

International Student Services Application Checklist

How to Begin:

- Applicants that require an I-20 must submit all of the following documents and satisfy placement in order to be considered for admission. *An application is not considered complete until all of the items listed below, including test scores, are submitted.*
- Deadlines: Fall Semester: July 1, Spring Semester: November 1

Application Documents:

1. Online International Student Application (<https://ccp.elluciancrmrecruit.com/Apply/Account/Login>)
2. High School Record: **OFFICIAL** secondary school (high school) completion/graduation certificate or diploma or official academic records/transcripts showing completion date. All documents must be translated into English.
 - a. For certain educational systems, qualifying exam scores will be accepted in place of a diploma (ex. WAEC and GCSE).
3. Affidavit of Support Form: This must be signed by you and your sponsor. Please note that the name on the bank statement and the name on the Affidavit of Support must match.
4. Financial Documents: A bank statement or letter on bank letter head (translated into English) and demonstrating a minimum amount of \$28,114 USD. The bank statement must be less than 6 months old. Bank statements are accepted in all currencies but must be written or translated into English.
5. A signed "F-1 Status Rules and Responsibilities" Form.
6. A copy of the passport biographical page.
7. If the student is already in the U.S., please include:
 - a. Copy of the student's current visa, I-94 record (<https://i94.cbp.dhs.gov>).
 - b. Copy of the student's current I-20 (if currently studying on F-1 visa).
8. Optional: Foreign transcripts must first be evaluated by a NACES approved credential evaluation service (www.naces.org)

Placement Waivers/Placement Testing:

1. In order to be accepted to the college and receive a form I-20, students must satisfy placement in one of the following ways:
 - a. TOEFL/SAT/IELTS/ACT scores (see link for details on score minimums: <https://ccp.edu/getting-started/what-are-placement-tests>)
 - b. Transcripts from a previously attended US college or university
 - c. ACCUPLACER Placement Test through our Assessment Center (remote tests or on-campus tests)
 - i. Complete and return the placement test form to international@ccp.edu to be setup with a test via the Assessment Center (continue to monitor your email – including junk/spam – for your ACCUPLACER testing instructions).

Additional Notes:

1. What makes a document **OFFICIAL**?
 - a. Documents must be issued directly from the authorizing institution such as a bank, school, or testing agency
 - b. Photocopy that has original stamp by an official such as a notary or magistrate. All official documents must have an original stamp, seal, or be printed on official letterhead paper from the authorizing institution.
2. How to submit your application:
 - a. Most items can be submitted via email to international@ccp.edu. Only the **transcripts** must be physically mailed.
 - b. Please be sure to include your name and Student ID (J) number on all documents.
 - c. Mail or deliver in person to:

Community College of Philadelphia
International Student Services (Bonnell Building, Room BG-42)
1700 Spring Garden St.
Philadelphia, PA 19130
 - d. **COVID-19 INSTRUCTIONS: See note at right; do not mail transcripts or documents at this time.**
3. Processing Time:
 - a. After the review period begins, processing of complete applicant files takes approximately 2-3 weeks, but delays may occur.
 - b. All applicants are notified by email about the status of their application.
4. All document submitted become the property of the college and cannot be returned. Please submit official copies, not originals.
5. If you have any questions, please contact ISS via email international@ccp.edu or call +1(215)-751-8863.

Note: during the remote work period due to COVID-19, **all** documents should be submitted via email to international@ccp.edu as access to campus and the mailroom is currently restricted. Please send one email with multiple attachments and include J number.