

# INTERNATIONAL STUDENTS APPLICATION FOR ADMISSION PACKET 2009-2010

## Overview

TMCC is a fully accredited, public community college located in Reno, Nevada, approximately five miles north of the University of Nevada, Reno. We offer two-year associate degrees and certificates in a wide range of academic and occupational programs. TMCC has approximately 13,000 full-time and part-time students.

Reno is located in western Nevada. The area has a mild, dry climate and four distinct seasons. Reno is approximately a 45-minute drive from Lake Tahoe and a four-hour drive from San Francisco. Reno and the surrounding area offer terrific sports, recreation and cultural opportunities year-round.

All international students holding F-1 visas are required to purchase the student medical insurance through TMCC each semester.

The TMCC campus does not have student housing. There is a variety of housing options available near the UNR and TMCC campuses along with a reliable, affordable city bus system for transportation.

## Submission Instructions

Mail application form and all documents to:

**International Admissions, RDMT 114**  
**Truckee Meadows Community College**  
**7000 Dandini Blvd.**  
**Reno, NV 89512-3999**  
**USA**

**Mrs. Clare E. Steppat**  
International Admissions Officer  
Admissions and Records  
Red Mountain Building, room 114  
Telephone: 775-674-7627  
Fax: 775-673-7028  
E-mail: [international@tmcc.edu](mailto:international@tmcc.edu)  
Web site: <http://international.tmcc.edu>

**Ms. Cyndi Jakus**  
Academic Advisor  
Academic Advisement and Career Services  
Red Mountain Building, room 111  
Telephone: 775-673-7062  
Fax: 775-673-7268  
E-mail: [international@tmcc.edu](mailto:international@tmcc.edu)

## TOEFL Information

**TMCC's Institution Code:** 4960

**TOEFL Services:**  
Educational Testing Service  
P.O. Box 6151  
Princeton, NJ 08541-6151, USA  
Telephone: 609-771-7100  
USA Toll Free: 1-877-863-3546  
Fax: 1-610-290-8972  
E-mail: [toefl@ets.org](mailto:toefl@ets.org)  
Web site: [www.ets.org/toefl/](http://www.ets.org/toefl/)  
Practice: [www.ets.org/toefl/](http://www.ets.org/toefl/) click Prepare for the Test > Free Test Prep  
TOEFL Tips: [www.ets.org/Media/Tests/TOEFL/pdf/TOEFL\\_Tips.pdf](http://www.ets.org/Media/Tests/TOEFL/pdf/TOEFL_Tips.pdf)

**TOEFL in Reno:**  
Sylvan Learning Center (2203: Prometric Test Center)  
2295 S. Virginia St. Suite 16, Reno, NV 89502,  
Telephone: 775-829-2700 or 775-284-8752  
Register Online (preferred): [www.ets.org/toefl/](http://www.ets.org/toefl/)  
Register by Phone: 1-800-468-6335 or 1-443-751-4862

## Deadline Dates for Application and All Required Documents

**Apply early** – classes are filling up. Consulates are busy

- *If you must apply for an F1 visa:* June 1 for fall semester and November 1 for spring semester.
- *If you already have an F1 visa:* August 1 for fall semester and December 1 for spring semester.
- *Special Summer Admission:* contact us to begin classes in summer.

# International Student Admissions Checklist

1. Complete the [application](#) form:
  - a. NAME field matches your passport exactly.
  - b. Degree program is on the TMCC list.
  - c. Form is signed by the student.
2. Photocopy of passport page(s) showing name, date of birth, passport number and expiration date.
3. U.S. dollars (USD) \$25 application fee.
4. Official high school, college or university transcripts showing date of graduation.
  - a. Transcripts must be mailed directly from the issuing institution to TMCC with an official English translation. They must be received in sealed school envelopes, contain the proper signatures, date and institutional seals to be considered official. Student originals are not acceptable.
5. TOEFL score sent directly from ETS to TMCC, institution code 4960 [www.ets.org/toefl](http://www.ets.org/toefl)
  - a. On test day, include our institution code on the test. Waiting costs money and slows your application.
  - b. International TOEFL score of at least 61 (iBT) or 500 (PBT) is required for admission.
6. Original financial documents showing the equivalent of a minimum of USD **\$20,918.00 for the 2009-2010 academic year**.
  - a. Financial documents may be a bank statement or letter, scholarship letter or an [Affidavit of Support](#) from a U.S. citizen or a permanent resident or a combination of these items. All bank documents must be dated within the last six months.
  - b. They may be in any currency. For currency conversion, see [www.xe.com/ucc/full.shtml](http://www.xe.com/ucc/full.shtml)
  - c. For the latest estimate, please visit <http://international.tmcc.edu> and click on Estimated Expenses.
7. [Financial statement](#) signed by sponsor(s). More than one sponsor is acceptable. Each sponsor must complete the form and provide documents from Item 6 above.
8. Immunization record, if available.
  - a. Two doses for measles, mumps and rubella (MMR) during your lifetime.
  - b. An immunization within the last 10 years for tetanus/diphtheria (Td).
  - c. A tuberculosis (TB) skin test and follow-up examination.
  - d. If these immunizations have not been completed in your country, you may get them in the U.S. for approx. \$150.00 to \$200.00
9. Dependent documents, if your spouse or children will accompany you to TMCC.
  - a. Photocopy of passport(s) showing name, date of birth, passport number and expiration date.
  - b. List their information on a separate piece of paper (family name, first name, middle name, relationship—spouse/son/daughter—date of birth as mm/dd/yyyy, city and country of birth).

