THE UNIVERSITY
Valley City State University, located in Valley City, North Dakota, is a four-year liberal arts institution that enrolls approximately 1,000 students. Because of its moderate size, 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. Students may select academic majors from over 35 fields of study. These programs are distributed among five academic divisions. As North Dakota's only laptop campus, VCSU provides all of the students a laptop computer to use in and outside the classroom.

LOCATION
Valley City, North Dakota, a scenic community of approximately 8,000 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, shopping facilities, and recreational opportunities. The community is best characterized by its basically rural, agriculturally oriented surroundings. North Dakota experiences variable weather with cold days in the winter, hot days in the summer, as well as mild, pleasant days in between. The temperature frequently drops below -15 F (0 C) during the winter and rises over 90 F (32 C) during the summer.

ACADEMIC CALENDAR
The regular academic year is divided into two seventeen-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 is also one five-week summer session which begins early to mid June and is completed by mid July. In addition to the regular summer session, several workshops are generally scheduled as well.

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 will be based on the evaluation of coursework completed at the previous 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.

Undergraduate Applicants
International 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 admission decision will be made.
1. International Undergraduate Application for Admission
2. $35 US nonrefundable application fee
3. Official academic transcript which verifies ability to succeed in university studies
   a. all foreign credentials must be officially translated into English
   b. all academic credentials must be either original records or certified copies of original records. Non-certified photocopies are not acceptable
4. TOEFL Score (minimum paper score of 525 required/computer 195)
5. Proof of finances available to meet all educational and living expenses while you attend the University
   The VCSU International Student Financial Statement must be completely filled out with supporting documentation.
   (See Estimated Annual Expenses)
6. Verification of Measles, Mumps, and Rubella (MMR) Immunization
7. $100 US tuition deposit

Transfer Applicants
Students applying for transfer from another U.S. college or university or an international college or university must submit all of the above documents 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 US 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 ($160) to:
   Academic Credentials Evaluation Institute, Inc. (ACEI)
   PO Box 6908
   Beverly Hills, CA 90212 USA

Students applying to transfer to VCSU from a US institution must also demonstrate that they have maintained their immigration status at the previous institution.

APPLICATION DEADLINE
Applicants must have complete applications on file by the following:
- 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; admission will not be granted until proof of funds necessary for the duration of study has been submitted (International Student Financial Statement must be completed and returned). 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 $18,000 US available to cover costs for each 12 month period of study in the US. Married applicants should have a minimum of $19,000 US available for each 12 month period plus $1,000 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 until they reach Junior status (64 credit hours) or they reach age 21. 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.

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. For details, go to: www.immigration.gov/graphics.

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 for 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 ($624 for a single student) is due at this time.

U.S. ENTRY FOR F-1 STUDENTS
International students who use the I-20 issued by this University to obtain a J-1 visa. Each applicant should have a minimum of $18,000 US available to cover costs for each 12 month period of study in the US. Married applicants should have a minimum of $19,000 US available for each 12 month period plus $1,000 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.

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.

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.

University policy maintains that all students must live on campus until they reach Junior status (64 credit hours) or they reach age 21. 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.

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).
Please use ink pen.

1. Date: _____/_____/_____. U.S. Social Security Number: _____-_____-_____.

2. Legal Name:
   Last (Surname/Family Name)  First  Middle  Former Name If Applicable

3. Mailing Address:
   Street/Apt #  City  State/Province  Postal Code
   Country  Telephone

4. Email Address: ____________________________

5. Name of Parent
   Guardian:  √   Last  First  Middle
   Spouse:  √   Last  First  Middle

6. Birthdate: _____/_____/_____  Place of Birth: ____________________________

7. Are you a U.S. Citizen? Yes ☐  No ☐  If no, in what country do you hold citizenship?

8. If not a U.S. citizen, are you a permanent resident? Yes ☐  No ☐  If yes, give alien registration number ____________________________

9. Have you ever lived in the U.S.? ☐  Yes  ☐  No  ☐  If yes, please relate the circumstances of your visit (e.g., visa type, date of visit, etc.)

10. If you are already in the United States, what is your visa classification? ____________________________

11. *Sex: Male ☐  Female ☐

12. Have you ever attended VCSU before? Yes ☐  No ☐  If yes, give dates attended: ____________________________

13. When do you plan to enter VCSU? 20 ___ Term: (check one) Fall ☐  Spring ☐  Summer Session ☐

14. Major field of study: ____________________________  If undecided, please check this box ☐

15. If you have taken any of the following tests please indicate the date taken: ACT: _____/_____/_____  SAT: _____/_____/_____.

