

HILLSBOROUGH

Community College 

Dear Prospective Student:

Thank you for your interest in Hillsborough Community College.

Included is a GUIDE FOR INTERNATIONAL STUDENTS, which explains the documents you will need to provide, as well as a list of estimated expenses you can expect to incur. All documents must be turned into the campus of your choice by the published deadline date for the term that you plan to enroll.

Please contact me if I can be of any further assistance.

Sincerely,

Edwin Olmo

Edwin Olmo
Interim Enrollment & Student
Success Officer

kj

Enclosures

HCC
Brandon Campus
10414 E Columbus Dr.
Tampa, Florida
33619-7856
(813) 253-7801

HCC
Dale Mabry Campus
P. O. Box 30030
Tampa, Florida
33630-3030
(813) 253-7201

HCC
Plant City Campus
1206 North Park Road
Plant City, Florida
33566-2799
(813) 757-2103

HCC
Ybor City Campus
2112 – 15th Street
Tampa, Florida
33605-3648
(813) 253-7601

HOW TO APPLY AS AN INTERNATIONAL STUDENT

- 1. Submit a completed Hillsborough Community College (HCC) admissions application.
- 2. Include a personal check or money order payable to HCC for the one time only, non-refundable HCC admissions application fee of \$20 plus a one time international student application fee of \$50.00 for a total of \$70.00.
- 3. Submit a completed Confidential Financial Certificate located on this Prospective Student Guide for International Students packet.
- 4. Submit an original notarized (certified as “official”) letter of authorization or commitment from the student’s sponsor or agency. This letter must be dated within six months of the term that student plans to enroll at HCC.
- 5. Submit an original notarized (certified as “official”) verification letter from the bank of student’s sponsor or agency verifying the minimum amount that is required as proof of sufficient financial funds to cover expenses for an academic year at HCC. This letter must be dated within six months of the term that student plans to enroll at HCC. If the document is not in English, you must provide a certified translation.
- 6. Submit high school transcripts with a certified English translation (if not in English) and an evaluation completed by a company that is accredited by the **NACES (www.naces.org)**. A **document-by-document** evaluation is required for a high school transcript. The applicant assumes the expense for this evaluation. This is required for high school transcripts if the student attended an institution outside of the United States. Submit final official high school transcripts if the student attended an institution inside the United States.
- 7. Submit proof of health insurance valid for a minimum of one year. Proof of insurance is required for each year of enrollment. Proof of insurance must be in English. If the policy is not in English, a certified English translation is required. Proof of health insurance must specify the effective date and expiration date. If your insurance card does not specify this information or you have not received it at the time of submitting your documents, then an original verification letter on letterhead from the insurance company is required.
- 8. Submit proof of passing scores of the Test of English as a Foreign Language (TOEFL) or the equivalency. Students must score at least 500 on the written TOEFL, or score at least 173 on the computer based TOEFL, 61 on the iBT Toefl or successfully complete the 109 Level at an ELS Language Center.
- 9. Submit a completed Personal Data Form located on this Prospective Student Guide for International Students packet. This is a two-page form and is continued on the back of the page.

CONTINUED ON THE BACK

**ADDITIONAL DOCUMENTATION REQUIRED FOR TRANSFERRING
INTERNATIONAL STUDENTS FROM AN INSTITUTION OUT OF THE U.S. TO HCC**

- 10. Submit post-secondary transcripts with a certified English translation (if not in English) and an evaluation completed by a company that is accredited by the NACES (www.naces.org). A **course-by-course** evaluation is required for post-secondary transcripts. The applicant assumes the expense for this evaluation. This is required for post-secondary transcripts of institutions outside of the United States.

**ADDITIONAL DOCUMENTATION REQUIRED FOR TRANSFERRING
INTERNATIONAL STUDENT FROM AN INSTITUTION IN THE U.S. TO HCC**

- 11. Submit final official post-secondary transcripts of institutions that the student attended inside the United States.
- 12. Submit a completed Visa Clearance Form located in this Prospective Student Guide for International Students packet.
- 13. Submit a copy of the student's I-20, pages 1 and 3.
- 14. Submit a copy of the student's I-94 card, front and back.
- 15. Submit a copy of the student's visa (B-2, F-1, F-2, J-1 or M-1).
- 16. Submit a copy of the student's passport. The passport must be valid for a minimum of six months after the term begins.