## Additional Documents, if Transferring from a U.S. School

10. Photocopy of current documents:
  - a. I-20 from current school **and** all previous I-20s.
  - b. F-1 visa.
  - c. I-94 (small white card stapled in passport). Copy both front and back.
  - d. SEVIS fee receipt (I-797C, Notice of Action), optional
  - e. If you have dependents, a copy of their documents and I-20s.
11. TMCC transfer verification form, <http://international.tmcc.edu> click on Documents and Forms.
  - a. Fill out and sign section 1, have your current international advisor complete section 2 and fax it directly to 775-673-7028.
12. Transcripts of academic classes taken in the USA, if applicable.
13. Complete the English requirement with one of the following options:
  - a. Receive recommendation for academic study from the [Intensive English Language Center](#) (IELC) at UNR.
  - b. International TOEFL score of at least 61 (iBT) or 500 (PBT).
  - c. Completion of English 113 or English 101 (or equivalent) at a U.S. college or university.
  - d. Passing scores in the reading and writing sections of the US high school proficiency examinations.

# International Student Application for Admissions Form

## 1: Applicant Information

Please type or print clearly.

Name *(exactly as it appears in your passport)*

\_\_\_\_\_  
**Last Name** *(Family name/Surname)*      **First Name** *(Given name/Prénom)*      **Middle Name**

**Gender:** Male \_\_\_\_\_ Female \_\_\_\_\_      **U.S. Social Security Number** *(if available):* \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Date of Birth:** Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

**How would you prefer to receive your admission letter and other important TMCC information?**  E-mail     Postal Mail

**E-mail Address:** \_\_\_\_\_

**Country of Citizenship:** \_\_\_\_\_      **City and Country of Birth:** \_\_\_\_\_

**Are you Hispanic or Latino?**  Yes     No

*(A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.)*

**Select the racial category or categories with which you most closely identify. Check all that apply.**

- |  |                                |  |
|--|--------------------------------|--|
| <input type="checkbox"/> American Indian or Alaska Native          | <input type="checkbox"/> Asian | <input type="checkbox"/> Black or African American |
| <input type="checkbox"/> Native Hawaiian or Other Pacific Islander | <input type="checkbox"/> White | <input type="checkbox"/> Non-Resident Alien        |

**Has either of your parents earned a college/university degree?**  Yes     No

### Mailing Address *(for I-20)*

\_\_\_\_\_  
**City:** \_\_\_\_\_      **State/Province:** \_\_\_\_\_

**Zip/Postal Code:** \_\_\_\_\_      **Country:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_      **Fax:** \_\_\_\_\_  
*Include Country and City/Area Codes*      *Include Country and City/Area Codes*

### Current Physical Address in the U.S. *(write "Not Applicable" if you are outside the U.S.)*

\_\_\_\_\_  
**City:** \_\_\_\_\_      **State/Province:** \_\_\_\_\_

**Zip/Postal Code:** \_\_\_\_\_      **Country:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_      **Fax:** \_\_\_\_\_  
*Include Country and City/Area Codes*      *Include Country and City/Area Codes*

### Permanent Address in Home Country

\_\_\_\_\_  
**City:** \_\_\_\_\_      **State/Province:** \_\_\_\_\_

**Zip/Postal Code:** \_\_\_\_\_      **Country:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_      **Fax:** \_\_\_\_\_  
*Include Country and City/Area Codes*      *Include Country and City/Area Codes*

## 2: Degree Program

\_\_\_\_\_ **AA** (Associate of Arts)      \_\_\_\_\_ **AS** (Associate of Science)

\_\_\_\_\_ **Other:** \_\_\_\_\_

Choose from the complete list of degree and certificate Program Worksheets at <http://catalog.tmcc.edu> or request a list. Only programs that allow full-time academic study, 12 credits per semester, are approved for international students.

**Entrance Year:** \_\_\_\_\_ **Fall Semester** (*mid-August*): \_\_\_\_\_ **Spring Semester** (*mid-January*): \_\_\_\_\_

**TOEFL Test Date:** Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_ **Score:** \_\_\_\_\_

**IELC Recommendation:** \_\_\_\_\_ **English 101/113 or equivalent:** \_\_\_\_\_ **Proficiency Exam reading and writing:** \_\_\_\_\_

## 3: Previous Education

**Name of high school or secondary school attended:** \_\_\_\_\_

**Country of high school:** \_\_\_\_\_ **Primary language of instruction:** \_\_\_\_\_

**Date of graduation from high school or secondary school:** \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ (*month/YYYY*)

List all universities, colleges and technical schools you have attended in any country.

