

Introduction

Thank you for your interest in Montcalm Community College!

Montcalm Community College (MCC) is located in rural mid-Michigan. We offer training programs, one-year certificate programs, two-year associate degree and university transfer programs. MCC does not award bachelor or higher degrees. MCC is accredited by the North Central Association of colleges and schools.

Starting a college career can be a very exciting experience. It can also, however, be difficult to understand, especially if this is your first attendance at an American college. This International Student Information Booklet was designed to help prospective students understand the steps to enrollment at MCC. Please read the booklet carefully and keep it available as a ready reference. If you have suggestions for any changes or additions, please give them to the MCC Director of Admissions. We hope you will soon feel like an important member of the college and this community.

Requirements of Prospective International Students

_____ Official test results from the Test of English as a Foreign Language (TOEFL). A score of 526 or above is required (Or a score of 194 on the computer based test; or 80 on the Internet Based Test with scores no lower than 20 each on the reading, writing, speaking and listening portion of the tests.)

_____ Original or certified copies, plus English translations, of high school and all college transcripts. These can be obtained through:

World Education Services (WES)

tel: 312-222-0882

800-937-3898

fax: 312-222-1217

midwest@wes.org

www.wes.org

or

American Association of Collegiate Registrars and Admissions Officers (AACRAO)

International Education Services

One Dupont Circle, NW

Suite 520

Washington, D.C. 20036-1135

International Education Services at: 202-296-3359 or oies@aacrao.org

<http://www.aacrao.org/credential/index.htm>

_____ A letter explaining your previous educational background and your future educational plan.

_____ A certified financial guarantee indicating the ability to cover all educational expenses. Adequate funds must be verified through the financial institution of the sponsor. The sponsor cannot be a non-immigrant student in the United States. Students whose tuition and fees will be paid by a sponsoring agency must also submit a letter of authorization from that agency for billing. Billing must be through an embassy or other agent within the US. Estimated cost of expenses per year is \$18,450.00.

_____ Deposit at least \$3900 with Montcalm Community College or submit a Michigan bank statement verifying a minimum deposit of \$3900 to cover costs of your first semester of attendance.

_____ Schedule a personal interview with the Director of Admissions immediately upon arrival at MCC.

_____ Arrange for housing in the surrounding area. MCC does not have on-campus housing.
A prospective student must provide proof of housing arrangements.

_____ Arrange for daily transportation to and from MCC. A prospective student must provide proof of transportation.

_____ Allow approximately 4 months to process an application for passport and visa, get appropriate inoculations and vaccinations and make your travel reservations.

_____ Complete and submit the International Student Application.

_____ Complete and submit a MCC new student application.

When all the required information has been received and evaluated, an approved I-20 form may be issued by Montcalm Community College. This process could take up to 6 months from the time that all requirements are submitted. This is the necessary document required by immigration for a person to obtain a student visa. The student must present the I-20 form to the American Embassy Consulate Officer in his/her home country to apply for a student visa. If the applicant is denied admission, notification will be sent with an explanation.

Arrival at the College

Once you arrive in the United States, please call Admissions at (989) 328-1266 to arrange an appointment with the Director of Admissions. Please bring your passport, I-94, and a student copy of your I-20.

Registration Information for International Students

- All students must be officially admitted to the college prior to registering for classes.
- Applicants must be 18 years of age or older and have successfully completed a course of study equivalent to that of a secondary school level. Applicants must submit official copies (in English) of all secondary and post-secondary academic work.
- Applicants must be proficient in written and spoken English before admission is granted to Montcalm Community College. MCC does not have an English Language Center or offer courses in English as a second language (ESL). An applicant must have a score of 526 (194 on computer-based test) or above on the TOEFL or a score of 80 or above in the Internet Based Test.)
- Students should register during the first week of registration period to ensure that classes needed are not filled or canceled.
- All international students are advised to work with the MCC Director of Admissions if they have any questions or concerns about the registration process.
- All international students should be aware that they are required to pay tuition and fees at the time they register for classes. Payment of tuition may not be deferred.
- If the student's embassy pays the college bill and wishes to receive a copy of the student's academic record, it is the responsibility of the student to request a transcript from the Montcalm Community College Enrollment Services Office. These records are not automatically provided.
- For specific program or course information, international students should obtain a current MCC catalog and schedule to meet with an MCC counselor.
- If an international student is required to withdraw from school for any reason, he/she is expected to do so officially in Enrollment Services prior to his/her departure and immediately inform the Director of Admissions.