Students may bring or mail in the packet with all of the required documentation to apply for admissions to HCC as an international student. Students must provide all documentation as one entire, completed packet to the campus of your choice by the published deadline date for the term that you plan to enroll. Partial packets are not accepted.

<u>Deadline Dates</u>	<u>Entrance Terms</u>
31 May	Fall (August)
06 September	Spring (January)
12 February	Summer (May)

HILLSBOROUGH COMMUNITY COLLEGE GUIDE FOR INTERNATIONAL STUDENTS

Students from foreign Countries who plan to attend Hillsborough Community College must furnish all of the following documents before being admitted to the college:

1. A Hillsborough Community College application for admission with a non-refundable of \$20.00 plus a \$50.00 international student application fee.
2. A Confidential Financial Information Certificate (enclosed) and a letter of verification from at least one bank. International students must furnish proof that they have sufficient funds to cover college tuition and fees, textbooks, housing, food, transportation, and other incidental expenses while attending college in the United States. The current cost for tuition is \$318.35 per credit hour. **Students must have funds available when they register for classes.** The estimated expenses for one academic year (Fall, Spring and Summer Terms):

Tuition and Fees	9550.50 = 30 Credits per academic year (see full-time Enrollment section. Lab fees vary by course.)
Books and Supplies	2,272.50
Housing and Food	6,560.00
Transportation (Automobile)	3,078.00
Personal Expenses	2,943.00
Health Insurance	<u>650.00</u>
Total Estimated Fees	\$25,054.00

3. A certified English translation and evaluation of high school and post-secondary transcripts from one of the following evaluation services recognized by the NACES (www.naces.org):

See attached list for other evaluation services.

A **Document-by-document** evaluation is required for a high school transcript. A **Course-by-course** evaluation is required for all post-secondary transcripts. The applicant assumes the expense for these evaluations.

4. **Provide proof of health insurance, which must be valid for one year.** Proof of insurance is required for each year of enrollment. Proof of insurance must be in English. Students who need health insurance may consult the Yellow Pages of the telephone book. The approximate cost of health insurance for one year is \$650.00. This should be included in your total estimated expenses for the year.
5. International students must have sufficient knowledge of the English language to pursue a full course of study in either the Associate in Arts or Associate in Science degree. **Therefore, all International students whose native language is not English must score at least 500 on the written test of English as a Foreign Language (TOEFL), or score 173 on the computer base TOEFL, 61 on IBT TOEFL or successfully complete the 109 Level at an ELS Language Center or successfully complete Level 6 at an American Language Academy (ALA) Center before admission to Hillsborough Community College is approved.** The TOEFL should be taken before departure from the student's home country unless the student plans to enroll in a Language Institute in the United States prior to attending Hillsborough Community College. **The score for the test or a transcript**

from the ELS Language Center must be included with the application for admission. Final approval for admission will not be granted without the score. For information about the test, write:

TOEFL	1-800-GO-TOEFL
Box 899	1-800-468-6335
Princeton, NJ	1-609-921-9000
09850	
USA	
www.toefl.org	

For information about the Language Centers write:

ELS Language Centers
P. O. Box 4050
Culver City, CA
90230
www.els.com

The following are testing site facilities. You must contact either the testing site or TOEFL Office for information and registration:

TOEFL : Website: <http://www.ets.org/> or www.Toefl.org phone: 1-877-863-3546

6. If an international student is attending or has previously attended a school in the United States, he/she must have the Foreign Student Advisor at the previously attended school complete the attached Visa Clearance form.

All of the documents must be certified originals and forwarded to the Hillsborough Community College campus of your choice. (See campus location on the application for admission).

The completed packet should be furnished by the published deadline date for the term that you plan to enroll. This allows time for the student to complete the Hillsborough Community College placement test and to meet with an academic counselor/advisor prior to registering for courses. The academic counselor/advisor will help the student select courses dependent upon student interest, prior educational training, course prerequisites, and academic counseling/advising recommendations.

Full-Time Enrollment

International students on visas are required by United States Citizenship and Immigration Service to be enrolled on a full-time basis. Hillsborough Community College offers three terms – **Fall Term**, **Spring Term**, and **Summer Term** will be optional unless it is the student's first semester (these are 8 -10 week terms- a full-time load is 12 credit hours or more each term). The academic year is fall term through summer term.

