



## Information for International Students

Jefferson Community and Technical College  
109 East Broadway  
Louisville, KY 40202

[www.jefferson.kctcs.edu](http://www.jefferson.kctcs.edu)

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Jefferson Community & Technical College is a part of the Kentucky Community and Technical College System and is an Equal Opportunity / Affirmative Action Institution.

This school is authorized under Federal law to enroll nonimmigrant students.

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ALL STUDENTS WISHING TO OBTAIN A FORM I-20 FROM JCTC MUST COMPLETE THE FOLLOWING BASIC ADMISSION PROCEDURES.

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**1. Complete a JCTC Application for Admission.**

The application can be completed online (for a \$5 fee) or on paper (for free). The application and all of the F-1 student admissions forms can be found on our website at [www.jefferson.kctcs.edu](http://www.jefferson.kctcs.edu).

**2. Submit proof of completing secondary education.** Include notarized English translations if necessary.

→**Official transcripts from previous universities you attended must be submitted to JCTC during your first semester of attendance at JCTC.** Students who attended college or university outside of the U.S. must submit an official course-by-course evaluation of their transcripts. Go to [www.naces.org](http://www.naces.org) for a listing of accepted international transcript evaluation services.

**3. Submit proof of English proficiency.** If English is not your primary language spoken in your home and during all years of your education, submit proof of English proficiency. **JCTC CAN NOT GIVE THE FORM I-20 TO STUDENTS WHO ARE STILL LEARNING ENGLISH OR NEED ESL CLASSES.**

Proof of your English skills may be any of the following:

- **TOEFL:** The minimum score for admission is 61 on the iBT, 173 on the CBT or 500 on the PBT. Test scores must be sent directly to Jefferson Community and Technical College by the testing service. Jefferson's school code for the TOEFL is 1328. For information about the Test of English as a Foreign Language, visit the website [www.toefl.org](http://www.toefl.org).
- **Language Training Programs:** Proof of English proficiency may also be successful completion of the advanced level of the University of Louisville Intensive English Language Program, or successful completion of the fifth level of the University of Kentucky English as a Second Language Program.
- **College English 101 and 102:** Completion of College English 101 and 102 or its equivalent with a minimum grade of B from an accredited American institution is sufficient proof of your English skills.

**4. Submit proof of \$20,752 U.S. of financial support.** See following pages for an explanation of expenses

**5. Complete the Application for Form I-20.**

**6. Complete the F-1 Student Transfer Report Form** if you are transferring as an F-1 student from a school in the U.S.

These forms may all be found online at [http://www.jefferson.kctcs.edu/administration/student\\_affairs/multicultural/admission\\_requir.php](http://www.jefferson.kctcs.edu/administration/student_affairs/multicultural/admission_requir.php).

## Freshman Admissions

If you have completed secondary school (high school), but have not yet studied at the university level, then you only must complete the basic admissions procedures listed on the previous page.

## Transfer Admissions

If you have completed secondary school (high school) and have completed some studies at the university level, you must complete the basic admissions procedures listed on the previous page AND the procedures below as applicable to you.

- If you have studied at a college or university outside of the United States:
  - A **course-by-course evaluation** of your university transcripts must be sent to Jefferson Community and Technical College by a transcript evaluation service. Students are responsible for the cost of the evaluation. Acceptable agencies who conduct international transcript evaluation services are listed as members of the National Association of Credential Evaluation Services, which can be viewed at [www.naces.org](http://www.naces.org). Your evaluation must be received at JCTC during your first semester of attendance. Enrollment in a second semester at JCTC will not be allowed until your transcript is received.
  
- If you have studied at a college or university inside the United States, you must submit the following documents to JCTC:
  - A **Transfer Report** completed by the international student advisor of your current school
  - **Copies of your current Form I-20, I-94 card, biographical page of your passport and visa**
  - **Official transcripts** from your current school

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## Application Deadlines

Due to the amount of time needed to process application documents, deliver the I-20 and apply for F-1 status, you must submit your application to JCTC by the set deadlines. NO EXCEPTIONS.

For a new student applying to JCTC from outside of the U.S.

- Fall Semester (August) → June 1
- Spring Semester (January) → November 1
- Summer Semester (May) → March 1

For a student applying to JCTC and for a change of status to F-1 while in the U.S.

- Fall Semester (August) → June 1
- Spring Semester (January) → November 1
- Summer Semester (May) → March 1

For a transfer student with F-1 status applying to JCTC while in the U.S.

- Fall Semester (August) → August 1
- Spring Semester (January) → December 1
- Summer Semester (May) → April 1

## Finances

Because the U.S government requires international students to show proof of their ability to pay for their program of study and time spent living in the U.S., Jefferson also requires students to submit this proof to JCTC as well.

