



# INTERNATIONAL STUDENTS

Admission Application



Prospective International Students,

Thank you for choosing the City Colleges of Chicago where we value diversity and seek multiple opportunities to prepare our students for the global environment in which we live. While striving to promote awareness, and understanding of international cultures, we also recognize that our International Students enrich the educational experience of our academic community.

We are excited that you are planning to further your education with us, and are looking forward to serving you. It is our mission to foster your academic and personal development and enable you to achieve your goals and objectives. Many of our International Students appreciate our beautiful campuses where small classes allow them to receive personal attention from our faculty who take a personal interest in each student's successful learning experience.

The City Colleges of Chicago is one of the largest and most comprehensive community colleges in the United States offering a wide range of academic and professional courses necessary for certification, an Associate Degree, and general education requirements needed to transfer to a four-year institution. The City Colleges of Chicago is comprised of seven campuses located throughout the city and offers a diverse number of campus options set against the backdrop of the culturally rich city.

Please take a few minutes to explore our website and familiarize yourself with the many programs and services that we offer. If you are interested in attending the City Colleges of Chicago, please complete the application and mail back to us with all necessary supporting documents.

Thank you once again for your interest in the City Colleges of Chicago. We look forward to seeing you soon.

Sincerely,

Juan Salgado

Chancellor  
City Colleges of Chicago

## Application Deadlines

Semester	Date
Spring	November 1
Summer	April 1
Fall	June 1

### International Student Advisors

School	Contact Person	Phone	Email
Harold Washington College	Tiffany Stallworth	312-553-5905	tstallworth@ccc.edu
Harry S. Truman College	Jose Carrejo	773-907-6809	jcarrejo1@ccc.edu
Kennedy-King College	Eric Hayes	773-602-5273	ehayes10@ccc.edu
Malcolm X College	Michael Ryniec	312-850-7107	mryniec@ccc.edu
	Jose Torrez	312-850-7120	jtorrez1@ccc.edu
Olive-Harvey College	Nailah Watson	773-291-6334	nwatson30@ccc.edu
	Felicia Spaulding	773-291-6136	fspaulding@ccc.edu
	Shaun Manning		smanning15@ccc.edu
Richard J. Daley College	Eduardo Lugo	773-838-7572	elugo@ccc.edu
Wilbur Wright College	Joseph Kim	773-481-8128	hkim32@ccc.edu
	Liz Miazek	773-481-8322	emiazek@ccc.edu
District Office	Kisha Ingram	312-553-2938	kingram14@ccc.edu

**Please Mail Completed Application to the campus which you are applying for:**

<p><b>Malcolm X College</b> Office of the Registrar 1900 W. Jackson Chicago, IL 60612</p>	<p><b>Harry S. Truman College</b> Admissions and Advising 1145 West Wilson Ave. Chicago IL 60640</p>	<p><b>Harold Washington College</b> International Student Office 30 East Lake St. Chicago IL 60601</p>
---	--	--

<p><b>Kennedy-King College</b> Office of the Registrar 6301 South Halsted St. Chicago, IL 60621</p>	<p><b>Olive-Harvey College</b> Office of the Registrar 10001 South Woodlawn Ave. Chicago IL 60628</p>	<p><b>Richard J. Daley College</b> Office of the Registrar 7500 South Pulaski Rd. Chicago, IL 60652</p>	<p><b>Wilbur Wright College</b> Admissions and Advising 4300 North Narragansett Ave., Suite A120 Chicago, IL 60634</p>
---	---	---	--

## Estimate of Expenses

### Average Length of Study for an Associate Degree Program Equals to 36 Months

Current tuition is \$5,772.00 per semester (\$481 per credit hour) for full-time enrollment (12 semester hours or more). International Students with student visas are required to register for a minimum of 12 semester hours per term. This covers only tuition. In order to be issued the form I-20, documentation showing the student's ability to pay tuition, estimated living expenses, and insurance costs must be provided. Tuition is payable in full at the time of the actual registration. Please note: the French Pastry School and the Washburne Culinary Institute tuition may vary (consult program advisor).

