



# INTERNATIONAL STUDENT APPLICATION PACKET

International Admission Office  
4585 West Seneca Turnpike, Syracuse, NY 13215  
(315) 498-7266 • [international@sunyocc.edu](mailto:international@sunyocc.edu)

# ADMISSION APPLICATION AND INSTRUCTIONS

We encourage you to apply EARLY. Please use this checklist to assist you with the admission process. For detailed instructions, please visit us at [www.sunyocc.edu/admissions](http://www.sunyocc.edu/admissions). If you have concerns or questions about the program you're interested in, call our Admission Office at (315) 498-7266 or e-mail us at [international@sunyocc.edu](mailto:international@sunyocc.edu) and we will help you.

## Application Deadlines

To ensure a thorough review of each candidate's application for admission to the College, the following deadlines have been established for the submission of all required documents.

## Application Deadlines by Semester

Fall – July 1 • Spring – Nov 15 • Summer – April 1 (Please note: we do not offer ESL classes in the summer.)

Students who are offered admission to the College will be contacted for advisement, registration, and orientation by the International Student Services Office.

### **STEP 1:** **Complete an application for admission included in this packet**

Complete the enclosed free Onondaga Community College admission application

**NOTE:** Only one application is needed

### **STEP 2:** **Sending Transcripts**

#### **Proof of High School Graduation and/or College Attendance**

##### A. High School Graduation Documents

International students must be graduates of a school that is considered equivalent in level to a U.S. high school as determined by the American Association of Collegiate Registrars and Admissions Officers (AACRAO). As proof, the following original, official documents must be submitted and accompanied by a certified English translation:

- i. Transcripts
- ii. Diploma Certificates

##### B. College Attendance Documents

To receive academic transferred credit for college-level courses taken and/or degrees earned at non-U.S. colleges or universities, international student transcripts must undergo evaluation by foreign credential evaluation services.

We recommend the following foreign credential evaluation services:

- i. Evaluation Service, Inc.: [www.evaluationservice.net](http://www.evaluationservice.net)
- ii. World Education Services: [www.wes.org](http://www.wes.org)

Please arrange to have all Proof of High School Graduation and/or College Attendance documents, accompanied by certified English translations, in addition to the completed application for admission, sent directly to the Office of Recruitment and Admission, 4585 West Seneca Turnpike, Syracuse, NY USA 13215.

### **STEP 3:** **Complete the FSA-3 form regarding English proficiency included in this packet**

Submit evidence of your ability to read, write, and speak English sufficiently to pursue college-level work using the FSA-3 form.

### **STEP 4:** **Complete the Test of English as a Foreign Language (TOEFL)**

The results of the Test of English as a Foreign Language (TOEFL) must be received from all students of non-English speaking countries. A minimum score of 173 (computer-based) or 61 (internet-based) must be achieved on this test. General Certificate of Education (GCE) results may be submitted in place of the TOEFL. The GCE must have five passes, including English.

Non-native English speaking applicants already in the U.S.A. may be eligible for alternative English language testing. For further information please contact the Office of Admission 001-315-498-7266 or [international@sunyocc.edu](mailto:international@sunyocc.edu).

**STEP 5:**  
**Complete the FSA-4 form regarding proof of financial resources included in this packet**

All candidates must return a completed International Student Financial Statement (FSA-4), with the application. Refer to Student Budget Estimate below for estimated costs. Financial aid is not available for international students.

**2010-2011 Estimated Costs in U.S. Dollars**

Tuition Fee .....	\$7,568
Activity Fee .....	\$164
Technology Fee .....	\$256
Health Fee .....	\$40
<b>Fees Total*</b> .....	<b>\$8,028</b>
Room and board .....	\$7,300
Estimated health insurance .....	\$700
Books .....	\$1,230
Transportation, personal .....	\$1,242
Est. Living Expenses Total** .....	\$10,472
<b>Total Estimated Cost:</b> .....	<b>\$18,500</b>

\* Some programs require additional curriculum and course fees. For a full listing of fees, please review the Cost of Attending at [www.sunyocc.edu](http://www.sunyocc.edu). All fees are subject to change upon OCC Board of Trustees approval.