16. What is your native language? ____________________________  What other languages do you read, write, or speak? ____________________________

17. How long have you studied English? ____________________________  How long have you studied using English? ____________________________

18. Have you taken the Test of English as a Foreign Language (TOEFL)? Yes ☐  No ☐
   If yes, have you had the results sent to us? Yes ☐  No ☐
   The VCSU TOEFL institutional code is 6480.
   Indicate all dates on which you plan to take or took the TOEFL: ____________________________.
   Month/Year  Score  Month/Year  Score  Month/Year  Score

19. Give a complete chronological statement covering the period from your secondary school graduation until your proposed entry date at Valley City State University. This should include approximate dates, types of activity, city, state, and country.

(from) Dates (to)  Activity (employment, education, etc.)  City, State, & Country

(over)
20. Will you or have you graduate(d) from secondary school?  Yes ☐  No ☐ When? _______________________________

21. Name of the secondary school certificate or diploma: _____________________________________________________

22. EDUCATIONAL BACKGROUND: Follow the instructions below in completing each column. Applicants must complete columns 1 through 6 in full. Providing inaccurate or incomplete information may result in denial of this application.

**Column 1** - Write your age. If you were 6 years old when you first attended school, write 6 on the first line. Continue to list your age for each year of study.

**Column 2** - These are actual years you attended school. (Does not include pre-elementary schooling (kindergarten). If you were out of school for a length of time, please note why.

**Column 3** - On each line write the appropriate years for every school year you attended using the Western Calendar.

<table>
<thead>
<tr>
<th>1</th>
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<th>4</th>
<th>5</th>
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<tbody>
<tr>
<td>Year in School</td>
<td>Calendar Year 19__ to 20__</td>
<td>Name of School Attended</td>
<td>Location Degree/City/Country</td>
<td>Diploma/Certificate/Results</td>
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</tbody>
</table>

All applicants must enclose original or officially certified documents for all education beginning with secondary education with certified translation to English.

23. State briefly your reasons for wishing to study at Valley City State University (continue on additional sheets if necessary). Please add any information you feel is relevant to this application.
___________________________________________________________________________________________________________
___________________________________________________________________________________________________________
___________________________________________________________________________________________________________

**Housing Request**

Please send housing contract for _____ married _____ single student. Number of dependents that will accompany you _______

I certify that the information given on this application is complete and accurate.

____________________________________________________________ __________________________________________
Signature of Applicant Date

* This item may be completed voluntarily and does not affect the status of your application; however, this information is frequently requested by VCSU and by both State and Federal agencies for statistical purposes.

Complete and return this application to: Enrollment Services, 101 College St SW, Valley City, ND 58072, accompanied by an application fee of $ 35 US

VCSU is an Equal Opportunity Institution
This form is required from all international students who are applying for transfer to Valley City State University from another United States college or university. If seeking transfer credit from an international institution, you must submit official transcript(s) and appropriate fee ($160) to: Academic Credentials Evaluation Institute, Inc. (ACEI) PO Box 6908 Beverly Hills, CA 90212 USA

**INSTRUCTIONS**

A. Complete this side of the form yourself.

B. Provide the form to your international student adviser at the U.S. institution you are currently attending or the one you most recently attended. The adviser must complete the back side. Please hold a conference with your adviser so that he/she can provide accurate information. The adviser will return the form to us. This document will be treated confidentially.

1. Name: ____________________________________________________________________________
   Last (Surname/Family Name)  First  Middle  Former Name If Applicable

2. Mailing Address: ___________________________________________________________________
   Street/Apt #:  City  State  Zip/Postal Code

3. Male _____  Female _____  Single _____  Married _____  If married, number of dependents in the U.S. ______________

4. U.S. Social Security Number (if you have one) ____________________________________________

5. Country of citizenship __________________________________________________________________

6. Visa status ______________  Date current stay expires ______________  Date of last entry to the U.S. ______________

7. School or agency issuing certificate of eligibility (I-20 or IAP-66) for original entry to the U.S. ________________________

8. Date of initial attendance ________________________

9. Reasons for seeking to transfer to Valley City State University ________________________________

10. First degree you wish to receive ________________________________

11. Term and year you wish to begin your studies at Valley City State University: Fall _____  Spring _____  Summer _____, 20_____

**STUDENT AUTHORIZATION**

I hereby authorize my current/most recent international student adviser to verify the above information and to provide the additional information requested on the reverse side.