<b>Name of Institution</b> Ê	<b>City and Country</b> Ê
_____	_____

<b>Start Date</b> ( <i>MM/YYYY</i> ) Ê	<b>End Date</b> ( <i>MM/YYYY</i> ) Ê	<b>Degree Received</b> Ê
_____/_____/_____	_____/_____/_____	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If "Yes", please specify degree &amp; major:</i> _____

<b>Name of Institution</b> Ê	<b>City and Country</b> Ê
_____	_____

<b>Start Date</b> ( <i>MM/YYYY</i> ) Ê	<b>End Date</b> ( <i>MM/YYYY</i> ) Ê	<b>Degree Received</b> Ê
_____/_____/_____	_____/_____/_____	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If "Yes", please specify degree &amp; major:</i> _____

## 4: How Did You Hear About Our College?

**Friend/relative:** (*name*) \_\_\_\_\_ **NIC** \_\_\_\_\_ **TMCC** \_\_\_\_\_ **IELC/UNR** \_\_\_\_\_

**Internet:** \_\_\_\_\_ **Overseas College Fair:** \_\_\_\_\_ **Overseas College Agency:** \_\_\_\_\_

**High School:** \_\_\_\_\_ **Other:** \_\_\_\_\_

## 5: Financial Requirements

### Estimated Expenses for Two Semesters

2009-2010 Academic Year - **USD \$20,918.00**

Total expenses for the academic year are estimated and include costs for TMCC tuition, fees, health insurance, room and board in the Reno area, and minimal personal expenses. For detailed information and current year estimates, see: <http://international.tmcc.edu>

Do you have a spouse who will accompany you? \_\_\_\_\_ Yes \_\_\_\_\_ No

Do you have a child who will accompany you? \_\_\_\_\_ Yes \_\_\_\_\_ No

**Please note:** If you have dependents, please provide additional financial documentation in the amount of \$7,000.00 for your spouse and \$3,000.00 for each child.

## 6: Sponsor Information (person who will pay TMCC tuition and school expenses)

Name of Sponsor: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_

Zip/Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
*Include Country and City/Area Codes.* *Include Country and City/Area Codes.*

E-mail: \_\_\_\_\_

### Financial Statement for Sponsors OUTSIDE the U.S.

I, (sponsor's name), \_\_\_\_\_, do swear that I will provide (student's name) \_\_\_\_\_ a minimum of (U.S. dollars) \$\_\_\_\_\_ for each year of study in the U.S.A. This money is in addition to any travel money needed to return to the country of origin. I understand that TMCC will not be able to assist the student financially. I understand that I am financially responsible for the tuition, fees and living expenses of the applicant named above. I further certify that adequate funding is available for each year of study required to complete the degree program.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

### Affidavit of Support for Sponsors INSIDE the U.S.

If the student's sponsor is a U.S. citizen or permanent resident, an Affidavit of Support form I-134 must be completed. Print it from: <http://international.tmcc.edu> (Documents and Forms) or request it from the TMCC international admissions officer. Follow the instructions at <http://international.tmcc.edu> (Documents and Forms). You must submit the **additional documents listed in Supporting Evidence** with the I-134. The form must be signed under penalty of perjury under U.S. law. Bank statements or financial documents must be dated within the last six months.

## 7: Application Fee and Optional Express Mail Fee

**Required Application Fee:** \$25. Your application will not be evaluated without this non-refundable fee.

\_\_\_\_\_ Check or money order payable to "Board of Regents" is enclosed.

\_\_\_\_\_ Charge my credit card below.

**Optional express mail fee:** Documents are sent airmail outside the U.S., or first class inside the U.S. at no charge. If you want your I-20 and letter of admission sent by express mail, authorize us to charge your credit card for the ACTUAL express mail fee for approximately 8 ounces or less. Remember to include the delivery address, telephone number and Zip/Postal Code. Choose a method:

\_\_\_\_\_ Express Mail International Flat Rate through the post office. Flat Rate to Canada and Mexico USD \$25.95. Flat Rate to all other countries USD \$27.95. [www.usps.com/prices/express-mail-international-prices.htm](http://www.usps.com/prices/express-mail-international-prices.htm) Charge my credit card below.

\_\_\_\_\_ Federal Express is approximately \$40 to \$120 depending on the country. [www.fedex.com/ratefinder/standalone?method=resetAll](http://www.fedex.com/ratefinder/standalone?method=resetAll) Charge my credit card below.

**Name as shown on card:** \_\_\_\_\_

**Credit Card Number:** \_\_\_\_\_  
Visa, MasterCard, American Express, Discover

**Expiration Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_  
MM YYYY

**Card Holder's Signature** \_\_\_\_\_

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

## 8: Applicant's Certification

I certify the information provided on this application is true and accurate. I understand that all required credentials must be submitted before an admission decision may be made. I accept complete responsibility for requesting official transcripts of record to be forwarded directly to admissions and records from each school attended, whether credits were awarded or not, and I fully understand that those transcripts will not be returned. Furthermore, I agree to abide by all the rules and regulations of Truckee Meadows Community College and the U.S. Citizenship and Immigration Services (USCIS).

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_