

International Student Application Form

Please type or print responses in English in blue or black ink. ALL QUESTIONS MUST BE ANSWERED COMPLETELY OR YOUR ADMISSION MAY BE DELAYED.

This is an application for admission to: Flushing Campus Long Island Campus New York City Center

Term for which application is being made: Spring Summer Fall

20 _____

BASIC INFORMATION

Full Name: _____ Sex: Male Female
(Family Name) (First Name) (Middle Name)

Date of Birth: _____ Home Country Phone Number: _____
(Month/Day/Year)

Country of Birth: _____ Country of Citizenship: _____

Permanent Address (in home country):

_____ (City) (District or Province) (Country) (Zip Code)

Email address:

IMMIGRATION/VISA INFORMATION

Visa Type: Applying from overseas (No visa) F-1 B-1, B-2 J-1 M-1 H-1
 F-2

J-2 M-2 H-4 Other (Please explain):

Previous School that Issued an I-20 to You:

SEVIS Number : _____ Immigration Admission Number: _____

Social Security Number: _____

LOCAL CONTACT INFORMATION

Please complete this section if (a) you are currently living in the United States or if (b) you have a friend or relative who will assist you with the application process and/or who can be contacted in case of an emergency.

Current US Mailing Address and Telephone Number: _____

FAMILY INFORMATION

Father's Name: _____ Occupation: _____

Mother's Name: _____ Occupation: _____

Address: _____

EMERGENCY CARE

Who may we contact in case of emergency? Please print name and phone number of a contact person in your home country and in the U.S.

U.S. Contact: _____
(Name) (Phone)

Home Country Contact: _____
(Name) (Phone)

DEPENDENT INFORMATION

*You must complete this section **ONLY** if you wish to have a spouse or child included (F-2 status) on your immigration documents as a dependent (Please attach additional page if you wish to list more than one dependent.)*

Full Name of Dependent: _____
(Family Name) (First Name) (Middle Name)

Relationship to Applicant: _____ Date of Birth: _____
(Month / Day / Year)

City of Birth: _____ Country of Birth: _____

Country of Citizenship: _____

EDUCATIONAL BACKGROUND

Are you a high (secondary) school graduate? Yes No If "Yes," list date of graduation: _____

In chronological order, list any secondary schools and colleges or universities that you have attended either in the U.S. or in another country. If you attended more than two schools, give the necessary information on a separate page. You must provide a diploma or other proof of graduation from a secondary school as well as transcripts (with an English translation) from any college or university that you have attended.

	Institution #1	Institution #2
Name		
Location		
Dates Attended		
Major		
Diploma/Degree Received		



*****Submit proof of graduation from secondary school and college or university transcripts with application*****

ACADEMIC & CAREER PLANS

What is your intended field of study/major?

(Note: If you are uncertain of your major, you should declare General Curriculum.)

What are your educational plans after completing a two-year program at this college?

Do you plan to complete a four-year degree in the US? Yes No

If "Yes," what is your intended major? _____

ENGLISH TRAINING

Is English your native language? Yes No If "No," what is your native language?

What is your TOEFL score? _____ Date taken: _____

How many years have you studied English? _____



*****Submit TOEFL score report with application*****
(Note: Not required for ESL students)

PERSONAL ESSAY

Please tell about yourself, your educational goals and why you wish to study in the U.S. and at our college. Use a separate sheet of paper to write essay and type or print clearly in blue or black ink. You must print your name at the top of the paper. (Essay should be approximately 300 words).

Financial Support Declaration

Answer all questions accurately and completely. Any false or misleading answers may result in denial of application for admission or dismissal from school if in attendance. Community colleges cannot provide financial aid or scholarships for international students. Students must provide a bank statement with application.

⁽¹⁾ This is the amount that you must **pay** each semester.

⁽¹⁾ TUITION & FEES FOR ONE SEMESTER	
Non-Resident Tuition and Fees	\$5750 (\$375 per unit, 15 units minimum*)
TOTAL:	\$5750

***You will be charged a total of \$375 for each additional unit over 18 units..**

⁽²⁾ This is the amount that you must **show** is available to you each year.

⁽²⁾ ESTIMATED MINIMUM EXPENSES FOR ONE CALENDAR YEAR (Based on 30 units) for single student	
Non-Resident Tuition and Fees per Term	\$5750
TOTAL EXPENSES:	\$25,000

****The above estimates are subject to change without prior notice.**

Amount of money available to you (that can be verified) for your studies in the United States: \$ _____

Will this money be available to you during your entire education at this college? Yes No

If "No," please complete Sponsor information below.

Other Funds:

Are there any currency restrictions in force in your home country? Yes No

If "Yes," will you be limited to the amount of money you can bring into the United States? Yes No

Please explain:

List annual amount to be contributed to study by:

Parents: \$ _____ Self: \$ _____ Sponsor: \$ _____

Total Amount Available (from all sources): \$ _____

Sponsor Information

Name of Sponsor: _____ Relationship: _____

Address: _____

Country of Citizenship: _____ Occupation: _____

BANK STATEMENT

Submit a **recent** (i.e. within the last few months) bank statement from you and/or your sponsor or a letter from the bank indicating the amount of money that is available to you.



