



Thank you for your interest in attending Bergen Community College. Please submit the following documents to the International Student Center and allow up to 3 weeks for processing. All forms are available at: [www.bergen.edu/isc/forms](http://www.bergen.edu/isc/forms)

If you need assistance, please email us at [intadmissions@bergen.edu](mailto:intadmissions@bergen.edu)

**The following information is for APPLICANTS WHO WILL TRANSFER TO BERGEN COMMUNITY COLLEGE.** These applicants are already in valid F-1 status and are transferring from one US institution to Bergen Community College.

**Check List for an applicants applying as a transfer student:**

- Bergen Community College application for admissions, available at: [www.bergen.edu](http://www.bergen.edu)  
Click 'apply online.' F-1 students MUST apply for a degree program.
- Proof of graduation from high school or college (translated into English, if necessary).
- Photocopies of passport and visa identification pages and copies of all I-20's.
- Bergen Community College Financial Agreement of Support (and Agreement of Support for Room and Board if needed.)
- Bank statement or letter showing at least \$18,000 (or \$8,000 if accompanied by Agreement of Support for Room and Board.)
- SEVIS Information Form.
- TRANSFER RECOMMENDATION FORM. (Ask the DSO at your current institution to complete the form and release your SEVIS I-20 AFTER you have been accepted to BCC. This form must be mailed or faxed back to BCC before BCC will issue an I-20.)

***Once the applicant submits all paperwork, BCC will issue an acceptance letter. It is the applicant's responsibility to contact his or her former institution to request the SEVIS transfer. Only after we receive your Transfer Recommendation Form will your I-20 be issued for study at Bergen Community College (normally within 2 weeks).***

Please return completed paperwork to the International Student Center, Room A-126 in the Pitkin Education Center, or mail your paperwork to:

**Ms. Kate Plessing**

**The International Student Center, Room A126, Pitkin Education Center**

**Bergen Community College 400 Paramus Road, Paramus, New Jersey 07652 USA**

Email: [intadmissions@bergen.edu](mailto:intadmissions@bergen.edu)

Phone: 201 689-7601

Fax: 201 251-0353

Website: [www.bergen.edu/isc](http://www.bergen.edu/isc)

## Things to remember:

- Applicants may not apply to the allied health programs directly. International applicants must first apply to a general program, for example, the Associate of Science, Natural Sciences or Math, General (AS. NSM. GEN) and then apply for a change of major after one semester of study or after fulfilling all prerequisites.
- Standardized tests (the SAT or TOEFL) are not required for admission. However, if students have taken the SAT and scored 540 or above on the Critical Reading section of the test, or scored an 80 or above on the Internet Based TOEFL, they may be exempt from language based placement testing. Test scores must be submitted to the Office of Testing Services upon arrival in the US. For information on testing, please visit [www.bergen.edu/testing](http://www.bergen.edu/testing).
- If a student is not exempt from the language based placement test, he or she will take the Level of English Proficiency (LOEP) test at Bergen Community College. This is not an entrance examination; it is used for placement only. If it is necessary for a student to take English as a Second Language courses through the American Language Program, the test score will determine the appropriate ALP course level. Each level is one semester long.
- International students at Bergen Community College are required to show sponsorship of at least \$18,000 at the time of application. The \$18,000 figure reflects tuition and fees for one year of study and estimated living costs. Tuition and fees for an international student are estimated at \$8000 per year, or approximately \$4000 per semester.
- If an applicant wishes to bring a spouse to the US (on an F-2 visa), an additional \$8,000 must be reflected in the financial statements. If the applicant wishes to bring a dependent child, an additional \$4000 must be reflected on the affidavit and bank statements.
- Applicants who plan to live with a friend or family member in the US may complete the Support for Room and Board Agreement and are only required to submit a bank statement showing \$8,000 (estimated tuition costs).
- Remember, Bergen Community College does not provide housing and therefore students must obtain housing on their own.
- International students are not eligible for the in - county tuition rate, and are therefore charged out-of-county tuition rates. Financial aid is not available to international students.
- Upon being admitted, students will receive a medical history form, which will require a physical examination by a doctor and proof of immunization records in English. This examination can be performed either in the student's home country or in the US upon arrival. Students will have to show proof of immunization against Measles, Mumps and Rubella in English. It is extremely important that students submit necessary health records. The form can be found at: <http://www.bergen.edu/isc/forms>