Employment

F-1 Visa students may not be employed outside of campus while attending college unless the United States Citizenship and Immigration Service has granted permission.

Housing

Hawks Landing Apartments are located at the Dale Mabry Campus <http://www.hccstudenthousing.com/>

Hillsborough Community College Policies

All international students must follow the policies outlined in the college catalog.

Certificate of Eligibility (Form I-20 AB)

The United States Citizenship Immigration Service's certificate of eligibility for Immigration (F-1) student status I-20 AB form will be provided to international students following their admission to the college – this means the complete package in items one through six of this guide.

Checklist: The following items must be submitted in **one** packet by the published deadline date for the term that you plan to enroll:

- _____ Application for admission with \$20.00 application fee and a \$50.00 international student application fee
- _____ Confidential financial information certificate and official bank letter
- _____ Sponsorship Letter
- _____ High school and post-secondary transcripts (certified English translation)
- _____ Proof of health insurance (English translation)
- _____ TOEFL score of 500 (173 for computer-base or 61 on iBT) higher, or successful completion of the 109 Level at an ELS Language Center or Level 6 at an American Language Center
- _____ **Personal Data Form** (located on this packet)

All documents provided to the college must be in English

In addition to the above items, students who are attending or have attended another school in the United States must also furnish the following:

- _____ Copy of valid passport (expiration date required)
- _____ Copy of valid I-94 card (front and back)
- _____ Copy of valid Visa
- _____ Visa Clearance form
- _____ Copy of I-20 (pages 1 and 3)

Confidential Financial Certificate
Hillsborough Community College

Name of Applicant: _____ Country of Citizenship: _____

1. Who is providing the funds for your study in the United States?

Name of Sponsor: _____

Address: _____

(Attach a notarized letter of authorization or commitment from the sponsoring individual or agency and a notarized letter on letterhead from the banking institution of the sponsor)

2. Indicate the amount and sources of funds; in United States dollars that you expect to have available to meet the necessary expenses after your arrival in Tampa. Please provide a notarized letter of verification from a bank indicating that the amount noted below will be available to you each year to cover you educational expenses.

Amount of funds available per year: _____

A single student will need at least \$25,054.00 per year to cover tuition and living expenses for ten months (this amount is subject to change if tuition increases). A student who plans to stay in the United States for a two-month vacation should add \$1,600.00 per month for living expenses during this period. If a student plans to attend school for **all** twelve months in a calendar year, he/she should add \$3,200.00 per month to the \$25,054.00 minimum.

3. If you are married and plan to bring a spouse and/or children, you must certify that you have an additional amount of \$3,000.00 per year for a spouse and \$1,500.00 per year for each child. The following information below is required of all persons who will be dependent on you for financial support. Please provide the required information:

_____ Spouse or _____ Child

Family Name: _____ First Name: _____

Middle Name: _____ Country of Birth: _____

City of Birth: _____ Country of Citizenship _____

Date of Birth (MM/DD/YY): ___ / ___ / ___

_____ Spouse or _____ Child

Family Name: _____ First Name: _____

Middle Name: _____ Country of Birth: _____

City of Birth: _____ Country of Citizenship: _____

Date of Birth (MM/DD/YY): ___ / ___ / ___

I hereby certify that the above statements are complete and accurate to the best of my knowledge:

Applicant's Signature: _____ Date: _____

Personal Data Form
International Student Office
Hillsborough Community College
Please Print or Type

General Information:

Social Security Number (if applicable): _____ - _____ - _____

Date of Birth (MM/DD/YY): _____ / _____ / _____

Family Name: _____ First Name: _____

Middle Name: _____ Country of Birth: _____

City of Birth: _____ Country of Citizenship: _____

Country of Legal Permanent Residence: _____

Passport Number: _____ Phone Number: + ____ (____) _____ - _____

Passport Expiration Date (MM/DD/YY): _____ / _____ / _____ .

I-94/Immigrations Information (All Visa Types):

I-94 Arrival Date (MM/DD/YY): _____ / _____ / _____ .