### Plan ahead

Education in the U.S. is expensive. Please think carefully about the expenses that you will be responsible for and be sure you can afford them. Here are some points to consider

- All international students pay the out of state tuition rate (for non-Kentucky residents).
- Federal financial aid is not available for international students.
- JCTC does not have any scholarships specific to international students. The scholarships which the college offers are listed at [www.jefferson.ktcs.edu/scholarships/](http://www.jefferson.ktcs.edu/scholarships/). Some of these scholarships have eligibility requirements that international students will NOT meet, however other are broader in their requirements. Scholarships are usually given for one semester, or maybe two.

### Showing Proof of Financial Support

To show proof of your ability to pay for your program of study and living expenses you must submit the following documents:

- **Financial Certification Form:** This is a statement from the student explaining from where financial support will be coming for the entire program of study.
- **Affidavit of Sponsorship signed and notarized:** If the student is paying for everything on his/her own, then the Affidavit of Sponsorship does not need to be submitted. Some students may have one or more sponsors. The combined financial support provided by sponsors must be equal to the sum of **\$20,752**. Each sponsor must complete an Affidavit of Sponsorship and attach the following documents:
  - **Bank Statement(s)** – must be on original bank stationery, no older than six months and certified authentic by the bank, and
  - **Employment Verification** – must be a statement from the sponsor's employer made on original company stationery.
- **Affidavit of Sponsor Providing Room and Board:** Complete this form only if someone is providing the student with a free place to live and free food. That person must complete and sign the affidavit and attach a copy of the lease or deed with his or her name on it. The support promised in this affidavit is equal to **\$6952** of living expenses.

### Instructions for Financial Support Requirements

1. Review the cost estimates and consider the estimated length of program of study as 3 years. Complete the Financial Certification Form indicating the amount of support that will be provided from each source for the length of your program of study.
2. Financial support must be adequate for the entire length of the program of study. The evidence submitted must show that there are sufficient funds immediately available for the first year and that there will be sufficient financial support for the entire program of study.
3. All proof of financial support must be submitted in English and in U.S. dollar amounts.
4. All proof of financial support must be original documents and must have the dates on which they were printed or written.
5. All financial resources must be in liquid assets. Stocks, bonds, or other investments with cash value may be accepted if evidenced by a portfolio on the managing firm's stationery. Please note that retirement accounts cannot be used as a source of financial support unless the sponsor can provide evidence that he/she is retired and able to access those funds without penalty for early withdrawal.
6. Please be aware that evidence of financial support must also be shown to the U.S. Embassy or Consulate when applying for a visa. Therefore, you will need to have two sets of financial support documents—one to submit to Jefferson Community and Technical College and one to present to the U.S. Embassy or Consulate.
7. F-1 students who are already in the U.S. must submit evidence of financial support.

## Explanation of Expenses

**Applicants must submit evidence that there are sufficient funds immediately available for the first year of study and that there will be sufficient financial support adequate for the entire program of study.** The entire program of study is estimated to take three years if the student is enrolled for 12 credit hours per semester and does not take summer classes. Please note that F-1 students must take a minimum of 12 credit hours every semester but are not required to take summer classes.

### **Tuition Expenses**

F-1 students pay non-resident tuition. The estimated cost per credit is \$425 for the 2009-2010 academic year. One academic year's tuition cost is, therefore, \$10,200. **Tuition is subject to change at any time.** There is also a \$30 college fee each semester charged to all students. Tuition and fees must be paid at the beginning of each semester.

### **Books and Fees**

The cost of books and student fees is estimated as \$400 per semester. One year of books and fees is \$800. This is just an estimate. The actual cost of books may vary according to subject and the number of classes in which you choose to enroll.

### **Student Health Insurance**

Students are not required to purchase health insurance. However, the school very strongly recommends that students purchase a comprehensive health insurance policy. We have a registered nurse on campus who can help you choose a coverage plan that is right for you.

### **Housing Expenses**

Jefferson Community and Technical College does not provide student housing. All students are

responsible for making their own housing arrangements. Students generally have no difficulty finding apartments near the college campus. The College estimates the cost of room and board for one academic year at \$6,952. This is only an estimate. The real cost of your housing expenses will depend on the housing arrangements you make.

### **Living Expenses**

It is difficult to estimate the expense of living as a student in Louisville because expenses will vary according to students' individual tastes, habits, and the actual cost of living. However, the College estimates personal and transportation expenses during one academic year to be \$2,740. This estimate does not include the cost of airfare or the purchase of an automobile.

### **Dependants**

If you plan to bring your spouse or child with you to the United States, you must submit financial support documentation for an additional \$4,000 for your spouse and \$2,000 for each child per year. Your spouse and child each must have a form I-20 in order to accompany you.

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## Estimated Expenses

### Tuition, Books, and Fees

Tuition:  $\$425 \times 12 \text{ credit hours} \times 2 \text{ semesters} = \$10,200$  (12 credit hours are required each semester)  
Books:  $\$400 \text{ semester} \times 2 \text{ semesters} = \$800$   
Fees:  $\$30 \times 2 \text{ semester} = \$60$

Total: \$11,060.00

### Living Essentials

Room & Board: \$6952  
Personal: \$800  
Transportation: \$1940

Total: \$9692.00

**Grand Total: \$20,752.00**