\*\* You should also budget, and provide proof of additional financial resources for each accompanying dependent: \$1,800 and for a spouse: \$3,000.

**STEP 6:**  
**Provide Immunization records to Onondaga Community College Health Services**

New York State Public Health Law requires all students attending college to provide proof of immunity to measles, mumps and rubella and to be informed of the risks of meningococcal meningitis and given the option of being immunized. If you were born after December 31, 1956, you must provide immunization records to the Health Services Office, Coulter Library, Room 103C, FAX (315) 469-9270. If you have questions, please contact the Health Services Office at (315) 498-2599.

Please note: Some programs (particularly in Health Occupations and Performing Arts) have additional requirements for acceptance; you are encouraged to check with the Admission Office or visit the web site at [www.sunyocc.edu](http://www.sunyocc.edu) for details.

As soon as our evaluation is complete, you will receive an admission decision via mail. If you have any questions about the status of your application, please contact the Gabriela Lozanova at [lozanovg@sunyocc.edu](mailto:lozanovg@sunyocc.edu) or (315) 498-7266.

**QUESTIONS?**

Contact Gabriela Lozanova at [lozanovg@sunyocc.edu](mailto:lozanovg@sunyocc.edu) or (315) 498-7266

**Mail the International Admission packet to:**

International Admission Office  
Gordon Student Center  
4585 West Seneca Turnpike  
Syracuse, NY 13215  
U.S.A.



# ADMISSION APPLICATION

## Semester you plan to start college

- January (spring) / Year: \_\_\_\_\_  
 Summer / Year: \_\_\_\_\_  
 September (fall) / Year: \_\_\_\_\_



A College of the State University of New York

Complete all requested information, sign and mail to:  
Onondaga Community College,  
International Admissions Office,  
Gordon Student Center,  
4585 West Seneca Turnpike,  
Syracuse, NY 13215-4585.  
Applicants must request official academic records to be sent to the address above.  
Questions? Call (315) 498-7266 or e-mail at international@sunyocc.edu.

Legal Last Name \_\_\_\_\_ Legal First \_\_\_\_\_ Legal Middle \_\_\_\_\_

Former Name/Maiden Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone (\_\_\_\_\_) \_\_\_\_\_ Work Phone (\_\_\_\_\_) \_\_\_\_\_ Cell Phone (\_\_\_\_\_) \_\_\_\_\_

E-mail \_\_\_\_\_  
(preferred method of communication)

## Residing address in Unites States, if known:

\_\_\_\_\_

Birth Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Gender  Male  Female  
month/ day/ year

You plan to study  full time (12 credits or more)

Are you a  first-time college student?  transfer student from another college?

## Please answer the following based on the parent or parents who you primarily live with.

Did your father complete a Bachelors degree (4 year degree)?  Yes  No

Did your mother complete a Bachelors degree (4 year degree)?  Yes  No

## Please describe your race/ethnic origin (For research, scholarships, special programs, and local, state and federal reports. Not used for admission decisions.)

- Hispanic of any race OR (CHECK ALL THAT APPLY)  Asian  Black or African American  Native American or Alaska Native  
 Native Hawaiian/other Pacific Islander  White  Other: \_\_\_\_\_

## Complete the following to indentify yourself:

Country of citizenship: \_\_\_\_\_

If dual citizen, indicate the citizenship and passport you will use to enter the Unites States \_\_\_\_\_

City and country of birth: \_\_\_\_\_

Are you currently in the United States on a U.S. visa?  Yes  No

If yes, type of visa: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Is English your first language?  Yes  No If no, what is your first language? \_\_\_\_\_

## What are your educational goals? (please select only one)

- Transfer after earning a degree/certificate  Enroll in coursework for personal enrichment (not seeking degree/certificate)  
 Transfer without earning a degree/certificate  Enroll in coursework to obtain a High School Equivalency Diploma  
 Earn a degree/certificate with plans for employment  Uncertain of educational goal at this time  
 Enroll in coursework to learn new, or update job skills (not seeking degree/certificate)

## I am interested in the following (check all that apply)

Living on campus in the residence halls

Note: you must complete a separate Residence Life application, available at sunyocc.edu and submit a deposit. Click on Admissions then Residence Halls then Apply Now!