*****Submit Bank Statement with application*****

APPLICANT SIGNATURE

<p>Please read and sign the statement below. Your signature indicates that you understand and agree to the following statement. (<u>Your application will not be processed if this section is not completed.</u>)</p> <p><i>"I certify that the above statements are true and correct. I understand that I may be denied admission or be dismissed from the College by submitting false or misleading information."</i></p>	
<p>_____</p> <p>Applicant Signature</p>	<p>_____</p> <p>Date</p>

International Student Agreement Form

1. I understand that I am required to attend the **International Student Orientation** held approximately one week before the beginning of the semester
2. I understand that I must enroll in and **complete a minimum of 12 units** at the college **each semester** with satisfactory grades or be subject to dismissal.
3. I understand that I must obtain **prior** permission from the International Student Counselor and Director of International student service to enroll for less than 12 units and must provide documentation for any compelling reasons.
4. I understand that I must obtain **prior** authorization from the Director for a Leave of Absence or to withdraw from school.
5. I understand that I will complete my study objective as declared on the LIBI International Student Application Form or be eligible to transfer to a university when I leave.
6. I understand that I am required to purchase **Health (Medical) Insurance**, or provide proof of insurance, before being allowed to enroll in classes.
7. I understand that I must maintain a cumulative grade point average of 2.0 (C) or better to remain in good standing, and I am subject to academic dismissal if I remain on probation for two consecutive semesters.
8. I understand that I must discuss my schedule of classes with the International Student Counselor each semester before I enroll, and that I must get approval, in advance, before dropping a course.
9. I understand that in order to register each semester, I must pay my entire tuition before the beginning of each semester. I understand that there will be no deferment of payment, and that I must pay extra tuition if I add courses after registration.
10. I understand that I must **notify the Office of International student service of any changes in my status** including, but not limited to, changing my address or phone number, transferring to another college, or returning to my home country permanently. **Failure to do so will threaten my student status.**

Your signature indicates that you have read and agree to all of the requirements listed above:

Student Signature: _____

Date: _____

Student Name (Please print): _____

Important Information

INTERNATIONAL STUDENT ORIENTATION

All international students are **required** to attend the Student Orientation. At the Orientation you will receive important information relating to maintaining your student status, academics, health insurance and safety, and will receive your Student Handbook. The Orientation is held approximately one week before the beginning of the semester.

MAINTAINING STUDENT STATUS

Any changes in your address and any changes related to your status must be immediately reported to the admission office. **Failure to do so may endanger your status as an international (F-1) student.**

FULL-TIME ENROLLMENT

International students must enroll in and **complete** at least **12 units** each semester in order to maintain their status. Do **not** drop below 12 units before meeting with an **International Student Counselor** at the Office of International student service.

INTERNATIONAL STUDENT COUNSELORS

Any problems regarding full-time enrollment **must** be discussed with an **International Student Counselor** at the Office of International service.

NON-RESIDENT TUITION

International students always pay **non-resident** tuition.

FINANCIAL AID

Financial aid is **not** available to international students. Part-time work on-campus is limited. Please do not include anticipated on-campus earnings in your Financial Support Declaration.

HEALTH INSURANCE

Health (medical) insurance is **required** for all international (F-1) students. Medical treatment is **very** expensive in the U.S. The Office of International student service will assist you in purchasing health insurance. However, you may also want to purchase short-term insurance to cover you initially after you arrive in the U.S.

HOUSING

Long Island Business institute do **not** offer on-campus housing (i.e. no student dormitories). The Office of International student service will be glad to assist you to find housing, but we do **not** guarantee housing.

IMMIGRATION FORMS

All related immigration and visa information will be provided after you have been accepted and have paid your first semester tuition.

Welcome to LIBI!

We are a New York State Board of Education approved and nationally accredited two-year college specializing in business programs. LIBI is approved and authorized by the Student and Exchange Visitor Program (SEVP) to enroll F and M visa non-immigrant students.

Step 1: In order to enroll at LIBI as an I-20 Student, all applicants must first ensure that:

- 0 Applicant has met our school's requirements for admission.
- 0 Applicant has completed an official application for admissions.
- 0 Applicant has met English Proficiency Requirements defined by LIBI.
- 0 Applicant has submitted a sufficient portfolio of financial documentation

Step 2: Once the applicant has been accepted by LIBI as a student, LIBI will certify the I-20 form created in SEVIS. This I-20 form is proof that the student has been accepted into a full course of study at an approved institution in the United States.

Step 3: The student should proceed to this step only after LIBI has officially issued the I-20 documentation to the student.

Once the I-20 has been issued, the student needs to pay the SEVIS I-901 fee (\$200) and obtain a receipt.

Go to: <https://www.fmjfee.com/i901fee/student/s/formSelection.htm> to complete the Form I-901 online and to pay the SEVIS I-901 fee.

You must be able to print the Form I-901 payment coupon or payment receipt when you complete the form online. Ensure a printer is connected and working before continuing. You cannot return to the page and print the coupon or payment receipt at a later time.

Step 4: Students must apply for an F-1 Visa at their local US Embassy or Consulate office to gain entry to the US with the intention of attending the school on their I-20.

F-1 is a travel stamp that allows a holder to apply at a port of entry for admission to the United States

Step 5: Students must make an appointment before going to the US Embassy.

Students must bring copies of everything they have obtained to this point (including Financial Documents, I-20, Passport, Acceptance Letter, and TOEFL Scores, if the student took the test).

Step 6: If approved by the US Embassy, the student will be issued the F-1 visa.

Students can enter the United States up to 30 days prior to the start of their classes. Student will present their passport at the port of entry with an F-1 Visa stamp and I-20.

I-20 will be stamped with the current date.

I-94 card is issued with DIS notation (duration of status).

Transfer Students:

Students who wish to transfer to LIBI from another accredited and SEVP approved US institution will be subject to the same requirements of I-20 issuance in Step 1 as any international student.

Students should speak to the International Student Office of the institution which they are transferring from regarding their change of status. This must be done before the new I-20 can be issued.

Student Signature: _____

Date: _____