Hillsborough Community College
Center for International Education

2015-2016 International Student Application for Admission
International Student Admissions Requirements

Application Deadlines

High school graduates, ESL (English as a Second Language) students and college/university transfer students planning to attend HCC on an F-1 visa need to apply by the following deadlines:

<table>
<thead>
<tr>
<th>Term</th>
<th>Initial F-1 Students</th>
<th>Transfer F-1 Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall (August)</td>
<td>June 15</td>
<td>July 15</td>
</tr>
<tr>
<td>Spring (January)</td>
<td>November 1</td>
<td>December 1</td>
</tr>
<tr>
<td>Summer (May)</td>
<td>March 15</td>
<td>April 15</td>
</tr>
</tbody>
</table>

Students entering the United States on an initial F-1 student visa should begin the application process at least three months prior to the start term to allow for visa processing and arrange personal and academic affairs upon arrival.

Please submit the following documents:

1. A completed International Student Application for Admission.

2. $50 Application and Processing Fee (non-refundable). This may be paid by bank check or money order (payable to “Hillsborough Community College”), or by international wire transfer through www.peerTransfer.com. DO NOT SEND CASH.

3. Financial Documents
   - Affidavit of Financial Support (included in the application) completed and signed by your sponsor. The affidavit must be dated within six months of the term you plan to enroll at HCC.
   - Financial document/bank letter. This document must be in English, on official institution letterhead and bear the sponsor’s name. It must show at least USD $20,481 for one year of study at HCC (two semesters). It must be issued within six months of the term you plan to enroll. *

   Students with a scholarship from the Saudi Arabia Cultural Mission and Embassy of Qatar must present a Letter for “Admission Purposes” issued to HCC for the term they plan to enroll. Upon conditional admission to HCC, applicants must present an official Financial Guarantee before an I-20 can be issued.

   * NOTE: Copies of financial documents are acceptable. However, HCC reserves the option of requiring originals or additional documents if necessary.

4. Academic Records
   To be eligible for admission to an associate degree program at HCC, applicants must submit documentation that they have the equivalent of an Associate or higher degree, or a standard high school diploma, or a high school equivalency certificate (GED).

   High School
   - If you graduated from a high school in the United States, submit final, official transcripts. Transcripts may either be submitted as hard copies in an envelope sealed by your school, or your high school registrar may submit the transcripts via email to cjohnson206@hccfl.edu.
   - If you graduated from a high school outside of the United States, your transcripts, graduation certificates and/or exam results must be evaluated by AACRAO (www.aacrao.org) or a NACES-approved agency (www.naces.org) to prove equivalency with a U.S. high school diploma (general or document-by-document evaluation and translation, if transcripts are not in English).
   - Certain countries are exempt from the evaluation requirement. Visit www.hccfl.edu/international for a list of countries and specific document requirements. All transcripts must be in English and be sent to the Center for International Education directly from the institution.
   - If you graduated with an International Baccalaureate (IB), final, official IB results must be submitted directly from International Baccalaureate to the Center for International Education at Hillsborough Community College.
College/University
- If you have attended a university or college in the United States, submit final, official transcripts from all institutions attended.
- If you have attended a university or college outside of the United States, submit a course-by-course evaluation of your academic transcripts by AACRAO or a NACES-approved agency in order to be considered for transfer credit. Transfer credit will count towards the degree requirements at HCC.
  *NOTE: Students are responsible for all costs associated with obtaining translations and evaluations.*

5. Proof of English Proficiency
Applicants from non-English speaking countries must provide proof of English proficiency for admissions purposes.*
- A TOEFL (www.toefl.org) score of 61 (iBT) or 500 (paper-based), an IELTS (www.ielts.org) overall band score of 5.5 or better, or an iTEP Academic score (www.itepexam.com) of 4.0 or better.
- Proof of successful completion of the highest level of an accredited English language program, including INTO USF Level 5, and English Language Centers, ELS Level 109.
- Graduation from a U.S. high school with a standard high school diploma after having attended that school for the entire senior year.
- Proof of successful completion of Kaplan High-Intermediate Level.
- Official transcript proving successful completion of ENC 1101 at a regionally accredited post-secondary institution.