- An international student needing assistance regarding his/her academic record should visit Enrollment Services.

Financial Responsibility

Applicants must complete the financial statement on the international student application for admission, and submit official documents indicating the ability to cover all expenses for the entire stay in the United States. Documents typically include a current bank statement and letters from banks, agencies, sponsors or other official sources to verify the amount of funds to which the student has access. Evidence must also be provided for a deposit of at least \$3900 in a local bank or with the college, to cover tuition and fees for the first semester of attendance at MCC.

Students whose [tuition and fees](#) will be paid by a sponsoring agency must also submit a letter of authorization from the agency for billing.

International students are expected to assume all of their financial obligations (tuition, fees, room, board, transportation, insurance, etc) while they are attending Montcalm Community College. Students cannot expect to be employed in the U.S. to supplement their educational expenses.

Montcalm Community College has no grants or loans available for international students. It is very important for the student, as well as the sponsor(s), to evaluate all their financial resources before applying for admission. Students must have enough money to provide for all their needs while attending MCC. Montcalm Community College must be satisfied that the student is financially secure before he/she is admitted.

Note: There are certain countries that have placed limitations on the amount of money that may be forwarded to students in the United States. Before leaving your country, you should know the procedures of your government for forwarding money and the regulations that apply to you.

Estimated expenses

	<i>Per Academic year</i>
Tuition & Fees ⁽¹⁾	5500.00
Rent & Groceries ⁽²⁾	7550.00
Books & Supplies	1200.00
Transportation ⁽³⁾	3750.00
Miscellaneous	2000.00
Totals	20000.00

⁽¹⁾ Based on full-time enrollment of 30 credit hours per academic year.

⁽²⁾ This cost range estimate is based on modest, single accommodations in the college community, with the student preparing most meals at home. The college does not assist with, supervise, or provide student housing.

⁽³⁾ Based on private automobile plus gas and insurance. Does include purchase price of used private auto (approximately \$200/month for two-year financing).

**Tuition rate subject to change upon action of the MCC Board of Trustees.*

Counseling

The college academic counselor is one who helps the student in his/her educational or vocational development. Students should visit the academic counselor each semester to discuss program of study and transfer requirements.

Perhaps the role of the counselor can be understood better by describing briefly some situations where international students may use counseling services.

Examples:

One student plans to later transfer to Michigan State University. The counselor acts as the academic advisor and helps the student select courses so that the student can transfer with greater ease to Michigan State University.

Another international student enrolls in MCC but soon realizes that he has selected a curriculum which is not appropriate for him. The counselor and student work together to select a curriculum most appropriate for the student.

These simplified examples illustrate only some of the ways international students make use of counseling services at MCC. You may have similar or different concerns; do not hesitate to contact Counseling and Career Services for assistance.

Counseling and Career Services is located in Student Services in the upper level of the Library and Administration building. The phone number is 989-328-1231.

Tutoring Services

The Special Populations Office offers free tutorial services for MCC students. Every effort is made to make this a rewarding educational experience for all students involved.

Students are encouraged to use tutors:

- as a way to keep up with class demands.
- for additional help with anticipated and/or actual academic difficulties.
- for effective study tips.
- to review for quizzes, tests, etc.

Each student is matched individually with a tutor who is knowledgeable in the subject area or group tutoring may be arranged. The tutor office is located in room D318 of the Beatrice E. Doser building. To schedule a visit call, 989-328-1264.

Transfer Information

International students who plan to continue their education at another institution will need to meet with an academic advisor. Transfer applications for many other Michigan colleges are available in Counseling and Career Services. Catalogs from most Michigan colleges and many out of state schools are also available in this office. Applications for other schools can be obtained by writing to the admissions office of a selected college or university.

