Please note that admission to the college does not constitute admission to certain specific programs. Many programs have additional requirements and may have competitive admissions requirements. Please allow at least one week after you have completed all requirements below for your I-20 to be prepared.

ITEMS BELOW ARE REQUIRED BEFORE AN I-20 WILL BE ISSUED

Classes for Fall Spring Summer 2015 2016 2017 start on ____________. Pre-registration begins ____________. Visit the Important Dates web page for the most up to date information on registration.

Complete the Durham Tech enrollment application for admission to a curriculum program of your choice. www.durhamtech.edu/application

- Online, for those with a social security number
- Print paper form, if no social security number (must include a working email address)

After you have an ID#, register for and attend a ConnectSession (orientation). All students starting classes at Durham Tech are encouraged (must attend if less than 12 transfer credits) to attend to learn about policies, procedures, campus resources, and to understand the process of enrolling. In the session students set up their Webadvisor and ConnectMail accounts and make an appointment to meet with an advisor. Sign up for a ConnectSession.

Official high school transcript, or equivalent, showing graduation (must be officially translated into English). A transcript or diploma from a university showing receipt of a degree may be substituted.

Official transcripts from current/previous US schools. For foreign credit transfer, get a professional evaluation.

Take the necessary placement tests. Most programs require reading, writing, and possibly math tests unless you have transfer credit for those courses or have other test scores that exempt you (Accuplacer, SAT, ACT, AP scores, etc). If you have a US degree Bachelor’s or higher you are exempt from the Reading and Writing tests (unless you are applying to a Health Tech program). Visit the testing web page for the schedule and test preparation information. Health Technologies program applicants also take COMPASS ESL listening test and have a speaking assessment (or take TOEFL iBT). Some programs may also require other testing. If you have taken placement testing at another institution, you can have official scores mailed to Durham Tech or faxed directly from the school to 919-536-7274.

Math ____ Reading ____ Writing ___ Listening (recommended) ___ If applicable: Speaking ____ Computer Skills____

☐ Current valid passport
☐ VISA stamp (current status______________)

☐ Form I-94 indicating current status (can retrieve online) (Expiration date_______________________)

Note: if you have dependents wanting F-2 status, you must show I-20s, passport, visa stamp, and I-94 for all dependents

☐ Evidence of financial support: $23,000 for the first year, plus a funding plan for the length of your program. Additional funding of $5,000 per person plus passport documents are required for any F-2 dependents. The Affidavit of Financial Support form (or a letter from the sponsor) and supporting financial documents must be submitted. All funds should be shown in US dollars or a currency equivalency must be submitted (website conversion is acceptable).

☐ Current foreign address (street address, not a post office number) AND US address, if different than application.

☐ Read and return signed portion of “Responsibilities of F-1 Students Under SEVIS”

☐ Review Health Insurance options. Durham Tech strongly recommends health insurance for all F-1s and their dependents.

☐ If you will not be in the US when the I-20 will be issued, you will need to supply contact information for someone who will pick up the documents and mail them to you internationally or someone that we can mail the documents to in the US that will then mail them to you internationally. Durham Tech cannot send mail abroad.
Note: The items listed in the next section may be completed before or after your I-20 issued depending on the timing.

Meet with an advisor. Visit the advising web page for information

Register for your classes for the upcoming term (even if you are uncertain your approval will come in time). After you have attended a Connect Session and met with an advisor, register as early as possible because classes can fill up. (See date written in on the previous page for the date that pre-registration begins). All F-1 students must register for a minimum of 12 credits for their visa status (only one class may be an online class). If you have any questions on the 12 credits, see the Director of International Student Services. If you register and you do not get your visa in time, you can cancel your classes and get a full refund before classes begin.

Pay for the classes in which you registered. It is best to pay the same day you register for the classes. Credit card payments are accepted online. To pay by cash or check you must pay at the Business Office during their regular hours (Mon-Fri, 8 am-5 pm – SUMMER HOURS MAY BE ONLY UNTIL NOON ON FRIDAYS). If you are being sponsored by a non-profit, you must submit your sponsorship letter to the Director of International Student Services and give enough time for her to approve and take it to the business office BEFORE THE PAYMENT DEADLINE or your classes will be dropped and you will have to try and re-register for your classes that may no longer be available.

Note: If you do not pay/turn in your sponsorship letter, your enrollment in classes will be cancelled due to non-payment.

TO BE COMPLETED AFTER AN I-20 ISSUED

☐ Pay the SEVIS fee. Receipt is needed for F-1 visa application. Go to http://www.FMJfee.com to pay this fee by credit or debit card. (The current fee is $200, but review the website for the most up-to-date fee.) Western Union is an option, but takes longer. Students from Kenya, Nigeria, Ghana, Gambia and Cameroon must use Western Union.

ADDITIONAL ITEMS REQUIRED FOR THE VISA APPLICATION

Research information on the consulate/embassy in which you will apply for your visa. Many of them now require an appointment. Also pay attention to the visa fee and the form of payment accepted. Visa processing times can vary. Make sure you allow enough time to get the visa in order to enter the US prior to the start of classes.

SUGGESTED ITEMS TO TAKE OR SUBMIT FOR THE VISA APPLICATION (ORIGINALS)

☐ Current valid passport
☐ I-20 document signed by official and student
☐ Receipt for SEVIS fee payment
☐ Acceptance Letter from Durham Tech
☐ Evidence of financial support: $23,000 for the first year, plus a funding plan for the length of your program. Additional funding of $5000 per person, and passport documents, are required for any dependents. The Affidavit of Financial Support form (or a letter from the sponsor) and supporting financial documents must be submitted. All funds should be shown in US dollars or a currency equivalency printout must be submitted.
☐ Any other documentation listed on the consulate/Embassy’s website such as the visa application, photos, fee payment or proof of payment, proof of ties to home country, etc.
☐ Let the Director of International Student Services know if you received your visa or if you have any issues.
AFTER YOUR RETURN TO THE US FROM ABROAD

You must check-in with the Director of International Student Services at Durham Tech for a document check within two weeks after your arrival to Durham Tech (and before the next school term begins). Bring all documents with you to the meeting. You can arrive in the US 30 days prior to the I-20 start date.

Attend your classes. Pay attention to the attendance policy on the syllabus for all of your classes. The policies may differ slightly in each class. Durham Tech policy is that teachers can withdraw students for lack of attendance. If you are dropped from a class which makes you enrolled for less than 12 credits, then you will immediately become out of F-1 visa status and you may have to depart the US. THIS HAS HAPPENED TO STUDENTS IN THE PAST! More information on student withdrawals, faculty withdrawals and class absences can be found in the College Catalog.

Contact the Director of International Student Services with any questions you have during your time at Durham Tech. Remember you must report to the director (not just to the Student Records office) any changes in your address, name, or major/program of study. Please visit the director with any questions or problems whether they are personal or academic. Usually problems can be resolved if they are addressed early! There are also many resources available on campus to help you that you may not know about.

Thinking of travelling out of the US? You must visit the Director of International Student Services to get a travel signature any time you plan on travelling abroad in order to be able to return to the US.

Planning on transferring to another school or graduating and leaving Durham Tech? Visit the Director of International Student Services to learn about options after graduation.

Questions? Contact Heidi White, Director of International Student Services, Center for the Global Learner (CGL), Main Campus of Durham Technical Community College, 1637 Lawson St, Durham, NC 27703
Office: White Building, 58 Email: whiteh@durhamtech.edu Phone: 919-536-7200, ext. 4052 Fax: 919-536-7281
To make an appointment or for general questions, call CGL reception at 919-536-7264 extension 3228