**SEVIS INFORMATION FORM**

**THIS FORM WILL BE USED TO CREATE YOUR FORM I-20. PLEASE COMPLETE IT CLEARLY AND COMPLETELY. INCOMPLETE FORMS WILL BE RETURNED.**

Please process my I-20 as an **INITIAL I-20** or a **TRANSFER I-20** (you must circle one)

**Initial** (*Applicant residing outside of the U.S. who will apply for an F-1 student visa in their home country*).

**Transfer Student** (*Applicant already in F-1 status transferring from one U.S. institution to BCC*)

**NAME:** \_\_\_\_\_ **DATE OF BIRTH:** \_\_\_\_\_  
(surname/family) (first) (middle) (month / day / year)

**SEX:** MALE or FEMALE **E-MAIL ADDRESS:** \_\_\_\_\_ **PHONE#:** \_\_\_\_\_

**COUNTRY OF BIRTH:** \_\_\_\_\_ **COUNTRY OF CITIZENSHIP:** \_\_\_\_\_

**YOUR PERMANENT ADDRESS IN YOUR HOME COUNTRY:** This **cannot** be a Post Office Box.

\_\_\_\_\_  
\_\_\_\_\_

**EMERGENCY CONTACT NAME AND PHONE NUMBER (Can be in the USA or in your home country):**

\_\_\_\_\_

Please send all mail to: (Please write the FULL mailing address clearly- this is where the International Student Center will mail your SEVIS I-20, acceptance letter and all other documents):

\_\_\_\_\_

Only complete the following information if you require an I-20 for your spouse or child. If you do not wish to bring a dependent with you to the USA, you should leave this section blank.

**NAME AND RELATIONSHIP OF DEPENDENTS WHO WILL NEED I-20 FORMS.**

**Name:** \_\_\_\_\_ **Relationship:** (circle one) Spouse / Child

**Date of Birth:** \_\_\_\_\_ **Country of Birth:** \_\_\_\_\_

**Country of Citizenship:** \_\_\_\_\_ \*A copy of the marriage or birth certificate is required.



## Agreement of Support

International applicants must show financial sponsorship of at least **\$18,000 USD\***. This form may be duplicated for multiple sponsors. Students who wish to show personal funds to satisfy the \$18,000 requirement do not need to complete the Agreement of Support, but must show a bank statement in their own name for the entire amount. For those students who will be living with their sponsor, a **Support for Room and Board** is available at [www.bergen.edu/isc/forms](http://www.bergen.edu/isc/forms)

Name of Sponsor: \_\_\_\_\_ Sponsor's relationship to student: \_\_\_\_\_

Complete Address of Sponsor: \_\_\_\_\_

\_\_\_\_\_

I hereby certify that I promise to provide \_\_\_\_\_  
(Name of Student)

funds in the amount of US \$ \_\_\_\_\_ for each year of study at Bergen Community College.

**I hereby affirm that the contents of the statements on this form are true and correct.**

\_\_\_\_\_  
(Sponsor's Name, Printed )

\_\_\_\_\_  
(Sponsor's Signature)

If the international student is bringing dependents with him/her to the USA and those dependents will be supported by the sponsor indicated on this form, an additional \$8,000 for a spouse and an additional \$4,000 per child must be evident.

\*Sponsor MUST attach a bank statement or bank letter showing the amount indicated above. The \$18,000 is an estimate for tuition and living expenses for one academic year. (\$8,000 for tuition/fees and \$10,000 for room/board) These figures are subject to change.

This document should be submitted to the International Student Center at Bergen Community College 400 Paramus Road, Room A-126, Paramus, New Jersey 07652.



