International (Non-Us Citizen) Student Admissions Checklist

☐ Complete an Enrollment Application at durhamtech.edu/application
  • If you do not have a Social Security Number, complete the paper application.

☐ Submit Proof of Completion of a Degree (High School or the Equivalent, or a College Degree)
  Any documents not in English must be accompanied by an official English Translation.
  • Official high school degree/diploma/national test scores showing completion OR Official college/university degree or diploma
  • For transfer credit for college courses taken in the US, submit an official transcript to Student Records (Building 10, room 10-201).
  • For transfer credit for college courses taken outside the US, the courses must be officially evaluated from an acceptable evaluation company listed at durhamtech.edu/cgl/translation.htm. Note: English language or literature courses will not transfer.

☐ Submit Valid Immigration Documents - If your status is not listed, ask International Student Services for more information.

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<tr>
<td>J-2</td>
<td>Visa stamp*, passport, I-94, DS-2019s; all J-1 docs</td>
<td>Asllee</td>
<td>I-94 OR Approval notice OR (if pending) EAD &amp; receipt</td>
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<tr>
<td>H-1B</td>
<td>Visa stamp*, passport, I-94, approval notice</td>
<td>Refugee</td>
<td>I-94 OR Refugee Approval document</td>
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<tr>
<td>H-4</td>
<td>Visa stamp*, passport, I-94, approval notice; all H-1B docs</td>
<td>Permanent Resident</td>
<td>Permanent Resident Card (Green Card)</td>
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*If you changed your status in the US, submit an approval notice instead of a visa stamp. To print your I-94, go to: bp.gov/I-94.

☐ Apply for Financial Aid at durhamtech.edu/financialaid
  • If you are a Permanent Resident, Refugee, or Asylee you may qualify. Visit the Financial Aid office in Building 10, room 10-210.

☐ Sign up and Attend a ConnectSession (Orientation) durhamtech.edu/admissions/connectsession.htm

☐ Take Placement Tests (English, Math, Computer, and English Speaking, if needed) durhamtech.edu/testing
  • If you have adequate AP, SAT, or ACT scores or college level English taken in the US, you may not need to take tests.
  • Talk to an advisor to see if you need any placement testing. Some recent US high school graduates do not need to take tests. All students who need English testing must take the Accuplacer ESL test (reading, language use, sentence meaning, and listening).
  • After English testing, meet with an EFL Advisor in the CGL for an evaluation of your test scores. EFL classes may be required.
  • Health Technologies program applicants should consult with a Health Tech advisor to go over additional testing requirements.
  • Testing is in Building #10, Room 10-300. Bring a photo ID and your ID student number. Schedules and prep materials are online.

☐ Meet with an Advisor and Register for Classes
  • If you placed into EFL through placement testing - an EFL Advisor will register you for classes.
  • If you placed out of EFL - you may need additional testing before you meet with an Academic Advisor (Building 10, room 10-200).
  • If you did not need English placement testing due to AP, SAT, or ACT scores or college English credit, meet with an Academic Advisor.

☐ Pay for Classes - IF YOU DO NOT PAY BY YOUR REGISTRATION DEADLINE, YOUR CLASSES WILL BE DROPPED.
  • Durham Tech now offers a payment plan at MyCollegePaymentPlan.com/durhamtech.
  • If you qualify for employer or non-profit sponsorship, the required documentation is due one week before the payment deadline.

Scholarships: If you are a recent graduate of Durham or Orange County/Chapel Hill-Carrboro High Schools, you may qualify for Connect Funds Scholarship for up to $2,000 (over four semesters). Financial Need-based and Merit-based Scholarships at Durham Tech are almost exclusively for students who have already taken classes at Durham Tech. durhamtech.edu/scholarships.

Information on outside scholarships regardless of status can be found at: durhamtech.edu/cgl/scholarships.

Classes for Fall Spring Summer 2017 2018 2019 start on _________. Pre-registration begins _________.

Questions?
  Email: international@durhamtech.edu
  Fax: 919-536-7281
  Director: Heidi White
  Advisors: Gina Perryman / Kyle (Nkem) Elekwa

To make an appointment or for general questions, call the reception desk at: 919-536-7264 - extension 3228
Office: Durham Tech Main Campus, Center for the Global Learner, 1637 Lawson St, Durham, NC 27703 (Building #1, Room 1-148)