

## Checklist for International Applicants

1) **Application Form** (online or **International Admissions** paper version)

2) **International Student Information Form**

3) **Educational History Form**

4) **Academic Records**

Send official secondary school (high school) and any post-secondary school records (transcripts). Your academic records should include the grades/marks of all subjects completed and the results of any external examinations. Your records should also indicate any diplomas, degrees or certificates earned. If your academic records are not in English, a word-for-word translation **attached** to an official copy of the academic document translated by a certified translator. All international students must have all academic transcripts evaluated by a credit evaluation service, we recommend WES.

5) **Demonstration of English Language Proficiency**

If your native language is **not** English, you must demonstrate an acceptable English language proficiency before considered for admission. This requirement can be met by submitting a minimum TOEFL score of 79 iBT (200 computer-based), (500 paper-based) or other form of English Language testing from an accredited agency. Please see our website for agencies and scores. You must also show official academic (high school transcripts or equivalent) records, which show the successful completion of at least four years of English language study at the secondary or higher level.

There may be a Placement Assessment given during the International Student Orientation. Students who submit a TOEFL score of 79 iBT (200 computer-based), (500 paper-based) or better can generally begin the regular academic curriculum in their program of study if they have the appropriate academic background. The College's placement assessment is reviewed in conjunction with the TOEFL score and will help determine appropriate course placement. An F1 International student may only take up to 6 credits of ESL coursework per semester. The other 6 credits must go toward the degree chosen. The minimum credits for an F1 (Visa) international student is 12 credits.

6) **Financial Documentation** (Required for F-1 Student Applicants)

If you plan to attend SUNY Broome Community College on an **F-1 Student Status**, you must demonstrate that you have the financial means/support to cover your educational and living expenses while attending the College. A SUNY Broome Community College *Declaration of Financial Support Form* **MUST** be completed and returned **with** the appropriate financial documentation requested.

7) **Copy of (unexpired) Biographical Page of Passport**

8) **For F-1 Transfer Students only:**

If you are currently attending a college or university in the United States on an F-1 student status and wish to transfer to SUNY Broome Community College, you will need to obtain a new I-20 issued by our college and fulfill transfer eligibility requirements. Please send a copy of your current I-20 with your application material. After your admission to our College, your current International Student Counselor will need to complete a Transfer Eligibility Form. The Transfer form is sent upon acceptance to our College.

\*\* Although the checklist is available in other languages, all admission forms must be in English and high school academic transcripts must be translated by a certified translator and notarized.