I-94 Arrival City: _____

I-94 Expiration Date (MM/DD/YY): _____ / _____ / _____ or valid for D/S? _____

I-94 Admissions Number: _____

Visa Type: _____

Visa Expiration Date (MM/DD/YY): _____ / _____ / _____

Financial Data (Source of Funds – Check all that Apply):

Personal/Family _____
HCC _____
Home Government _____
International Agency _____

Private Sponsor – United States _____
Private Sponsor – Foreign _____
United States Government _____

CONTINUED ON THE BACK

Insurance Company:

Name: _____ Policy Number: _____

Address: _____ City: _____ State: _____

United States Telephone Number: (____) ____ - _____

Expiration Date of Current Policy (MM/DD/YY): ____ / ____ / ____ .

Personal Information:

Local Address: _____
Street Apt. No. City State Zip Code

Out of Country Permanent Address: _____
Street Apt. No.

City State/Province Postal Code

Country

Gender: Male _____ Female _____

Native Language: _____

Other Languages: _____

Contact In Case of an Emergency:

Name: _____
First Middle Initial Last

Relationship to Applicant: _____

Address: _____
Street Apt. No. City State Zip Code Country

Telephone Number: + ____ (____) ____ - _____

**Visa Clearance Form- Student Transferring to HCC
All International Applicants in the United States**

As part of the application process to Hillsborough Community College, you must show that you are currently in status with the United States Citizenship and Immigration Services by completing this form and returning it to: **Hillsborough Community College PO BOX 30030, Tampa, FL 33630**
FAX : 813-259-6050 ATT: International Student Admissions Office (or campus of your choice)

The following is to be completed by the international student:

Student's Name: _____
Family Given Middle Country of Origin

Present Address: _____
Street Apt. No. City and State Zip

Out of Country Address: _____
Address City/Province/Territory Postal Code Country

The following section is to be completed by the International Student Advisor of the Secondary or Post-Secondary school you are presently attending in the United States:

Visa Information: If none of the following apply, please indicate the type of visa here: _____

F-1 F-2 Dependent M-1 M-2 Dependent J-1 J-2 Dependent

I-20 I.D. SEVIS Number Institution

Permission to Stay (Form I-94) expires: _____ or valid for D/S (Duration of Status): _____

If F-1, is the student currently attending school last authorized to attend by Immigration USCIS?
____ Yes ____ No.

If no, please explain: _____

Date of last attendance: _____
Term Month Day Year

To the best of your knowledge, is the student currently **in status** with USCIS? ____ Yes ____ No.

If no, please explain: _____

I certify that the preceding is correct to the best of my knowledge:

Signature of School Official Name and Title Date

Name of Institution Address City State Zip Telephone Number

**THIS FORM MUST BE RETURNED BEFORE FINAL ACTION CAN BE TAKEN ON
YOUR APPLICATION FOR ADMISSION TO HILLSBOROUGH COMMUNITY COLLEGE**

**Hillsborough Community College
Campus Addresses and Telephone Numbers**

Mailing/Physical Address and Telephone Number

Admissions, Registration & Records
Brandon Campus
10414 E. Columbus Dr.
Tampa, Florida
33619-7856
(813) 253-7801

Mailing Address and Telephone Number

Admissions, Registration & Records
Dale Mabry Campus
P. O. Box 30030
Tampa, Florida
33630-3030
(813) 253-7201
DMARR@hccfl.edu

Physical Address

Admissions, Registration & Records
Dale Mabry Campus
4001 W. Tampa Bay Blvd.
Tampa, Florida
33614

Mailing/Physical Address and Telephone Number

Admissions, Registration & Records
Plant City Campus
1206 N. Park Rd.
Tampa, Florida
33566-2799
(813) 757-2103

Mailing/Physical Address and Telephone Number

Admissions, Registration & Records
Ybor City Campus
2112-15th Street
Tampa, Florida 33605-3648
(813) 253-7601



Current NACES® Members

FOREIGN TRANSCRIPTS

Hillsborough Community College requires all original transcripts with an official English translation, and an evaluation from a member of NACES (National Association of Credential Evaluation Services). A document-by-document evaluation is required for high school transcripts and a course-by-course evaluation for postsecondary transcripts. Visit the NACES website for more information and member updates www.naces.org.

Academic Evaluation Services, Inc.

11700 N. 58th St, Suites G & H,
Tampa FL, 33617
Ph: 813-374-2020 /Fax 813-374-2023
www.aes-edu.org

Center for Applied Research, Evaluations, & Education, Inc.