  *NOTE: A TOEFL score or other proof of English proficiency does not guarantee placement into college-level coursework. All new students, unless exempt, are required to take the placement test to determine course placement. Copies of official proof are acceptable. However, HCC reserves the option of requiring originals or additional documents if needed.*

SAT/ACT scores are NOT required for admission purposes and are not accepted as proof of English proficiency, but qualifying scores will be used for determining placement into academic coursework. Request your official score reports to be mailed directly to the CIE from the College Board or the ACT respectively. Test scores may not be older than 2 years.

6. Copy of your passport’s biography page. The passport must be valid at least six months into the future.

F-1 students transferring from another U.S. institution must also submit a copy of their F-1 visa, a copy of their current Form I-20 and the Transfer Clearance Form, completed by their current International Student Advisor.

F-2 VISA HOLDERS: Effective May 29, 2015, an F-2 dependent (spouse or minor child) of an F-1 student in the United States may study part-time in any certified program at an SEVP-certified school at the postsecondary level, as long as it does not amount to what regulations define as full-time for an F-1 student.

F-2 applicants should submit the following documents by the given admission deadlines to the Center for International Education: Completed International Student Application, application fee (see #2), transcripts/academic records (see #4), proof of English proficiency (see #5), and a copy of their passport, F-2 visa and current I-20.

After Your Application is Received
Once your application is complete, your file will be reviewed. Please be careful in completing all appropriate documents, as incomplete or improperly completed items will result in a delay in processing your application. Students who are accepted to HCC will be sent an official Arrival Guide with Acceptance Letter and I-20. New, initial F-1 students will use this I-20 to apply for their F-1 student visa at their local United States Embassy or Consulate. The Arrival Guide will provide you with detailed information regarding next steps on your way to enrollment at HCC.
After Admission and Before Attending Orientation

7. **Proof of Health Insurance.** All international F-1 students must submit proof of health insurance valid for a minimum of one year. Visit [www.insuranceforstudents.com/hcc](http://www.insuranceforstudents.com/hcc) and enroll in the HCC-preferred plan.

Application Submission

You may submit your application in two ways:

1. **Mail** all application materials to:  
   
   **Center for International Education**  
   Hillsborough Community College  
   4001 W. Tampa Bay Blvd.  
   DSSC, Room #322  
   Tampa, Florida 33614 USA

2. **Email** your application materials to  
   [cjohnson206@hccfl.edu](mailto:cjohnson206@hccfl.edu)

   **Note:** DO NOT email copies of transcripts. Original/official high school and/or post-secondary transcripts from institutions within the U.S., or evaluated foreign high school and/or post-secondary transcripts must be mailed to the CIE in a sealed envelope or emailed directly to the Center by your school counselor or registrar.
Submit Application to:
Hillsborough Community College
Center for International Education
4001 W. Tampa Bay Blvd.
Tampa, FL 33614-7810 USA

Need to contact us?
Phone: 1 (813) 253-7009
Fax: 1 (813) 253-7070
Email: international@hccfl.edu
www.hccfl.edu/international
Find us on Facebook!
www.facebook.com/HCCFLInternational

Application Check List:
☐ International Student Application form completed and signed by the applicant.
☐ $50.00 non-refundable application fee (bank check, money order or wire transfer).
☐ Bank Statement in English and on official bank letterhead.
☐ Affidavit of Support completed by sponsor.
☐ Proof of English proficiency (e.g., TOEFL or IELTS meeting minimum scores).
☐ Official high school and/or post-secondary transcripts or credentials (see admission requirements for specific details)
☐ If applicable, transcripts from U.S. post-secondary institutions—must be official and provided in a sealed envelope.
☐ Copy of passport. Transfer students must also send copies of their current I-20 and F-1 visa.

