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. 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 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:

ii. World Education Services: 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.
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

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

* Some programs require additional curriculum and course fees. For a full listing of fees, please review the Cost of Attending at 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 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 or (315) 498-7266.

QUESTIONS?
Contact Gabriela Lozanova at 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.
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

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 ☐ 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 United 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.

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.

08/04/10
I am interested in the following (check all that apply)

- Men's Baseball
- Men's Basketball
- Men's Cross Country
- Men's Golf
- Men's Lacrosse
- Men's Soccer
- Women's Basketball
- Women's Cross Country
- Women's Golf
- Women's Lacrosse
- Women's Soccer
- Women's Softball
- Women's Tennis
- Women's Volleyball

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

- convicted of a crime?  
- dismissed from a college for disciplinary reasons?
- dismissed from a college for academic reasons?

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

- AP
- IB
- Onondaga Community College
- CLEP
- Other: __________________________

PREVIOUS COLLEGES AND UNIVERSITIES

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

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

1. Complete Part 1 and address an envelope to the Director of Admissions at the campus you have named in No. 3.
2. Take the Form and the addressed envelope to a qualified person (See Part II below for information on qualified persons), and request him/her to complete Part II and mail the form in the envelope you provide.

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**PART 1. (PRINT OR TYPE IN ENGLISH)**

<table>
<thead>
<tr>
<th>1. Name</th>
<th>Family Name</th>
<th>Given Name(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[ ] Mr.  
[ ] Miss  
[ ] Mrs.

2. Home Address

No. and Street  
Town or City  
Providence or State  
Country

3. Name and Location of Campus to Which You Are Applying

4. Date you Expect to Enter this Campus

Month:  
Year:

5. **HISTORY OF CANDIDATE’S FORMAL STUDY OF ENGLISH**

<table>
<thead>
<tr>
<th>Secondary School</th>
<th>Number of Years</th>
<th>Number of Months Per Year</th>
<th>Number of Hours Per Week</th>
<th>Native Language Of Instructor(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| University |                |                          |                          |                                  |
| Other      |                |                          |                          |                                  |

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**PART II. TO BE COMPLETED BY ONE OF THE FOLLOWING:**

A DIRECTOR OF COURSES IN ENGLISH (OR DULY DESIGNATED REPRESENTATIVE) OF A BI-NATIONAL CENTER.

A PROFESSOR OR INSTRUCTOR OF ENGLISH AT A SCHOOL OR UNIVERSITY.

6. Is the Applicant’s native language English?  
[ ] YES  
[ ] NO

7. ‘X’ the appropriate boxes to indicate your opinion of the applicant’s present ability in English from the standpoint of the language proficiency usually needed for effective pursuit of studies at a College or University in the United States.

<table>
<thead>
<tr>
<th>SPEAKS ENGLISH:</th>
<th>Fluently and Colloquially</th>
<th>With Ease but Stilted</th>
<th>Haltingly</th>
<th>No Ability</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNDERSTANDS SPOKEN ENGLISH:</td>
<td>With Good Comprehension</td>
<td>With Some Hesitation</td>
<td>Simple Vocabulary Only</td>
<td>Not At All</td>
</tr>
<tr>
<td>UNDERSTANDS WRITTEN ENGLISH USED IN:</td>
<td>Advanced Level Materials</td>
<td>Intermediate Level Materials</td>
<td>Elementary Level Materials</td>
<td>No Ability</td>
</tr>
<tr>
<td>EXPRESSES THOUGHTS IN WRITTEN ENGLISH:</td>
<td>With Fluency and Facility</td>
<td>With Ease But Ungrammatically</td>
<td>On An Elementary Level Only</td>
<td>No Ability</td>
</tr>
</tbody>
</table>

8. Please recommend an appropriate beginning course load at an American Institution of higher education.

This student:

[ ] Needs No Additional Language Training; Could Carry A Full Academic Program  
[ ] Needs No Special Coursework, But Could Require Occasional Assistance  
[ ] Could Carry ¼ Academic Load, with ¼ Language Training  
[ ] Could Carry ½ Academic Load, with ½ Language Training  
[ ] Could Carry ¾ Academic Load, with ¾ Language Training  
[ ] Could Carry 1 Academic Load, with 1 Language Training  
[ ] Could Carry No Academic Load, with No Language Training  
[ ] Needs 6-10 Weeks Of Intensive Training Prior To Undertaking Full-time Study  
[ ] Is Unqualified for Academic Work

9. On What Date Will The Applicant Take TOEFL?

Month  
Year  
Location

10. REMARKS: (Describe any additional language study candidate is planning to take before coming to the U.S.)

(Please Print)

Name of Person Preparing Report  
Official Position

Signature of Person Preparing Report  
Date

---

The person completing this form should mail it directly to the State University of New York Campus to which the student is applying in a properly addressed envelope which the applicant has been instructed to supply.
Part 1 – Write in ink or type:
1. Name of Applicant [ ] Mr. [ ] Ms.: ________________________________ ________________________________ ________________________________
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: __________ / __________ / __________
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.

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

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 ________________________________
   Bank Official’s Title ________________________________
   Date ________________________________

B. This 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.
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.