P.O. Box 18358
Anaheim, CA 92817
Phone: (714) 237-9272
Fax: (714) 237-9279
email: eval_caree@yahoo.com
<http://www.iescaree.com>

Education Evaluators International, Inc.

11 South Angell Street #348
Providence, R.I. 02906
Phone: (401) 521-5340
Fax: (401) 437-6474
email: gary@edupei.com
<http://www.edupei.com>

Education International, Inc.

29 Denton Road
Wellesley, MA 02482
Phone: (781) 235-7425
Fax: (781) 235-6831
email: edint@gis.net
<http://www.educationinternational.org>

Educational Credential Evaluators, Inc.

P.O. Box 514070
Milwaukee, WI 53203-3470
Phone: (414) 289-3400
Fax: (414) 289-3411
email: eval@ece.org
<http://www.ece.org>

Educational Perspectives, nfp.

P.O. Box 618056
Chicago, IL 60661-8056
Phone: (312) 421-9300
Fax: (312) 421-9353
email: info@edperspective.org
<http://www.edperspective.org>

Educational Records Evaluation Service, Inc.

601 University Avenue, Suite 127
Sacramento, CA 95825
Phone: (916) 921-0790
Fax: (916) 921-0793
email: edu@eres.com

<http://www.eres.com>

e-ValReports

10924 Mukilteo Speedway, #290
Mukilteo, WA 98275
Phone: (425) 349-5199
Fax: (425) 349-3420
email: brad@e-valreports.com
<http://www.e-valreports.com>

Evaluation Service, Inc.

333 W. North Avenue, #284
Chicago, IL 60610
Phone: (847) 477-8569
Fax: (312) 587-3068
email: info@evaluationservice.net
<http://www.evaluationservice.net>

Foreign Academic Credential Service, Inc.

P.O. Box 400
Glen Carbon, IL 62034
Phone: (618) 656-5291
Fax: (618) 656-5292
<http://www.facsusa.com>

Foreign Educational Document Service

P.O. Box 4091
Stockton, CA 95204
Phone: (209) 948-6589

Foundation for International Services, Inc.

14926 - 35th Avenue
WestSuite 210 Lynnwood,
Washington 98087
Phone: (425) 248-2255
Fax: (425) 248-2262
email: info@fis-web.com
<http://www.fis-web.com>

Global Credential Evaluators, Inc.

P.O. Box 9203
College Station, TX 77842-9203
Phone: (512) 528-0908
Fax: (512) 528-9293
email: gce@gceus.com
<http://www.gceus.com> or
<http://www.gcevaluators.com>

Global Services Associates, Inc.

2554 Lincoln Boulevard, # 445
Marina del Rey, CA 90291
Phone: (310) 828-5709
Fax: (310) 828-5709
email: info@globaleval.org
<http://www.globaleval.org>

International Academic Credential Evaluators, Inc.

P.O. Box 2465
Denton, Tx 76202-2465
Phone: (940) 383-7498
Fax: (940) 382.4874
email: staff@iacei.net
<http://www.iacei.net>

International Consultants of Delaware, Inc.

P.O. Box 8629
Philadelphia, PA 19101-8629
Phone: (215) 222-8454 ext. 510
Fax: (215) 349-0026
email: icd@icdel.com
<http://icdel.com>

International Education Research Foundation, Inc.

P.O. Box 3665
Culver City, CA 90231-3665
Phone: (310) 258-9451
Fax: (310) 342-7086
email: information@ierf.org
<http://www.ierf.org>

Josef Silny & Associates, Inc. International Education Consultants

7101 S.W. 102 Avenue
Miami, FL 33173
Phone: (305) 273-1616
Fax: (305) 273-1338
Fax: (305) 273-1984 (Translations)
email: info@jsilny.com
<http://www.jsilny.com>

SpanTran Educational Services, Inc.

7211 Regency Square Blvd.,
Suite 205 Houston, TX 77036-3197
Phone: (713) 266-8805
Fax: (713) 789-6022
email: info@spantran-edu.org
<http://www.spantran-edu.org>

World Education Services, Inc.

P.O. Box 5087
Bowling Green Station
New York, NY 10274-5087
Phone: (212) 966-6311
Fax: (212) 739-6100
email: info@wes.org
<http://www.wes.org>