

# INTERNATIONAL UNDERGRADUATE ADMISSION PROCEDURES

Valley City State University – Valley City, North Dakota, USA

2009-2010

## THE UNIVERSITY

Valley City State University, located in Valley City, North Dakota, is a liberal arts institution offering bachelor's degrees in over 35 fields of study along with a master's degree in education. Because of its moderate size of about 1000 students, VCSU enjoys the luxury of treating its students as individuals. As a result, the personal interaction between students and faculty, both within and outside the classroom, adds excitement to the learning process. Programs are distributed among five academic divisions. VCSU emphasizes the use of the latest technology, providing all students on-campus with a laptop computer to use in and outside the classroom.

## LOCATION

Valley City, North Dakota, a scenic community of approximately 7500 people, is located in the North Central region of the United States. Valley City residents welcome the VCSU students to the city and students take full advantage of the restaurants, movie theatre, and recreational opportunities. The community is best described by its rural, agriculturally oriented surroundings. The community is experiencing tremendous growth due primarily to the addition of new companies to the region. Located along a major United States Interstate Highway, access to an international airport is less than an hour away.

## ACADEMIC CALENDAR

The regular academic year is divided into two sixteen-week semesters and extends from August to May. The Fall Semester begins in late August, and the spring semester in early January. Each semester is a complete unit of study recorded on each student's permanent record at the end of the semester. There are also different summer sessions in which to choose from beginning mid May to mid August.

## ADMISSION

Valley City State University welcomes qualified students from other countries. To be eligible for admission, students must complete the university preparatory program in their own countries, give evidence of ability to succeed in university study, and demonstrate competence in the use of the English language. Admission decisions for international students who are studying at a United States institution and wish to transfer to VCSU will be based on the evaluation of coursework completed at the previous U.S. institution(s).

## CREDIT LOAD REQUIREMENT

International students are required by U.S. Immigration law to carry a full course of study. Full-time means a minimum of 12 credit hours per semester for undergraduate students. Failure to comply will result in termination of registration and will jeopardize the visa status.

## FIRST YEAR APPLICANTS

First year undergraduate applicants are encouraged to consider enrolling for the first time during the fall semester, which begins during the last week in August each year. Enrolling at this time will ensure that each student will be given ample opportunity to become acclimated to the campus and university procedures. The following items and required documentation must be on file at the Enrollment Services office before an I-20 will be generated:

1. International Undergraduate Application for Admission
2. \$35 U.S. non-refundable application fee
3. Official academic transcript which verifies ability to succeed in university studies
  - a. all foreign credentials must be officially translated in English
  - b. all academic credentials must be either original records or *certified* copies of original records. *Non-certified photocopies are not acceptable.*
4. Official TOEFL Score (minimum scores: 70 iBT; 525-paper)
5. Proof of finances available to meet all educational and living expenses while you attend the University  
The VCSU International Student Financial Certification Statement must be completed in full and have accompanying supporting documentation.
6. Verification of Measles, Mumps, and Rubella (MMR) Immunization
7. \$100 U.S. tuition deposit
8. Copy of passport
9. \$30 I-20 Express mailing fee

## TRANSFER APPLICANTS

Applicants who have attended another U.S. college or university or an international college or university will be considered a transfer student and must submit all of the documents in the *First Year Applicants* section in addition to the following items:

1. Official academic transcripts sent directly to the Enrollment Services office from all United States institutions previously attended
2. VCSU Supplemental Information Form for International Transfer Applicants transferring from another U.S. institution  
To be completed by the applicant's present or most recent foreign student adviser
3. If seeking transfer credit from international institution(s), students must submit official transcript(s) and appropriate fee (\$150) to World Education Services ([www.wes.org](http://www.wes.org)). The Comprehensive Course-by-Course Report is required. Through this organization, VCSU will be better able to determine how previous coursework may be applied to your VCSU degree.
4. If transferring from U.S. institution, demonstrate that immigration status has been maintained at other U.S. institution.

## APPLICATION DEADLINE

Applicants must have complete applications on file by:

Fall Semester	May 1
Spring Semester	October 1
Summer Session	March 1

NOTE: Because of limited services available, a summer session start term is not recommended.

## **FINANCES**

VCSU provides limited financial assistance for international students. All international applicants must provide certification of adequate financial support; The I-20 will not be issued until proof of funds necessary for the duration of study has been submitted. Applicants must be prepared to pay all educational costs, as well as costs for living expenses, for the duration of the time enrolled at VCSU. If, upon arrival, a student does not have the required funds, it will be necessary for us to notify the Bureau of Immigration and Customs Enforcement (BICE) of failure to fulfill the requirements for a student visa. Each applicant should have a minimum of \$23,000 US available to cover costs for each 9 month period of study in the US. Married applicants should have a minimum of \$24,000 US available for each 9 month period plus \$2,500 for each dependent per year. These costs are subject to change and are likely to increase. Applicants should have additional funds available if needed. Detailed cost estimates are provided on a yearly basis.