1
Personal Information

☐ New Student
☐ Transfer Student
☐ Returning Student

Term you plan to begin:
☐ Fall
☐ Summer
☐ Spring

Choose your main campus:
☐ Dale Mabry
☐ Ybor City
☐ Brandon
☐ Plant City
☐ South Shore

Where do you plan to live while studying at HCC?
☐ Off-campus Housing
☐ Hawk’s Landing (student housing available at Dale Mabry Campus only)

Write name as it appears on passport. Please Print or Type.

Family Last Name: ____________________________
Given Name: __________________________________
Middle Name(s): ______________________________

U.S. Mailing Address if available—Number and Street:________________________
Apt. Number: ____________________________
City: ____________________________
State/Province: ____________________________
Zip or Postal Code: ____________________________

Country of Current Residence: ____________________________
Date of Birth: ____________________________
Month________ Day________ Year________

Home Telephone Number: ____________________________
Mobile Phone Number: ____________________________
Email Address (required): ____________________________

Ethnicity: (Optional)
☐ White  ☐ Black or African American  ☐ Asian  ☐ Hispanic  ☐ Native Hawaiian or other Pacific Islander  ☐ American Indian  ☐ Other ____________________________

Driver’s License # and Issuing State: ____________________________
Social Security #, if applicable: ____________________________

Marital Status: ____________________________
☐ Single  ☐ Married

Gender: ____________________________
☐ Male  ☐ Female

Native Language(s): ____________________________

Home Country Address (Required):
Address Line 1: ____________________________
Address Line 2: ____________________________
City, State/Province, Postal Code: ____________________________
Country: ____________________________

2
Immigration Information

Pasport Number: ____________________________
Expiration Date: ____________________________
Country that issued passport: ____________________________
Country of Birth: ____________________________

If currently in the U.S., what is your visa status?
☐ F-1  ☐ F-2  ☐ B-1  ☐ B-2  ☐ None  ☐ Other: ____________________________

If transferring, I-20 status:
☐ Valid  ☐ Terminated

If you have an I-20, name of issuing school: ____________________________

FOR OFFICE USE ONLY
Entry Term: ____________________________
Hawk ID#: ____________________________
Date: ____________________________
CIE Employee: ____________________________
Check Received: ____________________________
YES / NO
If you will bring your spouse and/or children with you as F-2 dependents, please complete the following:

<table>
<thead>
<tr>
<th>Name</th>
<th>Birthday</th>
<th>Country of Birth</th>
<th>Country of Citizenship</th>
<th>Relationship</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

### Emergency Contacts

Family member or friend in the U.S. to contact in case of an emergency:

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>City, State, Zip</th>
<th>Daytime Phone</th>
<th>Evening Phone</th>
<th>Relationship to Student</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Family member or friend outside the U.S. to contact in case of an emergency:

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>City, State/Province, Postal Code, Country</th>
<th>Daytime Phone (include country code)</th>
<th>Evening Phone (include country code)</th>
<th>Relationship to Student</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

### Education

List all previous secondary/high schools, colleges, universities and ESL programs attended (required):

<table>
<thead>
<tr>
<th>Name of School:</th>
<th>City</th>
<th>State/Province</th>
<th>Country</th>
<th>Dates of Attendance Month/Year to Month/Year</th>
<th>Graduated?</th>
</tr>
</thead>
<tbody>
<tr>
<td>High School:</td>
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<td></td>
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<tr>
<td>University/College/Technical School:</td>
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<tr>
<td>University/College/Technical School:</td>
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<tr>
<td>University/College/Technical School:</td>
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</tr>
</tbody>
</table>

If you have a GED, please enter your information here:

<table>
<thead>
<tr>
<th>State Issuing GED</th>
<th>Date Issued</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Proof of English proficiency for admission purposes/Academic Testing Scores:

Check one: □ TOEFL □ IELTS □ iTEP

<table>
<thead>
<tr>
<th>Score:</th>
<th>SAT/ACT Scores</th>
<th>Reading</th>
<th>English (ACT only)</th>
<th>Math</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

Name of English Language School: City/State: Highest Level Completed:

Which best describes you? Check one.