All International Students under F1 status (student visa) attending the City Colleges of Chicago must have health insurance before they can register for classes (no exceptions). Students must provide proof of health insurance coverage. Information regarding specific insurance requirements may be found on the [International Student Health Insurance webpage](http://www.ccc.edu/services/Pages/International-Student-Health-Insurance.aspx): (<http://www.ccc.edu/services/Pages/International-Student-Health-Insurance.aspx>)

Estimated Budget for 12 Months (USD)	
Tuition & Fees	\$12,000.00
Living Expenses	\$10,000.00
Miscellaneous	\$2,000.00
<b>Total</b>	<b>\$24,000.00</b>
(Two Semesters = 24 or more Credit Hours)	

- **Student's sponsor must demonstrate the availability of a minimum of \$24,000.00 USD, in a financial institution, for all tuition and living expenses of the prospective student for the first academic year.**
- **Self-sponsored prospective students must demonstrate a minimum of \$34,000.00 USD in a financial institution that is available for all tuition and living expenses for the first academic year.**

Important Notes:

1. Students are eligible to receive a CTA U-Pass good for public transportation.
2. On-campus employment is offered on a limited basis. F-1 visa students are not eligible to apply for off-campus employment until they have been a student for at least one year; request is due to extreme conditions which arise after the student has enrolled. Approval must be granted by U.S. Citizenship and Immigration Services. Dependents (including spouses) of F-1 students are not permitted to work. However, in the event of a job offer, an F-2 dependent should work with any prospective employer to change from F-2 to an immigration status that permits employment.
3. An additional \$6,000 USD in available funds per dependent are required for dependents accompanying the F-1 visa student.

## **Admissions Requirements for Applicants Requiring Change of Visa Status Prior to Attendance**

1. Complete the City Colleges of Chicago (CCC) online admissions application at: <http://ccc.edu/services/Pages/Apply-for-College.aspx> (to be completed by applicant only).
2. Complete the City Colleges of Chicago International Student Application (to be submitted to the International Student Advisor at your chosen campus)
3. Submit a copy of passport and I-94 card issued upon entry into the United States of America which verifies current legal status.
4. Submit official copies of academic transcripts from secondary and post-secondary education.
5. Submit all evaluated, educational credentials (transcripts, diplomas, or certificates) obtained outside the United States. City Colleges of Chicago accepts documents evaluated by Educational Perspectives, <https://www.edperspective.org>. Students may also have their transcripts evaluated by WES, <https://www.wes.org/> or ECE, <https://www.ece.org/>.
6. All applicants must take the official City Colleges of Chicago English placement test and demonstrate an intermediate level of English proficiency.
7. An I-134 affidavit of support form (for U.S. Citizens and Permanent Residents sponsors only) [CLICK HERE](#) or Sponsor's Tuition Responsibility Statement included in this application packet (for NON-U.S. sponsors only).
8. Applicant must provide a certified bank letter or Financial Institution Account Verification demonstrating the sponsor holds a minimum of \$24,000.00USD in his/her account. Self-sponsored, prospective students must demonstrate he/she holds a minimum of \$34,000.00USD in his/her account. Bank letter must be in English.
9. Sponsored applicant must complete the Sponsor's Employment Verification Form which reflects sponsor earns a minimum of \$40,000.00USD annually.
10. After I-20 form has been issued, applicant must send the I-20 form, the I-539 (Application to Extend/Change Nonimmigrant Status), the required fee listed in the I-539 instructions (money order or certified check payable USD to: U.S. Department of Homeland Security) and other necessary supporting documents to the Bureau of Citizenship and Immigration Services.
11. Effective June 24, 2019, the U.S. Department of Homeland Security is requiring F,M, or J non-immigrants to pay a \$350 fee in support of the SEVIS reporting system. This fee is required prior to the issuance of the F1 visa but after the SEVIS Form I-20 is issued. Please review <http://www.ice.gov/sevis/i901/> for details.

