

## International Student Services Application Checklist

### How to Begin

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

### Application Documents

1. Online International Student Application ([www.ccp.edu](http://www.ccp.edu))
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).

#### OPTIONAL:

1. TOEFL/SAT/IELTS scores
2. OFFICIAL transcripts from a previously attended college or university
  - a. Foreign transcripts must first be evaluated by a NACES approved credential evaluation service ([www.naces.org](http://www.naces.org))

### 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.
3. How to submit your application:
  - a. Most items can be submitted via email to [international@ccp.edu](mailto:international@ccp.edu). Only the **transcripts** must be physically mailed.
  - b. Please be sure to include your name 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
4. Processing Time:
  - a. Processing takes in 2-3 weeks.
  - b. All applicants are notified by email about the status of their application
5. All document submitted become the property of the college. Please submit official copies, not originals.
6. If you have any questions, please contact ISS via email [international@ccp.edu](mailto:international@ccp.edu) or call 215.751.8863.