- □ First Time at Post-Secondary Institution (college/university)
- □ Previously Attended Post-Secondary Institution (college/university)
- □ English Language Program/School
- □ Former HCC student
- □ Prior Degree (A.A./B.A.)
**What program would you like to study? Choose one.**

*Note: Students with a prior Associate or Bachelor degree may only choose an AS degree program.*

<table>
<thead>
<tr>
<th>Associate in Arts (AA) Programs:</th>
<th>Associate in Science (AS) Programs:</th>
<th>AS Programs Continued:</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Agriculture</td>
<td>□ Accounting Technology</td>
<td>□ Radiography</td>
</tr>
<tr>
<td>□ Allied Health</td>
<td>□ Aquaculture</td>
<td>□ Respiratory Care</td>
</tr>
<tr>
<td>□ Anthropology</td>
<td>□ Architectural Design and Construction Technology</td>
<td>□ Restaurant Management</td>
</tr>
<tr>
<td>□ Architecture</td>
<td>□ Biotechnology</td>
<td>□ Sign Language Interpretation</td>
</tr>
<tr>
<td>□ Art</td>
<td>□ Business Administration</td>
<td>□ Veterinary Technology</td>
</tr>
<tr>
<td>□ Building Construction</td>
<td>□ Business Administration: International Business Option</td>
<td></td>
</tr>
<tr>
<td>□ Business Administration</td>
<td>□ Computer Engineering Technology</td>
<td></td>
</tr>
<tr>
<td>□ Computer Information Systems</td>
<td>□ Computer Information Administrator</td>
<td></td>
</tr>
<tr>
<td>□ Computer Science Engineering</td>
<td>□ Computer Programming</td>
<td></td>
</tr>
<tr>
<td>□ Dance</td>
<td>□ Counseling and Human Services</td>
<td></td>
</tr>
<tr>
<td>□ Dramatic Arts</td>
<td>□ Criminology &amp; Criminal Justice Studies</td>
<td></td>
</tr>
<tr>
<td>□ Education/Teacher Preparation</td>
<td>□ Culinary Management</td>
<td></td>
</tr>
<tr>
<td>□ Engineering</td>
<td>□ Database Technology</td>
<td></td>
</tr>
<tr>
<td>□ Foreign Language</td>
<td>□ Dental Hygiene</td>
<td></td>
</tr>
<tr>
<td>□ Graphic Design</td>
<td>□ Diagnostic Medical Sonography Technology</td>
<td></td>
</tr>
<tr>
<td>□ History</td>
<td>□ Dietetic Technician</td>
<td></td>
</tr>
<tr>
<td>□ Hospitality Administration Management</td>
<td>□ Digital Media/Multimedia Technology</td>
<td></td>
</tr>
<tr>
<td>□ Humanities</td>
<td>□ Digital Television and Media Production</td>
<td></td>
</tr>
<tr>
<td>□ Liberal Arts</td>
<td>□ Early Childhood Management</td>
<td></td>
</tr>
<tr>
<td>□ Mass Communications</td>
<td>□ Electronics Engineering Technology</td>
<td></td>
</tr>
<tr>
<td>□ Mathematics</td>
<td>□ Engineering Technology</td>
<td></td>
</tr>
<tr>
<td>□ Mathematics: Education/Teacher Prep.</td>
<td>□ Environmental Science Technology: Environmental Technician Option</td>
<td></td>
</tr>
<tr>
<td>□ Medical Sciences</td>
<td>□ Environmental Science Technology: Laboratory Technician Option</td>
<td></td>
</tr>
<tr>
<td>□ Music</td>
<td>□ Fire Science Technology</td>
<td></td>
</tr>
<tr>
<td>□ Pharmacy</td>
<td>□ Hospitality and Tourism Management</td>
<td></td>
</tr>
<tr>
<td>□ Philosophy</td>
<td>□ Internet Services Technology: Web Designer</td>
<td></td>
</tr>
<tr>
<td>□ Political Science</td>
<td>□ Internet Services Technology: Web Developer</td>
<td></td>
</tr>
<tr>
<td>□ Psychology</td>
<td>□ Maternal and Child Services</td>
<td></td>
</tr>
<tr>
<td>□ Religious Studies</td>
<td>□ Network Systems Technology</td>
<td></td>
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<tr>
<td>□ Sociology</td>
<td>□ Nuclear Medicine Technology</td>
<td></td>
</tr>
<tr>
<td>□ Statistics</td>
<td>□ Nursing</td>
<td></td>
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<tr>
<td></td>
<td>□ Office Administration</td>
<td></td>
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<tr>
<td></td>
<td>□ Opticianry</td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ Optical Management Technology</td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ Paralegal Studies</td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ Radiation Therapy</td>
<td></td>
</tr>
</tbody>
</table>