**Note: Please allow 6 to 12 months for U.S. Citizenship and Immigration Services to process a change of status application**

## Admissions Requirements for Applicants Applying to the City Colleges of Chicago from their Home Country

1. Complete the City Colleges of Chicago (CCC) online admissions application at: <http://ccc.edu/services/Pages/Apply-for-College.aspx> (to be completed by applicant only).
2. Complete the City Colleges of Chicago International Student Application (to be submitted to the International Student Advisor at your chosen campus)
3. Submit official copies of academic transcripts from secondary and post-secondary education.
4. Submit all evaluated, educational credentials (transcripts, diplomas, or certificates) obtained outside the United States. City Colleges of Chicago accepts documents evaluated by Educational Perspectives, <https://www.edperspective.org>. Students may also have they transcripts evaluated by WES or ECE.
5. Applicants from countries where English is not the official language must take the TOEFL (English as a Foreign Language) test. A minimum score of 500 on paper based or 173 computer based or 61 Internet Based TOEFL with a minimum of 15 points in each category (Reading, Listening, Speaking and Writing) results is required for admittance. Students may also take the IELTS (International English Language Testing System) test. A minimum overall score of 5.5 is required for admittance.

CCC TOEFL Codes	
Harold Washington College	1089
Harry S. Truman College	1111
Kennedy-King College	1910
Malcolm X College	1144
Olive-Harvey College	1584
Richard J. Daley College	1649
Wilbur Wright College	1925

6. An I-134 affidavit of support form (for U.S. Citizens and Permanent Residents sponsors only) [CLICK HERE](#) or Sponsor's Tuition Responsibility Statement included in this application packet (for NON-U.S. sponsors only).
7. Applicant must provide a certified bank letter of verification demonstrating the sponsor holds a minimum of \$24,000.00USD in his/her account. Self-sponsored prospective students must demonstrate he or she holds a minimum of \$34,000.00USD in his/her account. Certified Bank letter must be written in the English language.
8. Copy of passport.
9. Effective June 24, 2019, the U.S. Department of Homeland Security is requiring F, M, or J non-immigrants to pay a \$350 fee in support of the SEVIS reporting system. This fee is required prior to the issuance of the F1 visa but after the SEVIS Form I-20 is issued. Please review [SEVIS I-901 fee](#) for details.

## **Admission Requirements for Applicants Transferring from another Institution**

1. Complete the City Colleges of Chicago (CCC) online admissions application at:  
<http://ccc.edu/services/Pages/Apply-for-College.aspx> (to be completed by applicant only)
2. Complete the City Colleges of Chicago International Student Application (to be submitted to the International Student Advisor at your chosen campus)
3. An applicant must be in good standing at his or her institution (if the applicant needs to go through the reinstatement process, he/she should contact the representative from the respective campus).
4. Applicant must enroll in the next term after leaving previous institution.
5. Submit I-20 release letter from previous institution or transfer verification document for admissions at the City Colleges of Chicago.
6. An I-134 affidavit of support form (for U.S. Citizens and Permanent Residents sponsors only) [CLICK HERE](#) or Sponsor's Tuition Responsibility Statement included in this application packet (for NON-U.S. sponsors only)
7. All applicants must take the official City Colleges of Chicago English placement test and demonstrate an intermediate level of English proficiency. Students may also be waived from taking the placing test by providing proof of successfully completing English 101.
8. Submit official transcripts from previous institution or true copies of academic transcripts from secondary and post-secondary education.
9. Submit Sponsor's Employment Verification Form. Sponsor must show a minimum of \$40,000 annually.
10. Copy of passport, I-20 Visa, and I-94 form.
11. Applicant must provide a certified bank letter of verification demonstrating the sponsor holds a minimum of \$24,000.00USD in his/her account. Self-sponsored prospective students must demonstrate he or she holds a minimum of \$34,000.00USD in his/her account. Certified Bank letter must be written in the English language.
12. Copy of current SEVIS I-20 Form.



# International Student Application

Type or print in black or blue ink only. Please print legibly.

I am a Student:

- Applying outside the U.S.A.       Transferring from another U.S.A. Institution
- Requesting change to F-1 visa status

To which College are you applying?

- Harry S. Truman College     Harold Washington College     Kennedy-King College
- Olive Harvey College       Richard J. Daley College     Malcolm X College     Wilbur Wright College

For which Program/Semester are you applying?