After you have completed the necessary application form, mail it and any required application fee to the appropriate address. Also, be sure to have official transcripts from all schools you have attended sent to the selected schools. After the school has sent you a letter of acceptance, it will also send you the required INS forms to properly permit your transfer. You must follow the directions of your INS form.

General Classroom Procedures

It is important for every student, and particularly for international students, to have an idea about college classroom procedure. Unfortunately, it is difficult to predict exactly what a student may expect when he/she enters a class because course procedures vary according to the subject matter and the instructor. However, the following information may contribute to the student's adjustment to Montcalm Community College.

One of the essential points that the student should consider is the time factor. Classes begin at the time specified in the schedule book. For example, if a class is listed to begin at 9:10 a.m., it officially starts at 9:10 a.m. Instructors expect punctuality from students. Students who consistently arrive late to class not only disrupt the other students and the instructor but also miss valuable class time.

At the beginning of each term, the instructor often distributes a course syllabus in order to give the students a better understanding of the policies and requirements expected in the course. The instructor may go over the syllabus with the students, explain its content in detail, and answer questions or they may simply expect you to read and follow the syllabus on your own.

A concern shared by many new students is the purchase of assigned books. New and used books are available at the MCC Bookstore in the Activities Building and books should be purchased before classes begin. The bookstore employees have a list of the assigned texts and are able to help students find any item they may need for a course.

The actual structure of the courses themselves is quite varied. In some classes, the instructor may lecture while the students take notes. Other classes may require student discussions, individual or small group projects, or total student interaction while the instructor acts solely as a resource person.

In most classes several quizzes and/or examinations are given during the course of the term. There are two basic types of examination techniques: subjective and objective. The subjective examination consists of selected essay questions and some short answer questions requiring interpretive skills. The objective exam contains many questions, such as, those requiring one or two word answers, filling in the blank, multiple choice, matching the correct answers, and true/false.

Cheating and plagiarism are considered very serious offenses and may result in dismissal from the college. Excuses that "other students do it" or "that's the way it's done at home" are invalid. Each student is expected to be completely honest in his/her academic work. If students have any questions about academic honesty or what constitutes plagiarism, they should talk with their instructor immediately.

Although class procedures differ from course to course, there is one characteristic that remains common throughout Montcalm Community College: the faculty and administration view students on a personal rather than a statistical basis. Staff members urge the international student to ask questions, share ideas, or express concerns about the courses offered at MCC. Remember that the first person to contact for any questions is the course instructor.

Classroom Behavior

A student's classroom behavior is an important part of classroom procedures. As was indicated previously, promptness in coming to class is expected. It is considered discourteous in the U.S. to come late to class

and disrupt the instructor and other students. If, however, a student is late for a class, it is better to enter the class as soon as possible and as quietly as possible rather than miss the entire class. Students should talk to their instructor immediately after class to explain their situation and receive any missed assignments.

MCC expects that students will attend classes regularly. If a student is unable to attend classes because of an emergency, she/he should try to contact the instructor by phone or e-mail to inform him/her of the situation. She/he must be prepared to make-up any missed assignments or get notes from other students on lectures upon return to class.

Plagiarism is defined as using another's work without giving credit to the creator. The results of such charges against students can lead to dismissal from the college and termination of the student visa. Whenever, or in whatever form, a student uses someone else's work, the student must give proper credit to the other person(s). If a student is unfamiliar with the procedures for citing sources, they should speak with their instructor for assistance.

Cheating is defined as "dishonesty by the student in class assignments, examinations, quizzes, and all other academic work." Of special interest for international students in the past has been the practice of talking to another international student, particularly in a non-English language, during examination or quiz times. Instructors view this as a dishonest attempt to give or receive information about the test. Giving or receiving information during a test is the prerogative of the instructor alone. Students must not talk during tests.

All new college students will find themselves in an unfamiliar environment and will need time to adjust and become familiar with MCC and its community. Perhaps this will be especially true for international student who will find themselves in both a new educational and cultural environment. Your efforts to adjust to the MCC community will be both educationally and personally rewarding.

