

# **International Student Admission Information**

**CAREER, TECHNICAL, ADULT & COMMUNITY EDUCATION**



**BROWARD TECHNICAL COLLEGES  
ATLANTIC • MCFATTER • SHERIDAN**

Broward County



Public Schools



### **Atlantic Technical College**

4700 Coconut Creek Parkway  
Coconut Creek, FL 33063  
754.321.5100  
[www.AtlanticTechnicalCollege.edu](http://www.AtlanticTechnicalCollege.edu)

### **McFatter Technical College**

6500 Nova Drive  
Davie, FL 33317  
754.321.5700  
[www.McFatterTechnicalCollege.edu](http://www.McFatterTechnicalCollege.edu)

### **Sheridan Technical College**

5400 Sheridan Street  
Hollywood, FL 33021  
754.321.5400  
[www.SheridanTechnicalCollege.edu](http://www.SheridanTechnicalCollege.edu)

### **Broward Technical Colleges**

[www.BrowardTechnicalColleges.com](http://www.BrowardTechnicalColleges.com)

### **Test of English as a Foreign Language (TOEFL)**

[www.ets.org/toefl](http://www.ets.org/toefl)

### **Student and Exchange Visitor Program**

SEVIS 1-901 Fee  
[www.fmjfee.com](http://www.fmjfee.com)

### **U.S. Citizenship and Immigration Services (USCIS)**

National Customer Service College  
800.375.5283  
[www.uscis.gov](http://www.uscis.gov)



## **International Student Services**

Atlantic Technical College  
Office of Admissions  
4700 Coconut Creek Parkway  
Coconut Creek, FL 33063

Principal Designated School Official (PDSO)  
Maria Rodriguez  
International Student Advisor  
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Affidavit of Support I-134, Sponsor Living in the U.S.

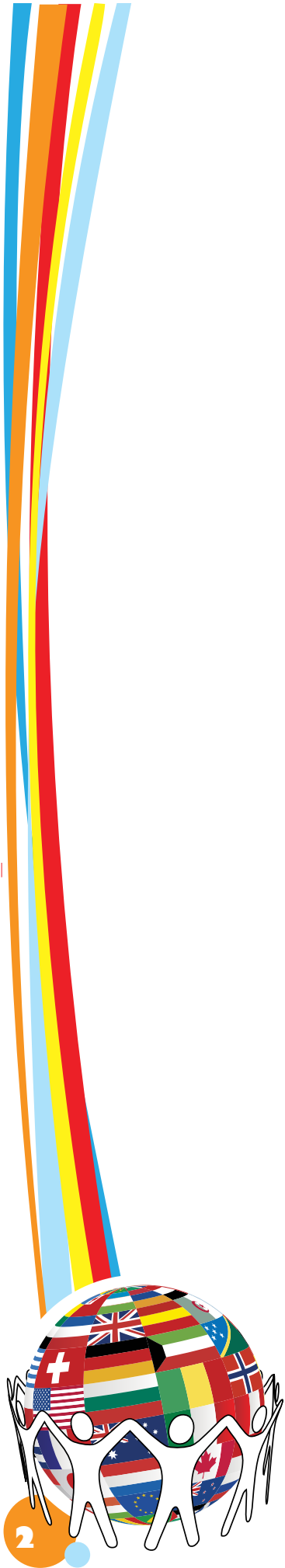
Affidavit of Support, Sponsor Living Abroad

Affidavit of Support, Self-Sponsoring International Student

International Student Personal Information

# Glossary of Terms

<b>DHS</b>	Department of Homeland Security
<b>DSO</b>	Designated School Official
<b>EAD</b>	Employment Authorization Document
<b>I-20</b>	Certificate of Eligibility for Nonimmigrant Student Status
<b>I-94</b>	Port of entry approval card to visit the U.S.
<b>I-134</b>	Affidavit of Support
<b>I-539</b>	Application to Extend/Change Nonimmigrant Status
<b>I-765</b>	Application for Employment Authorization
<b>I-901</b>	SEVIS application fee for the Web-based system
<b>ICE</b>	U.S. Immigration and Customs Enforcement
<b>M-1</b>	International student visa status for technical programs
<b>OPT</b>	Optional Practical Training
<b>PDSO</b>	Principal Designated School Official
<b>SEVIS</b>	Student and Exchange Visitor Information System
<b>SEVP</b>	Student and Exchange Visitor Program
<b>TABE</b>	Test of Adult Basic Education
<b>TOEFL</b>	Test of English as a Foreign Language
<b>USCIS</b>	U.S. Citizenship and Immigration Services



# International Student Admission Requirements

The following are the requirements for admission to a full-time technical program at Broward Technical Colleges. If approved by U.S. Citizenship and Immigration Services (**USCIS**), applicants will be in M-1 student status. English for Speakers of Other Languages (ESOL) does not qualify applicants to apply for M-1 student status.