Honors Concentration

Collegiate Science and Technology Entry Program (CSTEP) - candidates meet residency, ethnicity or financial and degree program requirements.

Disability Services - Note: You are encouraged to contact the Disability Services Office (DSO) as soon as possible for further assistance.

**I am interested in the following** (check all that apply)

- Athletics (check all that apply)
- |  |   |  |   |   |
|--|---|--|---|---|
| <input type="checkbox"/> Men's Baseball      | <input type="checkbox"/> Men's Golf     | <input type="checkbox"/> Men's Tennis          | <input type="checkbox"/> Women's Golf     | <input type="checkbox"/> Women's Softball   |
| <input type="checkbox"/> Men's Basketball    | <input type="checkbox"/> Men's Lacrosse | <input type="checkbox"/> Women's Basketball    | <input type="checkbox"/> Women's Lacrosse | <input type="checkbox"/> Women's Tennis     |
| <input type="checkbox"/> Men's Cross Country | <input type="checkbox"/> Men's Soccer   | <input type="checkbox"/> Women's Cross Country | <input type="checkbox"/> Women's Soccer   | <input type="checkbox"/> Women's Volleyball |

**ALL APPLICANTS MUST ANSWER THE FOLLOWING:**    **Have you ever been:**

convicted of a crime?	<input type="checkbox"/> yes	<input type="checkbox"/> no
dismissed from a college for disciplinary reasons?	<input type="checkbox"/> yes	<input type="checkbox"/> no
dismissed from a college for academic reasons?	<input type="checkbox"/> yes	<input type="checkbox"/> no

**HIGH SCHOOL EDUCATION**

Name of high school (please use the school's formal name) \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Current high school student / Expected date of graduation (mo./yr.): \_\_\_\_\_     High school graduate / Date of graduation (mo./yr.): \_\_\_\_\_

**Did you earn college credit while still in high school?**     Yes     No

**If yes, how?**     AP     IB     Onondaga Community College     CLEP     Other: \_\_\_\_\_

**PREVIOUS COLLEGES AND UNIVERSITIES**

Name	City, State	Dates attended
_____	_____	_____
_____	_____	_____

**I am applying for the following degree or certificate program** (CHECK ONLY ONE)

- |   |   |  |   |
|---|---|--|---|
| <input type="checkbox"/> Accounting A.A.S.                              | <input type="checkbox"/> Electrical Engineering Technology A.A.S.               | <input type="checkbox"/> Labor Studies A.S.  | <input type="checkbox"/> Music A.A.S.*                              |
| <input type="checkbox"/> Apprentice Training: Building Trades A.A.S.*   | <input type="checkbox"/> Electronic Media Communications A.A.S.                 | <input type="checkbox"/> Law Enforcement Certificate*                              | <input type="checkbox"/> Nursing A.A.S.*                            |
| <input type="checkbox"/> Apprentice Training: Electrical Trades A.A.S.* | <input type="checkbox"/> Engineering Science A.S.                               | <b>Liberal Arts &amp; Sciences:</b>  | <input type="checkbox"/> Photography A.S.                           |
| <input type="checkbox"/> Architectural Technology A.A.S.                | <input type="checkbox"/> Environmental Tech: Geoscience A.A.S.                  | <input type="checkbox"/> Adolescence Education (Teacher Education Transfer) A.A. ° | <input type="checkbox"/> Physical Therapist Assistant A.A.S.*       |
| <input type="checkbox"/> Art A.A.S.                                     | <input type="checkbox"/> Fire Protection Certificate                            | <input type="checkbox"/> Childhood Education (Teacher Education Transfer) A.A.     | <input type="checkbox"/> Physical Education/Exercise Science A.A.S. |
| <input type="checkbox"/> Automotive Technology A.A.S.                   | <input type="checkbox"/> Fire Protection A.A.S.                                 | <input type="checkbox"/> General Studies A.A. °                                    | <input type="checkbox"/> Professional Communication A.A.S.          |
| <input type="checkbox"/> Business Administration A.S. (transfer) °      | <input type="checkbox"/> Health Information Technology / Medical Records A.A.S. | <input type="checkbox"/> Humanities & Social Sciences A.A. °                       | <input type="checkbox"/> Professional Cooking Certificate           |
| <input type="checkbox"/> Business Technology A.A.S. (career)            | <input type="checkbox"/> Homeland Security and Disaster Preparedness A.A.S.     | <input type="checkbox"/> Mathematics and Science A.A. °                            | <input type="checkbox"/> Recreation Leadership A.S. (transfer)      |
| <input type="checkbox"/> Computer Engineering Technology A.A.S.         | <input type="checkbox"/> Hospitality Management A.A.S.                          | <input type="checkbox"/> Mathematics and Science A.S.                              | <input type="checkbox"/> Respiratory Care A.A.S.*                   |
| <input type="checkbox"/> Computer Information Systems A.A.S.            | <input type="checkbox"/> Human Services A.S. °                                  | <input type="checkbox"/> Mechanical Technology A.A.S.                              | <input type="checkbox"/> Surgical Technology Certificate*           |
| <input type="checkbox"/> Computer Science A.S.                          | <input type="checkbox"/> Interior Design Technology A.A.S.                      | <input type="checkbox"/> Microcomputer Troubleshooting and Maintenance Certificate | <input type="checkbox"/> Telecommunications Technology A.A.S.       |
| <input type="checkbox"/> Criminal Justice A.S. °                        |   |  | <input type="checkbox"/> Telecommunications (Verizon) A.A.S.*       |
| <input type="checkbox"/> Early Child Care Certificate*                  |   |  | <input type="checkbox"/> Web Technology Certificate                 |

