

# INTERNATIONAL STUDENT ADMISSIONS CHECK LIST

This is a summary of the application requirements for International Students who wish to apply to Broward College (BC) under the F-1 or M-1 student visa/status. For more information about the necessary documents, visit <http://broward.edu/international/students/Pages/admissions.aspx>.

Should you have any questions, contact the **International Student Services Office (ISSO)**:

**E-Mail:** [ISSO@broward.edu](mailto:ISSO@broward.edu)

**Phone:** 954-201-7228

1. **Create a Credit Application online.** While completing the application, the student will be asked to choose what visa he or she has. Students will choose the **intended visa** which is in most cases the **F-1 (international student visa)**.

NOTE: Associate in Applied Science (AAS) and certificate programs require the **M-1 vocational student visa**, but not all programs/certificates qualify for the M-1 visa. Students interested in an AAS or certificate must contact the International Student Services Office (ISSO) **BEFORE APPLYING**.

NOTE: Students whose primary language is not English and wish to enroll into a degree program must provide proof of English proficiency. Students who are not fluent, but have at least a basic to intermediate level of English proficiency, can apply for the Language Training program (English as a Second Language). Upon completion of the language program, students can enroll into a college degree program. No additional application is required.

2. **Pay for the \$75 (USD) non-refundable application fee.** To make the payment, login to your [myBC](#) account. Read and complete all the policies. Afterwards, click **My Financials**, then click **Payment**, and select your Payment option. The fee is a one-time payment that will be attached to your application. You can pay for this one-time fee even if the term displayed is different than the one you applied for.
3. **Send the following SUPPORTING DOCUMENTS**, as applicable, as an email attachment (pdf file only) to International Student Services Office (ISSO) at [ISSO@broward.edu](mailto:ISSO@broward.edu) including the applicant's full name and BC student ID number. **Completed applications** are reviewed in the order they were received. The estimated wait time for the review to be completed is one week. Incomplete applications will not be reviewed.
  - 3.a. **Completed and signed [International Student Supplemental Application](#).**
  - 3.b. **Copy of Passport's biographical page** (page with the applicant's picture, name, date of birth, country of birth and citizenship and signature).

Additional documents required from students transferring the I-20 from another school to Broward College:

- Current I-20
- **I-94** (showing F-1 immigration status). Student who completed/received a change of immigration status in the United States must provide the I-539 notice stating the F-1 status was approved
- F-1 visa (if applicable)
- **F1 Student Transfer Eligibility Form** completed and signed by the student and current Designated School Official (DSO). The form does not guarantee acceptance nor transfer. It is used to determine if the student can be transferred to Broward College upon acceptance

Additional documents required when applicants have dependents that will be accompanying them to the U.S.:

- Copy of dependent's passport
- F-2 documents (if applicable): I-20, I-94 and F-2 visa

Only a spouse (legally married) or a child (under the age of 21) are considered dependents of the applicant. Information regarding the relationship to the student (spouse/child) must be included in the email.

3.c. **Copy of education records.** The original documents will be required upon arrival at Broward College. Records from U.S. institutions must be official (in a sealed envelope).

- **HIGH SCHOOL (secondary education)**

Students will not be accepted without appropriate proof of high school graduation. If we are unable to verify the credential, we will require a commercial evaluation of the high school documents. We only accept evaluations completed by current members of the [National Association of Credential Evaluation Services \(NACES\)](#). High school documents do not have to be translated to English except for Hebrew, Arabic or Asian languages (e.g. Chinese and Japanese). **Student athletes receiving a BC scholarship**, must provide a translation. Only translations from certified English translators are accepted.

- **UNIVERSITY TRANSCRIPTS (post-secondary education)**

Students who have attended a post-secondary institution must provide transcripts in English. If the transcripts were not issued in English, the applicant must also provide a certified English translation from a certified translator. A [commercial evaluation of the university transcripts](#) may be required.

3.d. **Bank statement or letter.** The document must be dated within three months from the application deadline for the intended term or within six months from the classes start date. The letter must indicate that there are sufficient funds to cover the estimated annual cost of education which is 24 college credits (tuition), lab fees, books and living expenses (e.g. housing and food). Living expenses are not paid to Broward College, but the sponsor must show the financial ability to pay for all costs associated with the applicant living and studying in the U.S., and not only tuition. If the student has dependents (spouse/child), an additional \$7,000 (USD) per dependent is required.

- Associate's Degree (freshman and sophomore level classes) – \$22,500 (USD)
- Associate in Science in Professional Pilot Technology – \$50,000 (USD)
- Bachelor's Degree (junior and senior level classes) – \$27,500 (USD)
- Language Training program – \$22,500 (USD)

3.e. **Proof of English Proficiency.** [Click here](#) for a complete list of acceptable proofs.

- NOT required if English is the student's primary language
- NOT required if applying for the Language Training program. Applicants must have an intermediate level of English proficiency to be able to successfully take the Levels of English Proficiency (LOEP) placement test
- Students that are currently in South Florida are required to take the LOEP/PERT tests to determine placement before they can be accepted and the I-20 processed. [Click here](#) for additional information

3.f. [Student Authorization form](#) (optional). Student records are private. Students who wish to authorize someone to act on his/her behalf during the application process, including but not limited to asking questions about the application status, are required to provide this form. The signature must match the passport.

### Deadlines for Applications and Supporting Documents to be Submitted

Term	General Application Deadline	F-1 Transfer Application Deadline For students transferring the I-20 from another school in the U.S. to BC.
Fall (August - December)	June 15	July 15
Spring (January - May)	October 15	November 15
Summer (May - August)	March 15	April 15