Clubs and Organizations

It is the philosophy of Montcalm Community College that the co-curricular activities complement the academic program. Students are encouraged to participate in all phases of Student Activities programming as long as such participation is consistent with sound educational practices. Some clubs and organizations for students may include:

- Drama Club
- Art Club
- Phi Theta Kappa, International Honor Society
- Business Professionals of America
- Native American Club
- Science Club
- Student Newspaper
- Film Club
- Writer's Guild
- Ping Pong Club
- Volleyball Club
- Music Club

If you are interested in taking part in any of these organizations or clubs, contact the Director of Admissions at 989-328-1276.

Housing Information

Because Montcalm Community College **does not** provide or supervise student housing, the following information is intended to serve as a general guidelines in the search for housing. It should be noted that the wide variations in costs and quality of housing facilities requires the student to exercise great caution when selecting a place to live. Housing normally entails a twelve month (sometimes 24 month) legal contract or lease which is binding once it is signed. An initial deposit equal to two months rent is frequently required upon signing a lease.

Single students may find some apartments with cooking facilities ranging in price from approximately \$400-\$600 per month. Utilities (electricity, water, and gas) are usually not included in the rental cost. The added cost may range from \$60 to \$200 each month. Telephone service is always an additional cost. Private, single telephone service costs approximately \$50 per month plus \$45 to \$80 installation costs and an advanced deposit of about \$30 plus long distant phone charges. Students are urged to understand the total cost of utility services at the time of choosing housing.

Students are responsible for arranging their own housing accommodations and must do so **in advance** of receiving their I-20.

Health Services

Health services and practices in the United States are perhaps different from those in other countries. Most treatment is obtained through private-practice physicians or dentists; there is no federal government facility open to the general population. Students may want to seek a personal physician or dentist for routine attention. The Montcalm County yellow pages can assist you.

Because hospitalization is very expensive, international students are urged to have hospitalization insurance.

Banking and Money

Students are encouraged to open a checking and savings account in one of the various banks, credit unions, savings and loan, or other institutions. This is a good idea for several reasons. First, it is dangerous to carry or keep large sums of money. This invites trouble and possible loss by theft, fire, or misplacement. Second, many places of business, including banks, will not cash checks without an account, and in the case of checks drawn on foreign banks, one must have a checking account. Third, it is a convenient and safe way to handle purchases, tuition, etc. Lastly, interest is accumulated in a savings account and some checking accounts.

Checking accounts - can be opened locally. A checking account enables one to write checks against money deposited in the account. Of course, checks should not be written for larger amounts than those which can be covered in the balance. If this happens by accident, a charge is made by the institution for each check paid by overdrafts or returned unpaid. Overdrafts can be a federal offense if intentionally done to defraud someone.

Savings accounts - can be opened at most local institutions for a small initial deposit. Interest is paid on the amount of deposit in the account.

Money from home - Most banks can exchange foreign currency to American currency or vice-versa. Money can be sent from the home country in the form of a draft if it is payable in U.S. dollars. The sender can do this by making arrangement with the home country's central or national bank.

Other banking services - In addition, banks also provide inter-bank charge cards, installment and auto loans, safe deposit boxes, travelers' checks, cashier checks, and other services.

Postal Information

Domestic rates Currently a letter can be sent within the United States for 41 cents. This rate is for a letter weighing one ounce or less. For heavier pieces and packages, the sender should consult the local post office for weights and rates.

International rates Postage rates, fees and regulations vary from country to country; one should check the local post office for packing instructions, mailing regulations, restrictions, and fees and rates. International students are urged to take extra caution when posting important papers such as passports and INS papers. Send all such mail by Certified Mail/Return Receipt. There is an additional charge for this service.

Change of Address Forms should be filed with the post office whenever one moves from one address to another. If, however, the change is only temporary, mail may be held by the post office and then delivery may be started after the temporary absence.

Transportation

International students should be aware that, with few exceptions, access to a personal auto is necessary. MCC is located in a very rural area with very limited public transportation.

