semester (\$175 x 12 credits)	Spring semester (\$175 x 12 credits)	Full Year (24 credits)
Tuition & Fees (Approximately \$175/Credit)	\$2,100	\$2,100	\$4,200
Books & Supplies	\$1,200	\$1,200	\$2,400
Medical Insurance (Required)*	\$965	\$965	\$1,930
Room & Board**	\$3,362	\$3,362	\$6,724
Miscellaneous: Personal Expenses, Transportation, Etc	\$1,400	\$1,400	\$2,800
<b>Total</b>	<b>\$9,027</b>	<b>\$9,027</b>	<b>\$18,054</b>

\*Medical insurance will be procured on behalf of the student through United Healthcare.

The total cost of the policy will be billed to the student.

\*\*Room and board estimates include rent, meals and utilities.

Single students must provide evidence of minimum financial support in the amount of US \$18,054 to meet expenses for one academic year in the United States.

Students with dependents (married students and students with families) must use the above chart and add \$3,500 for spouse and \$2,500 for each child or other dependent. You must show financial support for all additional family members.

M STATE MAY REQUIRE AN ADVANCE DEPOSIT FOR ALL OR PART OF THE FIRST YEAR'S EDUCATIONAL EXPENSES BEFORE ISSUING AN I-20.

# Financial Responsibility Statement

- I, \_\_\_\_\_ affirm that:
1. I will have sufficient funds available to pay all of my necessary expenses in the amount indicated on the Financial Responsibility Statement for the duration of my studies at Minnesota State Community and Technical College and will further be able to pay for travel to and from my home country.
  2. I understand further that I will not receive financial aid (a scholarship, grant or loan) from Minnesota State Community and Technical College and I will not receive authorization to work.
  3. The specified sources of my funds in U.S. dollars to be received from each are listed below:

*If you are married and/or have dependents, you must include \$3,500 for your spouse and \$2,500 for each child or other dependent. For example, if you have a spouse and one child, you should add \$3,500 for your spouse and \$2,500 for your child to the minimum total of \$18,054, making your adjusted total \$24,054.*

Source of Funds (Mark all that apply with an X)	Supporting documents to be attached	Amount-U.S. Dollars
_____ Personal funds/Self-supporting	Bank statement or Certificate of Bank Balance	\$ _____
_____ Parents/Family (specify name and relationship): _____	Bank statement or Certificate of Bank Balance	\$ _____
_____ Sponsor support (specify name): _____	Bank statement or Certificate of Bank Balance	\$ _____
<b>TOTAL FUNDS:</b>		\$ _____ (must total at least \$18,054)

If a friend or relative is providing funding for your room and board, you must have a letter of support from that source. An affidavit of support is available at [www.uscis.gov](http://www.uscis.gov). Search for Form I-134.

## **Official Certification of Funds and Amounts** **Source contributing the largest amount must complete this section.** **THIS FORM MUST BE CERTIFIED BY A NOTARY PUBLIC** **WITH OFFICIAL STAMP OR SEAL.**

This is to certify that I have read the information furnished by the applicant on this form. These are true and accurate statements. Funds will be available and will be provided as long as the student is enrolled at Minnesota State Community and Technical College.

Name \_\_\_\_\_

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

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

Legal Stamp or Seal

My commission expires on: \_\_\_\_\_

Notary/Legal Signature: \_\_\_\_\_

### **STUDENT MUST COMPLETE THIS SECTION**

This is to certify that I, the student applicant, have furnished true and accurate information on this form, and that funds will be available for educational and living expenses for me to study at Minnesota State Community and Technical College. I understand that any misrepresentation may be cause for refusing or revoking my application.

Name \_\_\_\_\_

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

Note: you may be required to present documentary evidence of financial support at the time you apply for a visa and again when you enter the U.S.

Legal Stamp or Seal

My commission expires on: \_\_\_\_\_

Notary/Legal Signature: \_\_\_\_\_



**Minnesota State**  
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*Minnesota State Community and Technical College, member of Minnesota State system, is an affirmative action, equal opportunity educator and employer.*