## Admission Requirements

1. Make an appointment with the international student advisor to discuss documents required to apply for the student visa, tuition information, and other relevant regulations and requirements.
2. Attend a general school orientation, or complete the orientation on line.
3. Make an appointment to take the Test of Adult Basic Education (TABE). Picture ID and \$10 cash fee are required for the initial test.
4. Twenty-four hours after taking the test, meet with a counselor to review test scores and discuss educational options. An acceptance letter is issued to the international student showing eligibility for admission and to reserve a space in the program.
5. Once admission requirements have been met, make an appointment with the international student advisor to process the I-20.

## Test of English as a Foreign Language (TOEFL)

International students obtaining the student visa in their country must provide evidence of English proficiency if English is the student's second language. An official TOEFL score report must be submitted to the Office of Admissions. A minimum TOEFL score of 550 (paper test), or 79 (internet test) is required.

## Florida Residency

International students are considered temporary residents of the United States and may NOT be deemed Florida residents for tuition purposes. Therefore, international students are required to pay out of state tuition for the duration of their studies.

## Check-in procedure

International students must complete the check-in procedure in person with the international student advisor during the first week of classes. Please bring the following documents: I-20, I-94, valid passport & visa.



# Documentation

The following documents are required to process the I-20:

1. **Valid passport** – with a validity date of at least six months
2. **Valid visa**
3. **I-94** – arrival/departure document
4. **Acceptance letter** – from the counselor
5. **SEVIS I-901 fee (Student and Exchange Visitor Information System)** Internet system that keeps track of students and exchange visitors and ensures that they maintain their status while in the U.S.
6. **Form I-539, Application to Extend/Change Nonimmigrant Status** – if the student is applying in the U.S.
7. **Affidavit of Support (Form I-134)** from the student's sponsor who is living in the U.S.  
OR  
**Affidavit of Support** from the student's sponsor who is living abroad  
OR  
**Affidavit of Support** from the self-sponsoring student
8. **Supporting Evidence for the Affidavit of Support**

## **Supporting Evidence required from the student's sponsor:**

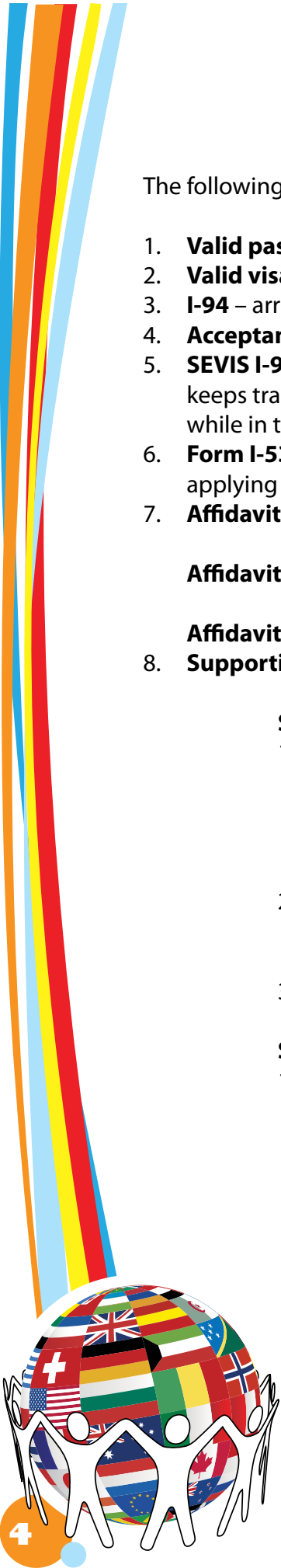
1. Letter from an officer of the bank or other financial institutions where the sponsor has deposits, identifying the following details regarding the account:
  - a) Date account opened
  - b) Total amount deposited in the last year
  - c) Current balance
2. Letter from sponsor's employer on business stationery showing:
  - a) Date and nature of employment
  - b) Salary
3. Copy of most recent income tax return – if self-employed

## **Supporting Evidence required from the self-sponsoring student:**

1. Letter from a bank or financial institution that shows sufficient funds to cover tuition and living expenses during the intended period of study.

### **General Information**

- Applicants may have one sponsor, more than one sponsor, or may be their own sponsor.
- Sponsors may be U.S. legal residents, U.S. Citizens, or nationals of another country who reside abroad.
- Acceptable sources of financial resources are savings accounts, checking accounts, money market accounts and certificates of deposit.
- All documents must be in English or include an official notarized translation.
- All funds must be in U.S. dollars.