- \_\_\_\_\_  Spring     Summer Year \_\_\_\_\_
- Fall

Please use the program finder tool by using the link below.

@ <http://www.ccc.edu/Pages/studentaps/index.html>

Current Visa Type:

- None     Other \_\_\_\_\_ I-94 card (Admission) expiration date: \_\_\_\_\_

## Student Data

All fields required

\_\_\_\_\_ Last Name (Family Name)      \_\_\_\_\_ First Name (Given Name)      \_\_\_\_\_ Middle Name

--	--	--	--	--	--	--	--	--	--

Social Security Number (if applicable)

Date of Birth \_\_\_\_\_  M     F  
Month      Day      Year      Gender:

\_\_\_\_\_ Home Country Street Address      \_\_\_\_\_ Apt/FL/Suite      \_\_\_\_\_ City/Town

\_\_\_\_\_ State/Province      \_\_\_\_\_ Postal/Zip Code      \_\_\_\_\_ Home Country

\_\_\_\_\_ Home Country Telephone Number      \_\_\_\_\_ Home Country E-mail Address

\_\_\_\_\_ Country of Birth      \_\_\_\_\_ Country of Citizenship      \_\_\_\_\_ Native Official Language

\_\_\_\_\_ U.S.A. Mailing Street Address      \_\_\_\_\_ Apt/FL/Suite

\_\_\_\_\_ City      \_\_\_\_\_ State      \_\_\_\_\_ Postal/Zip Code

\_\_\_\_\_ U.S.A. Telephone Number     Mobile/Cell     Home      \_\_\_\_\_ U.S.A. E-mail Address

## Academic Data

**Academic Objective:**

- To obtain an Associate Degree       To Transfer to a four year institution
- Washburne Culinary Institute **(Kennedy-King College Only)**
- 

**Date of TOEFL TEST Taken:**

				<input type="checkbox"/>	Computer Based	<input type="checkbox"/>	Paper Based
Month	Day	Year	TOEFL Score Results	<input type="checkbox"/>	Internet Based		

**Secondary/High School Information**

School Name		Graduation Date:			
			Month	Day	Year
City	State/Province	Country			

**Other Colleges and Universities attended:**

School Name		Graduation Date:			
			Month	Day	Year

Please indicate what degree or certificate was received or how many year(s) studied.

SchoolName		Graduation Date:			
			Month	Day	Year

Please indicate what degree or certificate was received or how many year(s) studied.

SchoolName		Graduation Date:			
			Month	Day	Year

Please indicate what degree or certificate was received or how many year(s) studied.

School Name		Graduation Date:			
			Month	Day	Year

Please indicate what degree or certificate was received or how many year(s) studied.

## Student Please Indicate Any Dependents in the U.S.A

Last Name (Family Name)

First Name (Given Name)

Middle Name

Date

of Birth: \_\_\_\_\_  
Month

Day

\_\_\_\_\_ Year

Relationship

Last Name (Family Name)

First Name (Given Name)

Middle Name

Date

of Birth: \_\_\_\_\_  
Month

Day

\_\_\_\_\_ Year

Relationship

\_\_\_\_\_ Last Name (Family Name)

First Name (Given Name)

Middle Name

Date

of Birth: \_\_\_\_\_  
Month

Day

\_\_\_\_\_ Year

Relationship

## Sponsor Data

\_\_\_\_\_ Last Name (Family Name)

\_\_\_\_\_ First Name (Given Name)

\_\_\_\_\_ Middle Name

\_\_\_\_\_ What is your relation to the student?

\_\_\_\_\_ Address Street

\_\_\_\_\_ Apt/FL/Suite

\_\_\_\_\_ City/Town

\_\_\_\_\_ State/Province(Home Country) Postal/Zip Code

\_\_\_\_\_ Last Name (Family Name)

\_\_\_\_\_ First Name (Given Name)

\_\_\_\_\_ Middle Name

\_\_\_\_\_ What is your relation to the student?