**Agreement of Support for Room and Board**

International applicants are required to show sponsorship of at least \$18,000.

This signed document demonstrates the room and board portion of the expenses for F-1 students at Bergen Community College, estimated at \$10,000 USD per academic year. Students are required to show an additional \$8,000 for tuition and fees in the form of a bank statement or letter and signed Agreement of Support. Students who wish to show personal funds to satisfy the \$8,000 requirement do not need to complete the Agreement of Support for Room and Board, but must show a bank statement in their own name for the entire amount. Both Agreements of Support are available at [www.bergen.edu/isc/forms](http://www.bergen.edu/isc/forms)

**This form should be accompanied by a bank statement or bank letter showing at least \$8,000 USD. \***

\_\_\_\_\_ has applied to Bergen Community College for the \_\_\_\_\_ semester.  
(Name of International Student) (Fall/ Spring- indicate year)

He / she will be living with me, \_\_\_\_\_, at my residence for the duration of  
(Name of Sponsor)

his / her studies at the following address:

\_\_\_\_\_  
(street address, city, state)

Sponsor's Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

\_\_\_\_\_ is \_\_\_\_\_  
(Name of International Student) (my sister, my brother, a close friend)

I understand that this living arrangement demonstrates coverage of the room and board portion of the financial expenses required of international students seeking enrollment at Bergen Community College under F-1 student status. This room and board portion is *estimated* at \$10,000 per academic year.

\_\_\_\_\_ (Sponsor's Name Printed) \_\_\_\_\_ (Sponsor's Signature)

\*The bank statement can be from a different sponsor or from the applicant him/herself.

This document should be submitted to the International Student Center at Bergen Community College  
400 Paramus Road, Room A-126 – Paramus, New Jersey 07652.



**TRANSFER RECOMMENDATION FORM**

Only students who have been attending school in the United States under the F-1 status need to submit this form. Please complete and sign the top section. Then ask the Designated School Official at your current school to complete the bottom section. **Please note we will not be able to issue an I-20 until the transfer release date indicated on this form. Once the transfer release date has been reached, Bergen Community College will have access to your SEVIS record.**

**TO BE COMPLETED BY THE F-1 STUDENT**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Name (Family name) (First name) (Middle) Date of Birth

Admissions Number (from your I-94 card): \_\_\_\_\_ SEVIS ID# \_\_\_\_\_

Mailing address in the U.S.: \_\_\_\_\_

\_\_\_\_\_  
Telephone Number in the U.S.: \_\_\_\_\_

Student's current email address: \_\_\_\_\_

I intend to transfer to Bergen Community College for the \_\_\_\_\_ semester of \_\_\_\_\_ (year).

\*\*I hereby grant permission for the intended request to be made available to Bergen Community College.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**TO BE COMPLETED BY THE DESIGNATED SCHOOL OFFICIAL**

The above named student intends to transfer to Bergen Community College for the semester above. Please answer all questions based on the term immediately preceding the transfer or the last semester preceding a vacation or authorized practical training. **Please return this form to: 201-251-0353 or email to: [intadmissions@bergen.edu](mailto:intadmissions@bergen.edu)**

1. Current non-Immigrant Status \_\_\_\_\_

2. Degree level being perused at your institution \_\_\_\_\_

3. Student's last date of attendance at your institution \_\_\_\_\_

4. Has the student been maintaining full-time status at your institution?  
Yes \_\_\_\_\_ No \_\_\_\_\_ Comments \_\_\_\_\_

5. To the best of your knowledge, is the student currently in legal status?  
Yes \_\_\_\_\_ No \_\_\_\_\_ Comments \_\_\_\_\_

6. If the student is in SEVIS, please provide the SEVIS ID#: \_\_\_\_\_

7. Please indicate the student's transfer release date: \_\_\_\_\_

NAME \_\_\_\_\_ TITLE \_\_\_\_\_

INSTITUTION \_\_\_\_\_ TEL# (\_\_\_\_) \_\_\_\_\_

ADDRESS \_\_\_\_\_

SIGNATURE \_\_\_\_\_