\* Special admission criteria. Please contact us or go to sunyocc.edu for details.

° Online degree options

**I certify that the information I have provided on this application is complete and accurate. I understand this application cannot be processed if it has not been completed according to its instructions, and that any deliberate falsification or omission of data could result in denial of admission or dismissal from the College.** (Sign below)

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_  
month/ day/ year



Onondaga Community College is a unit of the State University of New York. It is the policy of the University and of this College not to discriminate on the basis of sex, race, color, religion, national origin, disability, age, marital status or sexual orientation in admissions, employment, or treatment of students and employees in any educational program or activity.

The information on this admission application will be used by Onondaga Community College to evaluate your request for admission. Failure to provide the requested information could prevent your application from being processed. The authority to request this information is found in section 355(2)(i) of the Educational Law.





**THE STATE UNIVERSITY of NEW YORK  
FOREIGN STUDENT FINANCIAL STATEMENT**

**This is a two-page form. Be sure to read all information before completing this form.**

**Part 1 – Write in ink or type:**

1. Name of Applicant [ ] Mr. [ ] Ms.: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
(Family name) (First/ Given) (Middle)
2. Permanent Address \_\_\_\_\_
3. Campus to which you are applying: \_\_\_\_\_
4. Major field/department: \_\_\_\_\_
5. Degree for which you are applying: \_\_\_\_\_
6. I expect my program of study to take \_\_\_\_\_ years to complete.
7. Birth-date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Month Day Year
8. Country of Citizenship: \_\_\_\_\_
9. [ ] I plan to come without dependents  
[ ] The following dependents will accompany me (list names and relationships)  
\_\_\_\_\_  
\_\_\_\_\_
10. Does your country restrict dollar exchange? [ ] Yes [ ] No  
What is the maximum dollar amount permitted for a student? \$ \_\_\_\_\_
11. Total amount of U.S. dollars you expect to bring with you upon arrival  
(tuition, room, meals, and books must be paid at the beginning of each semester).  
\$ \_\_\_\_\_
12. Do you have a source within the U.S. for emergency funds once you arrive  
in this country? [ ] Yes [ ] No
13. If YES, name source \_\_\_\_\_  
Amount Available in U.S.: \$ \_\_\_\_\_