\_\_\_\_\_ Address Street

\_\_\_\_\_ City/Town

\_\_\_\_\_ State/Province(Home Country) Postal/Zip Code

\_\_\_\_\_ Apt/FL/Suite

## SPONSOR'S TUITION RESPONSIBILITY STATEMENT

\_\_\_\_\_  
Student's Last Name (Family Name)      Student's First Name (Given Name)      Middle Initial

\_\_\_\_\_  
Sponsor's Last Name (Family Name)      Sponsor's First Name (Given Name)      Middle Initial

\_\_\_\_\_  
Sponsor's Address Street      Apt/FL/Suite

\_\_\_\_\_  
City/Town      State/Province      Zip/Postal Code      Home Country

Current tuition is \$5,772.00 per semester (\$481 per credit hour) for 12 or more credit hours (subject to change without notice). This cost covers only tuition. International Students with student visas are required to register for a minimum of 12 semester hours per term. In order to be issued the form I-20, documentation showing the student's ability to pay tuition, estimated living expenses, and insurance costs must be provided. Tuition is payable in full at the time of the actual registration. Please note: the [French Pastry School](#) and the [Washburne Culinary Institute](#) tuition may vary (consult program advisor).

All International Students under F1 status (student visa) attending the City Colleges of Chicago must have health insurance before they can register for classes (no exceptions). Students must provide proof of health insurance coverage.

**By my signature, I guarantee to pay the current educational and living expenses for the student while he/she is enrolled at the City Colleges of Chicago.**

\_\_\_\_\_  
Sponsor's Print Name

\_\_\_\_\_  
Sponsor's Signature      Date



## FINANCIAL INSTITUTION ACCOUNT VERIFICATION

Name of Financial Institution \_\_\_\_\_

Address of Financial Institution \_\_\_\_\_

Country in which Financial Institution is located \_\_\_\_\_ Phone \_\_\_\_\_

Is this institution affiliated with any United States bank or Financial Institution?

Yes  No

If yes, what is the name and location?

Name of Institution \_\_\_\_\_ Location \_\_\_\_\_

If no, explain how the funds will be transferred to a U.S. Financial Institution account?

To Whom It May Concern (please complete the following):

This is to certify that account holder: \_\_\_\_\_

Maintains the following accounts with Financial Institution: \_\_\_\_\_

Account Type	Account Number	Date Opened MM/DD/YYYY	Today's Balance	US Dollar Equivalent

Name of Financial Institution Official \_\_\_\_\_ Title \_\_\_\_\_

Signature of Financial Institution Official \_\_\_\_\_ Date \_\_\_\_\_

**Place Notarization Certification or bank seal in the area provided below.**



## SPONSOR'S EMPLOYMENT VERIFICATION FORM

\_\_\_\_\_  
Name of Employer

\_\_\_\_\_  
Street Address (Employer)

\_\_\_\_\_  
Apt/FL/Suite

\_\_\_\_\_  
City/Town

\_\_\_\_\_  
State/Province

\_\_\_\_\_  
Postal/Zip Code

\_\_\_\_\_  
Employer Telephone Number

### To Whom It May Concern: (Please complete the following)

\_\_\_\_\_  
Name of Employee (First,Last)

Is currently employed at \_\_\_\_\_

**As a:**  Full-Time Employee  Part-Time Employee  Other \_\_\_\_\_

His/Her Position/Title is \_\_\_\_\_

With an annual salary of \_\_\_\_\_

which is equivalent to \_\_\_\_\_ in U.S. Dollars (\$).

\_\_\_\_\_  
Name of Company Official

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature of Company Official

\_\_\_\_\_  
Date

Place office or company seal (stamp) in the area provided below.



**- Sponsor must earn a minimum of \$40,000.00 annually.**

## International Student Responsibilities to Maintain F-1 Status

Student must:

- Be enrolled and maintain a minimum of 12 credit hours during a semester
- Be enrolled a minimum of 6 credit hours during the summer semester if its your first semester
- Be enrolled in only **one** Department of Online Learning (<http://www.ccc.edu/departments/pages/online-learning.aspx> course per semester)
- Complete a degree in a maximum of six semesters (excluding summer)
- Inform International Advisor of any address changes, plans to transfer or change of major
- Notify International Advisor when considering withdrawing from classes, which may place the student below the required 12 credit hours
- Provide a current copy of health insurance policy to International Advisor
- Pay out-of-country tuition and fees at registration
- Obtain authorization for travel from International Advisor before leaving the United States