_________________________________________________________  __________________________
Signature of applicant  Date
To the International Adviser:
The international student named on the opposite side of this form is applying for admission to Valley City State University. We require verification of the information he/she has provided as well as completion of the questions asked below before a final admission decision will be made.

Do you know the applicant: well _____ casually _____ very little _____

Academic Eligibility
Is the student in good standing at your institution: yes _____ no _____
Is the student eligible to return/continue at your institution: yes _____ no _____
Is the student’s reason for seeking transfer to Valley City State University valid: yes _____ no _____ no opinion _____

English Proficiency
Student’s English proficiency: excellent _____ good _____ average _____ poor _____
Basis for determination: TOEFL (score) __________ other (specify) __________

Financial Support
Indicate any financial aid the student is receiving from your institution _____________________________________________________________
____________________________________________________________________________________________________________________
Has the student experienced any financial problems at your institution? yes _____ no _____
If yes, specify _________________________________________________________________________________________________________

Visa Status
What is the student’s visa status? F-1 _____ F-2 _____ J-1 _____ J-2 _____ Other (specify) __________
If the student holds an exchange visitor visa (J), who is the sponsor: _______________________________________________________________
Program # _________________________ Category ________________________ Expiration Date _______________________
Has the student received permission from the sponsor to transfer: Yes _____ No ______

Recommendation
Do you recommend this student for transfer to Valley City State University? _________________________________________________________
Any further remarks which you consider helpful as we review this applicant will be appreciated. __________________________________________
____________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________

This form has been completed on the basis of consultation with:
_____ Academic Adviser
_____ The international student through personal interview
_____ Student file
_____ Other (specify) __________________________________________________________________________________________________

_____________________________________________________________ __________________________________________________
Signature of Adviser Date

_____________________________________________________________ __________________________________________________
Adviser (print) Institution

Please return this completed form to: Enrollment Services, Valley City State University, 101 College Street SW, Valley City, ND 58072
This form must be completed in full and forwarded to Valley City State University before an official admission decision will be made. The United States Bureau of Citizenship and Immigration Services requires each educational institution obtain evidence of financial support from each student prior to issuing a Form I-20. Funds available each year must equal the amount specified on the Estimated Annual Expense sheet. Please complete the form below which must be signed and dated by both the applicant and the bank official or guarantor. Certified supporting documentation indicating funds available in US funds from a banking institution must accompany this form.

**Certification of Finances**  
A certificate of eligibility (Form I-20) will not be issued until this form is completed.

<table>
<thead>
<tr>
<th>Source of Funds</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal or Family Savings:</td>
<td>$ _____</td>
<td>$ _____</td>
<td>$ _____</td>
<td>$ _____</td>
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<tr>
<td>Name of Bank:</td>
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<tr>
<td>(A bank official’s signature is required before if the student is supported in part or whole by personal savings.)</td>
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<tr>
<td>Parents and/or Sponsors - Please print name of each person:</td>
<td>$ _____</td>
<td>$ _____</td>
<td>$ _____</td>
<td>$ _____</td>
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<tr>
<td>(The signature of a parent or sponsor as guarantor and the signature of a bank official are required below.)</td>
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<tr>
<td>Your Government - Please print name of agency:</td>
<td>$ _____</td>
<td>$ _____</td>
<td>$ _____</td>
<td>$ _____</td>
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<tr>
<td>(Enclose with this form a signed copy of your letter of award.)</td>
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<tr>
<td>Other - Please specify:</td>
<td>$ _____</td>
<td>$ _____</td>
<td>$ _____</td>
<td>$ _____</td>
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<tr>
<td>(Enclose with this form a signed affidavit from an authorized person to certify the accuracy of this entry.)</td>
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</tr>
</tbody>
</table>

Enter the amount of money you expect to have when you arrive at this institution: U.S. $________

Indicate the number of dependents (spouse and children) who will accompany you to the United States: ____________

**OFFICIAL CERTIFICATION OF SOURCES OF FUNDS AND AMOUNTS**

This is to certify that I have read the information furnished by the applicant on this form, that it is a true and accurate statement, and that the funds are available as indicated. I have also provided certified documentation indicating availability of funds (in US dollars).

Bank Official Name_________________________  Title_________________________  Date_________________________

Bank Official Signature_________________________  (please print) Name of Bank ___________________________  (please print)

Address of Bank_________________________  (street address)  (city)  (state/province)  (postal code)  (country)

This is to certify that I have read the information furnished by the applicant on this form, that it is a true and accurate statement, and that the funds are available as indicated. I have also provided certified documentation indicating availability of funds (in US dollars).