**Confused about whether to choose an AA or AS degree?**

**AA degree**

An **AA degree** is usually chosen by students who plan to transfer to a 4-year university and eventually earn a B.A. It transfers to most universities.

**AS degree**

An **AS degree** is chosen by students who already earned a prior Associate or Bachelor degree at a U.S. or foreign post-secondary institution. The AS degree offers additional coursework to prepare students for employment and are only transferrable to 4-year public and private universities that have agreements with HCC.

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**How did you hear about us?**

- □ Website
- □ Magazine, Catalogue
- □ Event or College Fair
- □ Language School
- □ Recruitment Agent
- □ Family/Friend or Other Source
- □ Study in the USA website

Please specify source: __________________________________________

**Why did you choose HCC? (Select all that apply)**

- □ Cost
- □ Location
- □ Housing
- □ Proximity to family/friends
- □ School’s reputation or program
- □ Other: __________
Financial Responsibility Agreement:

Federal visa laws require that F-1 international students must certify and declare that they have sufficient funds to cover the cost of tuition, books, room and board, personal expenses, and health insurance for at least one academic year. For the 2015-2016 academic year, a single student will need at least $20,481 (subject to change) per year to cover academic and living expenses. This statement must be on file before admission will be considered. In addition to declaring the availability of funds on this page, you must attach an official bank statement as proof and include an Affidavit of Financial Support from your sponsor (see page 5). It may be necessary to provide additional documentation to prove your financial support.

Current Estimates for the 2015-2016 Academic Year Are Outlined Below:

<table>
<thead>
<tr>
<th>Category</th>
<th>Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition &amp; Fees</td>
<td>$9,111.00</td>
</tr>
<tr>
<td>Books and Supplies</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>Housing and Meals</td>
<td>$6,750.00</td>
</tr>
<tr>
<td>Transportation</td>
<td>$720.00</td>
</tr>
<tr>
<td>Health Insurance</td>
<td>$700.00</td>
</tr>
<tr>
<td>Other Expenses</td>
<td>$2,000.00</td>
</tr>
<tr>
<td><strong>SUB TOTAL</strong></td>
<td><strong>$20,481.00</strong></td>
</tr>
</tbody>
</table>

Note: $5,000 should be added for each F-2 dependent.

I, (Student’s Name) ______________________________________, affirm that:

1) I have sufficient funds to cover all academic and living expenses in the amount of $20,481 as required for one year of study at HCC.

2) I understand that if I plan to bring a spouse and/or children I must certify and provide documentation for an additional amount of $5,000 per F-2 dependent /per year and will notify HCC of my intent to do so.

3) I understand that I am required to pay all tuition and fees by the designated payment deadline each term; otherwise, I will not be able to start my classes.

4) I am responsible to pay a non-refundable $50 application fee in order to be considered for admissions.

5) I must provide proof of health insurance for one year prior to beginning classes and must keep my insurance valid for the duration of my studies.

6) I understand that I must provide an official bank statement and the completed and signed Affidavit of Financial Support as proof of financial support.

Please provide the source of your funding:

- Self
- Sponsor: __________________________ Relationship: __________________________

Sponsor’s Address: ___________________________________________________________

Amount of funds available per year, in dollars: ___________________ (must be a minimum of $20,481)

I hereby certify that the information I have provided is complete and accurate:

Applicant’s Signature: __________________________ Date: __________________________
Affidavit of Financial Support (to be completed by the sponsor):

PLEASE NOTE: It is the student’s responsibility to demonstrate that sufficient funding is available to meet all academic and living expenses for the duration of your studies at HCC. If you will provide your own funding (self-sponsored student applicant), a completed and signed Financial Declaration (see page 4) and supporting bank documents will suffice. If you have one or more sponsors, each sponsor must provide a completed and signed Affidavit of Financial Support along with financial proof.