Automobile and Motorcycle Transportation

The automobile is the preferable mode of transportation for students attending MCC. It has the advantage of getting you from your doorstep to your destination at any time. Students must decide how much they can afford to pay for this convenience. New cars in the Montcalm area range in price from \$7,000 to \$35,000, but a reliable used car can be purchased for less.

Automobile and motorcycle owners have many responsibilities and expenses. Oil changes, replacing broken windshield wipers, and worn out brake shoes are just a few of the maintenance costs you can expect. Automobile insurance must be purchased and is rather expensive. Automobile owners must be responsible, safe drivers in all weather conditions. A Michigan driver's license and license plates must be purchased.

Emergency Transportation

This type of transportation is for someone with a serious illness or injury only. Many local communities use the emergency telephone number, "911" for police, fire, and rescue assistance. If the community does not use 911, keep fire, police and ambulance telephone numbers posted near the home telephone.

Costs for emergency transportation are the responsibility of the student.

Issuance of I-20 Form

When all the required information has been received and evaluated, an approved I-20 form will be issued by Montcalm Community College. This is the necessary document required by immigration for a person to obtain a student visa. The student must present the I-20 form to the American Embassy Consulate Officer in his/her home country to apply for a student visa. If the applicant is denied admission, notification will be sent with an explanation.

Name _____
Family First Middle

Local Address _____
Number and street City State Zipcode

Local Telephone (_____) _____

Home Country Address _____

E-mail address _____

Sex: Male Female

Marital Status Unmarried Married

Birthdate _____ **Country of Birth** _____

Country of Citizenship _____

Country of Legal Residence _____

Native Language _____

Intended Program of Study _____

Degree Expected: Certificate Associate Bachelor (transfer program)

Entrance Date: Fall Spring Summer Year _____

Expected Date of Completion: _____

Do you plan to transfer to another institution? Yes No

If you answered "yes," where do you plan to transfer? _____

Previous Education – list most current information first:

Name of Institution	Location	Diploma/Degree & Date Awarded
----------------------------	-----------------	--

Visa: F-1 F-2 M-1 J-1 J-2 B-1 B-2 Other _____

Admission Number (if known – I-20 ID copy) _____

U.S. Visa Number _____ **Passport Number** _____

Social Security Number _____

If I am admitted as a student at Montcalm Community College I will:

1. Take assessment tests and enroll in courses recommend by MCC counselors.
2. Complete a minimum of 12 credits each semester (grades of I, W, and U do not count toward the 12 credits).
3. Maintain a minimum cumulative 2.00 (C) grade point average.
4. Keep my address current with Enrollment Services and the Immigration and Naturalization Service.
5. Accept employment only in accordance with my visa status.

I understand that if I fail to meet the above conditions I will not be permitted to continue my program of study at Montcalm Community College and will jeopardize my visa status.

Having read and understood the above, I agree without qualification to these conditions.

Applicant's Signature _____ Date _____

INTERNATIONAL STUDENT FINANCIAL STATEMENT

Itemize in U.S dollars your financial resources while at Montcalm Community College from:

Savings \$ _____ Family \$ _____ Sponsors \$ _____ Other Sources \$ _____

How much money does your government allow you to receive monthly from you family \$ _____

OFFICIAL AND UP-TO-DATE DOCUMENTS MUST BE SUBMITTED IN SUPPORT OF AMOUNTS LISTED. Montcalm Community College must be satisfied that the student is financially secure before he/she is admitted.

Applicant's Signature _____ Date _____

SPONSOR MUST COMPLETE THIS SECTION

I hereby certify that I have read the information on college costs, carefully reviewed the information recorded on this form, and that I am (or my organization is) prepared to provide funds to pay all or part of the applicant's expenses while attending Montcalm Community College.

Signature of Sponsor _____ Title _____ Date _____

Name _____ Relationship to Applicant _____

Please attach a letter describing the financial support and other assistance (housing, meals, transportation, etc.) you will provide for this student. Include the ending date of your support. If funds are to be provided by an organization, please give name and address of the organization, and submit a copy of the scholarship award letter.

Application materials must be submitted to: Admissions, Montcalm Community College, 2800 College Drive, Sidney, MI 48885-9723