Guarantor’s Signature_________________________  Relationship of Guarantor to Applicant_________________________

Address_________________________  (street address)  (city)  (state/province)  (postal code)  (country)

My signature of this Financial Statement certifies that I understand that I am responsible for all tuition, fees, and living expenses I incur during my attendance at Valley City State University and that with the exception of any scholarship or assistantship already offered to me by the university, I do not expect Valley City State to provide me with financial assistance or employment. I also certify that the information provided here is correct and complete.

Student’s Signature_________________________  Date_________________________

Please Print Name_________________________  (last surname/family-name)  (first)  (middle)
**Tuition**, fees, books and supplies estimated above are for the academic year (two semesters - Fall and Spring). Summer tuition, fees and supplies will approximate an additional $2000.

**This estimate assumes a double occupancy dorm room for the student living on campus. For the student living off campus, this estimate assumes the student is sharing the cost of living accommodations with another student.**

**Personal/miscellaneous estimate includes housing and meals during vacation periods as well as clothing, transportation and incidental expenses. Married students should add at least $1000 for each additional dependent.**

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
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</thead>
<tbody>
<tr>
<td>Tuition*</td>
<td>$8357</td>
</tr>
<tr>
<td>University Activity Fee*</td>
<td>$304</td>
</tr>
<tr>
<td>Computer Technology Fee</td>
<td>$1124</td>
</tr>
<tr>
<td>Books and Supplies*</td>
<td>$700</td>
</tr>
<tr>
<td>Housing and Utilities**</td>
<td>$1970</td>
</tr>
<tr>
<td>Board (food)</td>
<td>$2104</td>
</tr>
<tr>
<td>Health Insurance</td>
<td>$694</td>
</tr>
<tr>
<td>Personal/Miscellaneous***</td>
<td>$2834</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td><strong>$18,087</strong></td>
</tr>
</tbody>
</table>

*COSTS SUBJECT TO CHANGE WITHOUT NOTICE*
Housing Policy

All unmarried students under twenty-one years of age who have completed fewer than 64 semester hours of undergraduate work and who enroll for twelve or more credit hours during the academic semester are required to reside in university-operated residence halls under a contractual agreement or live at home. Rooms are provided with bed, desk, chair, closet, and dresser. Students must provide their own linens, blankets, and towels.

This is a legal and binding contract for the entire academic year. Students not returning to the residence hall for the second semester must be approved for cancellations by filing a room and board contract change form at the Housing Office by December 15th. There will be no room and board refunds to students moving off campus within a semester. The room and board contract is required of all resident hall students.

Signed: ___________________________ Date: ___________________________
GENERAL CONDITIONS AND REQUIREMENTS OF THE BOARD CONTRACT PROGRAM

A. Students pay for their board contract at the VCSU Business Office. Students will be issued an identification card and must present the ID card for payment of purchases made in either the cafeteria or “Viking I” snack bar. Lost or stolen ID cards should be reported to the Student Center Information Desk immediately. Illegal or fraudulent use of the ID card will result in the appropriate disciplinary action.

B. Students requesting board contract plan changes for a subsequent semester must complete the necessary form with the Housing Office, located in the Student Center, prior to the end of the semester.

C. The board contract does not include regular University vacations such as Veteran’s Day, Thanksgiving, Christmas, President’s Day, semester breaks, Easter, and other days designated as national or state holidays. The board contract begins with the first day of classes and ends on the last day of final examinations for that semester. Any changes in the normal board contract schedule will be posted at the entrance to the cafeteria.

D. In the event that food service credit remains at the end of the semester, refunds will not be given or applied to the next semester. Refunds for students who cancel enrollment will follow the regular University refund policy. The University refund/repayment policy is available at the VCSU Financial Aid Office.

E. Any questions regarding the board contract program should be referred to the Food Service Director.

F. University facility charge - a constant charge paid to VCSU for utilities, equipment, depreciation, etc. For detailed information regarding this charge, refer to the Food Service brochure.

