

International Student Application Final Checklist

Before you mail your application to the CVCC Admissions Office, be sure the following items are complete and included:

- _____ **Application for Admission (Attachment A)** is completed and signed with a notarized signature if sent in by mail. Your preferred program of study should be checked on the last page of the application. **You must list a foreign address.**

- _____ **Financial Documents** including an **Affidavit of Support (Attachment B)** and an original letter from your sponsor's bank giving specific account balance information. Bank letters must be in English or translated if necessary and on official bank stationery. Students must understand the information found on the Estimated Annual Expenses form provided in this information packet.

- _____ **Official High School or Secondary School Transcripts** translated to English. They should be mailed directly from your high school or included with your application in sealed envelopes and translated and evaluated by agencies associated with NACES (www.naces.org).

- _____ One **photograph** of yourself.

- _____ The **Verification of Home Country Address Form** (Attachement C).

- _____ **Official TOEFL scores:** International student applicants must prove to have sufficient knowledge of the English language to enable them to pursue a full course of study for credit. The applicant must submit the results of the TOEFL (Test of English as a Foreign Language) taken within the past five (5) years to CVCC. Our institutional TOEFL code is 005098. The minimum paper-based score is 540, minimum computer based score is 213 and the minimum internet-based score is 76. Applicants not meeting the minimum TOEFL scores will not be admitted to CVCC. Information regarding this test may be obtained by contacting:
Test of English as a Foreign Language
Box 899
Princeton, New Jersey, USA 80540
Telephone: (609) 771-7100

Web Address: <http://www.toefl@ets.org>

- _____ **Visa Clearance Form for TRANSFER STUDENTS ONLY. (Attachment D)**

- _____ **Applications must be completed by the published deadlines. SUBMITTING AN INCOMPLETE APPLICATION PACKET WILL CAUSE DELAYS IN THE PROCESSING OF YOUR I-20 FORM.**

Please mail your **completed** application packet to:

Catawba Valley Community College
Office of Admissions
2550 Highway 70 SE
Hickory, NC 28602
Attn: International Admissions

The application must be mailed to the College; NOT to a friend or relative in the United States.

It usually takes one to two weeks to process an I-20 from a complete application and ten (10) additional business days for an I-20 to be mailed from the college to the applicant. I-20's and acceptance letters cannot be Express mailed by the college. It is advised for you to keep a copy of your application for reference.