I, ______________________________________, hereby affirm and state as follows:

(Name of Sponsor)

1. I am the ____________________________ of Mr./Mrs./Ms. ____________________________, (Relationship) (Name of student) who has applied for admission at Hillsborough Community College.

2. I will meet all educational (including, but not limited to tuition, fees, and books), living, health insurance, and miscellaneous expenses of the said applicant for the duration of his/her academic studies at Hillsborough Community College.

3. I have attached an official bank statement or a bank letter (in English, on official bank letterhead, bearing the sponsor’s name and dated within six months of the start term) reflecting a current balance of $___________ U.S. dollars in liquid assets (at a minimum $20,481) to cover the first year of study in support of this affidavit.

Please note that proof of additional funds must be provided for any dependents accompanying the student (see page 5).

AFFIRMATION OF SPONSOR

I make this affidavit for the purpose of assuring the United States Government that I am willing and able to support the student mentioned above, and that the information on this form is complete and accurate. I am fully aware that any false or misleading statements may result in the denial of admission or cancellation of registration and loss of immigration benefits following enrollment.

Sponsor Signature: ___________________________ Date: ______________________

Address: ________________________________________________________________

City: ____________________________ State/Province: ______________________

Postal Code: ____________________________ Country: ______________________

Telephone #: ____________________________ Email: ______________________

Page 5 of 6
Please Read, Sign and Date:

As an international student attending Hillsborough Community College (HCC) on an F-1 visa, I understand that I will be classified as a NON-Florida resident for tuition purposes. I also understand that I am not eligible for need-based financial aid.

I understand that this application is for admission to Hillsborough Community College and is for the term indicated on this application. I also understand and agree that I will be bound by the College’s regulations concerning application deadline dates and admissions requirements. I further agree to the release of any transcript, student record or test scores to HCC (including any SAT-I, SAT-II and ACT score reports) that HCC may request.

I certify that all the information given in this application is complete and accurate, and I understand that to make false or fraudulent statements within this application or residency statement may result in disciplinary action, denial of admission, invalidation of credits or degrees earned, and/or dismissal from HCC. I understand, with my signature, that while attending Hillsborough Community College, I agree to uphold all federal and state laws, county and municipality ordinances, and rules, regulations, policies and procedures of Hillsborough Community College. I also certify that I have answered all questions on this application accurately and that all documentation provided is accurate.

In accordance with §1001.64(8)(a).F.S., Hillsborough Community College may consider the past actions of any person applying for admission or enrollment to HCC and may deny admission or enrollment to any applicant because of misconduct if determined to be in the best interest of the College. Hillsborough Community College reserves the right to refuse admission or re-enrollment or to place conditions on admission or re-enrollment of applicants and students who HCC determines would be disruptive to the orderly process of the College’s programs, would interfere with the rights and privileges of other students or employees, and/or would represent a safety risk to HCC students, employees or property. Applicants/students have the right to appeal any decision to the campus Dean of Student Services within seven (7) calendar days of the date the notice was received.

Applicant’s Printed Name ___________________________ Applicant’s Signature (required) ___________________________ Date __________

Required for applicants under the age of 18:

Parent’s Printed Name ___________________________ Parent’s Signature ___________________________ Date __________

Hillsborough Community College is an equal access/equal opportunity employer that makes employment and education-related decisions without regard to race, color, gender, religion, national origin, age, disability, sexual orientation, marital status or any other bias that is or may be prohibited by state or federal laws. The Equity Office values and responds to equity-related complaints in a very confidential and timely manner. Employees and students who believe they have been a victim of discrimination or sexual harassment should contact Dr. Joan B. Holmes, Special Assistant to the President for Equity and Special Programs, telephone 813.253.7043, email jholmes16@hccfl.edu.