**Part II – Complete each relevant item below. Sign and date the form after (C).**

**Enter amount of assured support available for each year of study in U.S. dollars.**

Source of Funds	Year 1	Year 2	Year 3	Year 4	Required Verification
Personal Savings Name of Bank _____ Account Holder _____ _____	\$	\$	\$	\$	1. Bank Statement 2. Complete (A) and (C) below
Family/Relative/Sponsor Name _____ Name _____ Name _____	\$	\$	\$	\$	1. Bank Statement 2. Complete (A) and (C) below
Scholarship/Loan Awarded by _____ _____ _____	\$	\$	\$	\$	1. Official award letter. See instructions on reverse side 2. Loan approval letter. See instructions on reverse side 3. Complete (C) below
Government/Employer/Other Name of sponsor _____ Other (specify source and type of support) _____ _____	\$	\$	\$	\$	1. Official letter of support. See instructions on reverse side 2. Bank statements, affidavits, or sworn statements 3. Complete (C) below
<b>Totals</b>	\$	\$	\$	\$	

**VERIFICATION:**

A. This is to certify that the funds indicated above are on deposit or are being held in the name of the applicant, his family members, or sponsors (named above) at the savings institution named below. (Verification of amounts is without liability for the bank or its officials). Attach separate statement of accounts with official signature/seal.

Name of Bank \_\_\_\_\_ Date \_\_\_\_\_  
Bank Official's Title \_\_\_\_\_ Bank Official's Signature/Seal \_\_\_\_\_

B. This is certify that I (we) the undersigned have agreed to provide the funds indicated above to the applicant for the purpose of full-time study at the State University Campus listed above and that I (we) are submitting bank statements indicating the availability of these funds. I (we) further understand that the State University cannot provide ANY financial assistance to the applicant and that I (we) must provide these funds for the duration of the applicant's course of study. If the commitment is not met, the student may be subject to dismissal from the University for non-payment.

Sponsor Signature \_\_\_\_\_ Date \_\_\_\_\_ Relationship to applicant \_\_\_\_\_  
Sponsor Signature \_\_\_\_\_ Date \_\_\_\_\_ Relationship to applicant \_\_\_\_\_

C. This is to certify that the information given on this form is complete and accurate to the best of my knowledge. I am fully aware that any false or misleading statement will result in an automatic denial of admission, or cancellation of registration following enrollment.  
Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Return this form with all additional financial documentation directly to the SUNY campus to which you are applying.



## THE STATE UNIVERSITY of NEW YORK FOREIGN STUDENT FINANCIAL STATEMENT

All foreign applicants must document their ability to meet all educational and living expenses for the entire period of their intended study before this University can issue a Certificate of Visa Eligibility (form I-20 or IAP-66). Read the following instructions carefully before completing and submitting this form.

### **Instructions:**

Part I: Answer questions 1-13 completely.

Part II: In the first column, indicate the source(s) of your funding. In the columns headed Year 1, 2, 3, and 4, indicate the amount (in U.S. dollars) available for each year of study. Each sponsor must verify these amounts by signing the form. Be sure to include supplementary documents as indicated, and attach originals not photo copies.

All documentation must be dated within one year of the date of initial enrollment at the SUNY campus to which you are applying. The SUNY campus has provided you with an estimate of their annual education and living costs for foreign students. You must document financial support equal to or greater than this amount. This estimate is subject to change without notice and will usually increase each year.

### **Source of Funds:**

### **Required Documentation:**

Personal/Family: Signatures of sponsors on this form. Bank verification on both this form and in a separate state of account.

Scholarship: Official scholarship letter from the institution awarding the scholarship. The award letter must contain the name of the applicant, the amount of money available for each year of study, the duration of the award (including beginning and ending dates), the degree and major field of study for which the award is tenable, and the name of the SUNY campus to which the award is applicable.

Government or Employer: Official letter indicating amount of support and containing the same information as for "Scholarship" described above.

Loans: Official letter from credit institution indicating approval of the loan and the amount approved.

Dependent Support: A student wishing to have his/her family member(s) accompany him/her must document the following amounts for each family member per calendar year of intended study:

- For Spouse: \$2,600 per calendar year
- For each child: \$1,400 per calendar year

The SUNY campus to which you are applying reserves the right to require additional financial documentation and/or pre-payment from applicants whose countries impose currency exchange restrictions or other obstacles to the transfer of currency. Applicants from such countries will be notified of specific requirements when they have submitted completed applications.