GENERAL CONDITIONS AND REQUIREMENTS FOR THE RESIDENCE HALL ROOM CONTRACT

A. If an occupant vacates a double room, the remaining occupant will have the option of paying the single rate (providing the room is not needed by the Housing Office) or being assigned to an occupied room.
   1. Single rooms are assigned on the basis of prioritized availability.
   2. The University reserves the right to transfer students from one room and/or hall to another if deemed necessary either prior to the opening of the University semester or during the year.
   3. The University reserves the right to enter rooms to aid in our basic responsibility regarding maintenance, student conduct, and in our role as an educational institution. A complete description of the Room Entry policy can be found in the Residence Hall Handbook.

B. The University is not responsible for the personal belongings of any resident at any time. If these items are not covered by your families present homeowners policy; it is suggested that personal property insurance be obtained if expensive items are to be kept in your room.

C. Personal refrigerators up to 4.5 cubic feet are allowed in the residence halls. Waterbeds are not permitted in the residence halls.

D. Pets are not allowed in the residence halls.

E. The residence halls will be closed during extended vacation periods i.e., Christmas/Semester Break and Spring Break. A special charge will be made for those who must stay. Approved arrangements must be made 7 days in advance with the Housing Office. The Housing Office reserves the right to move students to another residence hall during the break period.

F. Any damage beyond normal wear or loss of furniture or equipment will be charged against the responsible person or persons. We expect a certain amount of wear to occur to your room, however, you will be charged for damage or loss which is a result of negligence or misconduct. Damage within your room will be the joint responsibility of the residents assigned to the room, unless individual responsibility is determined. Any damage to the public areas in the residence halls, i.e., lounge, restrooms, hallways, elevators, stairwells, lighting units, fire extinguishers, etc., will be charged to the individual(s) responsible for the damage. If the party responsible is not determined or reported, the charges will be assessed to each resident of the floor or the entire residence hall, whichever is appropriate.

G. Residence Hall Cancellations/Withdrawal: Students will be billed for the residence hall room until all personal property is removed and has been checked out, even if he/she has ceased attending classes or withdrawn from school. Students leaving as a result of academic suspension, disciplinary sanctions, or withdrawal must check out of the residence hall within 24 hours from the date notified. The Housing Department reserves the right to remove items left in rooms beyond that time and to sell or dispose of any property held in storage for one year or more.

H. By signing this contract the student agrees to abide by the rules and regulations outlined in the VCSU Residence Hall Life Handbook and the VCSU Student Code of Conduct, listed in the Student Handbook.
International Tuition waivers established by the North Dakota State Board of Higher Education allow for two waivers of tuition per class (8 waivers at 4-year schools):

1. This waiver is open to all full-time students who are non-United States Citizens and are not classified as eligible non-citizens (for purposes of financial aid as determined by the NASFAA encyclopedia, section 1.11.12)

2. Deadline date to apply:
   a. New or first time applicants apply by April 15 previous to the expected year of enrollment
   b. Waiver recipients who plan to enroll in the following academic year must reapply for the waiver before April 15 of the year in which they are currently enrolled.

3. The waiver is open to all departments on an equal basis.

4. Selection criteria:
   a. Academic promise
   b. Must have successfully completed the TOEFL examination if first language is not English.
   c. Must have completed Financial Statement on file with required official signatures.
   d. Must apply and be accepted for admission.
   e. Selection preference will be given to students who can contribute to the diversity of the campus in terms of language, ethnic or cultural background.
   f. Selection preference will be given to returning students who were recipients during the previous academic year. In order to be eligible, a returning student must maintain a minimum cumulative GPA of 2.00 at the completion of the previous spring semester or last semester enrolled.

5. Partial waivers may be awarded in order to assist more students. No waiver will be less than twenty-five percent.

6. Final decisions regarding these awards will be made by the Diversity Waiver Selection Committee, subject to approval by the President.

7. Students must complete the Foreign Student Tuition Waiver Application furnished in this brochure.

Please return this application to the address below:

Student Affairs Office
Valley City State University
101 College Street
Valley City, ND 58072

Deadline to Apply: April 15
1. Full Name:
___________________________________________________________
(Last) (First) (Middle)

2. Current Address:
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________

3. Permanent Home Address:
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________

4. Of what Country are you a Natural Citizen? _______________________

5. What is your first language? _____________________, TOEFL Score _______

6. Check One:
____ New Freshman
____ New Transfer Student
____ Returning VCSU Student
____ Other __________________________

7. ACT or SAT Score _____, High School Class Rank _____/_____ Cumulative High School GPA or % _____.

8. Cumulative College GPA_______, most recent term GPA _______
   Total college credits earned to date: _______

9. List special interest and/or extracurricular activities:
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________

Applicants Signature________________________________ Date____________