## **TRANSFER OF FUNDS**

There are often difficulties in transferring funds from foreign countries to the United States. Students should become thoroughly familiar with their government's regulations for exchanging and forwarding money. It is important that sufficient funds are available at the beginning of each semester as tuition and other instructional fees are due at this time.

## **SETTLING COSTS**

International students coming directly from their home countries should have with them no less than \$500 (single student) or \$1,000 (married student coming with family) upon arrival to cover incidental settling costs. This may include, but may not be limited to, an apartment deposit and possible motel and food costs prior to the dates that university room/food contracts or off-campus housing become available.

## **HOUSING**

University policy maintains that all students must live on campus for a period of one full academic year, or they reach age 21 or are married/single head of a household. Students who desire university housing should complete and return the VCSU Application for Housing as early as possible. A \$50 US deposit is required to reserve a room. Unless students apply for and are officially assigned a university housing unit, they should fully expect to cover the costs of hotel/motel accommodations or off-campus housing until a room is secured. For more information on VCSU Housing, go to: [www.vcsu.edu/housing](http://www.vcsu.edu/housing).

## **GENERAL RESPONSIBILITIES OF INTERNATIONAL STUDENTS**

Students are responsible for knowing their government's requirements for foreign currency exchange permission and for requesting and submitting appropriate documents which are required for transfer of funds from their countries to the United States. Students are responsible for requesting certification of enrollment and/or grade reports from the Registrar's Office, if necessary, for the granting of foreign exchange permission or foreign scholarships/loans. Students are responsible for knowing the regulations of the visa status as defined by the US Bureau of Citizenship and Immigration Services (BCIS).

## **EMPLOYMENT**

Due to employment restrictions, international students on F-1 visas should not expect to work for compensation outside the University. Off-campus work permits can be requested through the Bureau of Citizenship and Immigration Services (BCIS) only in emergency cases. Clear documentation of an unforeseen financial crisis must be submitted. Further, it must be proven that the employment will not interfere with the student's academic progress. Off-campus work permission is difficult to obtain and will never be considered by BCIS during the first year of residency. International students may be employed on campus providing that their employment does not displace a US citizen from working and that they are in good academic standing. On-campus employment for first-year students is also difficult to obtain. Under no circumstances may a dependent or spouse of an F-1 student (F-2) be employed. J-1 students may seek sponsor approval to work on or off campus. A dependent or spouse of a J-1 student (J-2) may work only with approval of the BCIS. In most cases, work authorization is very difficult to obtain. Complete details regarding student employment and more may be found at [www.uscis.gov/graphics/howdoi/academic.htm](http://www.uscis.gov/graphics/howdoi/academic.htm).

## **VACCINATION RECORDS/TUBERCULOSIS SCREENING**

In accordance with North Dakota State Board of Higher Education policy, all first-time Valley City State University International students are required to receive a Mantoux skin test for Tuberculosis. This test must be administered by either the VCSU health nurse or a local health care provider prior to attending class. Documentation from a local health care provider must be provided to VCSU. Students with a positive test result will be referred to a local health care facility for evaluation and recommendation. Students from countries classified as low-risk by the Center for Disease Control may be exempt from the policy. Contact the Enrollment Services Office for specific information. Failure to provide documentation of a Mantoux skin test prior to attending class or failure to follow through with evaluation and treatment may result in cancellation of enrollment. All students must also provide verification of immunization against measles, mumps and rubella (MMR), signed by a licensed physician. These must be on file at the Office of Enrollment Services before you will be permitted to register. Students without this information will be required to obtain revaccination at their own expense after arrival. Questions concerning this requirement should be directed to the Vice President of Student Affairs.

## **HEALTH INSURANCE**

International students who enroll at the University are also required to purchase a medical health insurance policy which will remain in effect for the duration of study. A suitable health insurance plan is available at the University and the premium for coverage under this plan will be billed directly to the student at the time of fee payment. The annual fee (\$894 for a single student) must be paid in full at the beginning of the first year and prior to each subsequent year of study.

## **U.S. ENTRY FOR F-1 STUDENTS**

International students who use the I-20 issued by this University to enter the U.S. and fail to register within 30 days will be reported to the BCIS.