# Application Options

## Option 1

### **Student visa applicants applying from within the U.S.**

This refers to applicants who have entered the U.S. in another nonimmigrant status and want to apply for M-1 student status without leaving the U.S. International students who process a change of status in the U.S., then travel abroad, must obtain an M-1 student visa from the U.S. Embassy in their country before returning to the U.S. Applicants presently in the U.S. on tourist (B1/B2) visas may not apply for a change of status until 90 days after entering the U.S.

## Option 2

### **Student visa applicants presently in the U.S. and returning to their country for visa issuance.**

This refers to applicants who come to the U.S. as visitors and apply for M-1 student status. Upon returning to their country, the applicant makes an interview appointment with the U.S. Embassy for visa issuance. Applicants from some island nations are generally issued student visas quicker than if applying in the U.S. International students obtaining the student visa in their country are not permitted to enter the U.S. more than 30 days before the first day of classes.

## Option 3

### **Student visa applicants applying from outside the U.S.**

This refers to applicants outside the U.S. who apply for M-1 student status. If English is your second language, proof of English proficiency is required. Please read the TOEFL section for the requirements. All documents should be sent by facsimile (fax) to the international student advisor. Once the I-20 is processed, the documents will be sent by Federal Express to the student. The student then makes an interview appointment with the U.S. Embassy for the visa issuance. Upon arrival in the U.S., the student is required to report to the technical college that he or she plans to attend for testing, advisement, and registration. International students obtaining the student visa in their country are not permitted to enter the U.S. more than 30 days before the first day of classes.

**This option does not apply to applicants for the Health Science Education programs. Prospective students must undergo a criminal background check and drug screening. Therefore, before an I-20 can be issued for these programs, applicants must obtain a visitor's visa to come to the U.S. and comply with these requirements.**





# Federal Regulations

## **International [M-1] student status and extensions**

The Certificate of Eligibility for M-1 student status [I-20] is issued for the length of the program, plus 30 days, for a maximum of 12 months. For programs longer than 12 months, students must apply for an extension 60 days prior to the expiration date. The cumulative time of extensions that may be granted to international (M-1) students is limited to a period of three years from the original start date, plus 30 days. Extensions are issued in the U.S. only and NOT from abroad.

## **Thirty (30) day regulation on expiration of current status**

Applicants are given a maximum of 30 days from the expiration date of their current nonimmigrant status to the start date of the student status.

## **Thirty (30) day regulation to enter the U.S.**

All initial or beginning students are not permitted to enter the U.S. more than 30 days before the program start date on the I-20.

## **Ninety (90) day regulation to apply for an M-1 Student Visa**

An applicant presently in the U.S. on a tourist (B1/B2) visa may not apply for a change of status to a student status until 90 days after entering the U.S.

## **Employment**

International students are not permitted to work while attending school. Students may apply for optional practical training (OPT) on Form I-765. The application must be submitted 90 days prior to the program end date. If the student is authorized to engage in employment for practical training, he or she will be issued an employment authorization document. The student may not begin employment until he or she has been issued an employment authorization document by USCIS. One month of employment authorization will be granted for each four months of full-time study that the student has completed. However, the student may not engage in more than six months of practical training.

## **Online courses**

Courses offered entirely online may NOT be considered to count toward an international student's full-time course of study requirement. However, international students may take blended format online classes which require the student's physical attendance in portions of the course in order to fulfill the full-time requirement.

## **USCIS approval required before starting classes**

Applicants with a current status of B-1, B-2, F-2, and M-2 cannot begin studying prior to the approval of their change of status.





# Responsibilities of an International Student

## **As an international student, you are required to:**

- Have a valid passport at all times.
- Have a valid I-20 at all times.
- Notify the international student advisor, in advance, if you do not plan to attend school for a particular term.
- Apply for a program extension 60 days prior to the program end date.
- Apply for optional practical training (OPT) 90 days prior to the program end date.
- Be registered full-time in a program of study (minimum of 18 hours/week).
- Report any change of name and/or address within 10 days to the international student advisor.
- Notify the international student advisor prior to any changes that will affect your full-time student status.
- Present your I-20 to the international student advisor for signature prior to traveling outside of the U.S.
- Bring travel documents to the international student advisor after you have traveled outside of the U.S. If you processed a change of status in the U.S., and then travel abroad, you must obtain a student visa from the Embassy before being permitted to return to the U.S.
- Keep the international student advisor informed of all documents and correspondence sent by USCIS.
- Complete the check-in procedure with the international student advisor during the first week of classes to provide copies of all approved documents.
- Provide the international student advisor with a copy of the Employment Authorization Card as well as the employer's name and address for optional practical training (OPT).





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