Student is:

- Not eligible to enroll in free courses. Continuing Education courses may only be taken if student has enrolled in a full course of study
- Not eligible to enroll in job training course such as a taxi, limousine or food service
- Solely responsible for the I-20 and passport updates
- Eligible for on campus employment on a limited basis.
- Not eligible to apply for off campus employment until they have been a student for at least one year; request is due to extreme conditions which arise after the student has enrolled. Approval must be granted by U.S. Citizenship and Immigration Services.
- Dependents (including spouses) of F-1 students are not permitted to work. However, in the event of a job offer, a F-2 dependent should work with any prospective employer to change from F-2 to a immigration status that permits employment.
- A new student who does not report or continuing student who does not register at their home campus at the beginning of the semester will be Out-of-Status, and therefore, would lose F-1 status.
- Students who have not paid tuition and fees in full will not be issued work permits, status letters, transcripts or I-20's signature for travel.
- The City Colleges of Chicago does not offer scholarships or any other form of financial assistance, nor can the college arrange housing for international students.
- Currently enrolled students who have an application pending through USCIS for approval and is denied, hereby agree that tuition and fees will not be refunded based on the City Colleges of Chicago refund and procedure policies.

This certifies that I have read and agree with the above requirements to maintain F-1 status. I also understand the U.S. Bureau of Citizenship and Immigration Services (USCIS) may inquire about my academic status at the City Colleges of Chicago and that the school may release to USCIS any information requested.

\_\_\_\_\_  
PrintName

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# TRANSFER VERIFICATION FORM

**APPLICANT:** Please complete the top portion of this form and have the bottom portion completed by the International Student Advisor at the school you currently attend, or the school you most recently attended. Fax to the prospective CCC Campus. Your transfer will not be finalized until this form is received and you meet with the International Advisor at the City Colleges of Chicago campus.

\_\_\_\_\_  
Last Name (Family Name) First Name (Given Name) M.I.

**I grant permission for the information requested below to be forwarded to City Colleges of Chicago**

D.O.B. \_\_\_\_\_  
Month Day Year Signature Date

### International Student Coordinator

The F-1 student has inquired or has been admitted to the City Colleges of Chicago. Please complete the bottom portion and fax to the prospective City College of Chicago Campus.

Has the student, whose name is listed above been entered in SEVIS?  Yes  No

Is/was the student pursuing a full course of study when last enrolled?  Yes  No

Has the student met all financial obligations at your institution?  Yes  No

Do you consider this student to be in status?  Yes  No

Did your institution issue the first I-20?  Yes  No

\_\_\_\_\_  
Degree and major pursued at your institution

\_\_\_\_\_  
SEVIS ID Number  
Dates of Attendance: SEVIS release date

From \_\_\_\_\_ To \_\_\_\_\_  
(mm/dd/yyyy) (mm/dd/yyyy)

\_\_\_\_\_  
If no, please provide the name of issuing institution

<b>The following CCC schools can be found in the SEVIS system under:</b>	<b>Fax</b>
CITY COLLEGES OF CHICAGO - HAROLD WASHINGTON COLLEGE	(312) 553-3075
CITY COLLEGES OF CHICAGO - HARRY S. TRUMAN COLLEGE	(773) 506-3855
CITY COLLEGES OF CHICAGO - KENNEDY-KING COLLEGE	(773) 602-5055
CITY COLLEGES OF CHICAGO - MALCOLM X COLLEGE	(312)-850-7092
CITY COLLEGES OF CHICAGO - OLIVE-HARVEY COLLEGE	(773) 291-6185
CITY COLLEGES OF CHICAGO - RICHARD J. DALEY COLLEGE	(773) 838-7605
CITY COLLEGES OF CHICAGO - WILBUR WRIGHT COLLEGE	(773) 481-8083

\_\_\_\_\_  
Comments

\_\_\_\_\_  
Institution Name/Address

\_\_\_\_\_  
Print Name/Title Phone Number

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



