



# International Application Overview

## Step 1: Complete and Submit International Student Application & Supporting Documents

REGULAR ADMISSION	CONDITIONAL ADMISSION
A. International Student Application	A. American Language & Culture Institute (ALCI) Application Form & \$100 Application Fee
B. English Language Proficiency	B. International Student Application
C. Financial Guarantee & Bank Statement	C. Financial Guarantee & Bank Statement
D. Negative Tuberculin Skin Test	
E. Academic Records – only required for students UNDER 18 years of age OR if transferring from another U. S. College or Institution	

(SEE PAGE 2 FOR MORE DETAILS REGARDING EACH SPECIFIC REQUIREMENT)

### Deadlines:

Students Outside of the U.S.	Transfer Students
<i>Fall: June 15</i>	<i>Fall: July 15</i>
<i>Spring: November 15</i>	<i>Spring: December 15</i>

Please contact Admission Officer for details on conditional admission deadlines.

## Step 2: I-20 Issued

Once you have been accepted, an I-20 will be sent to you within five business days. A letter will accompany your I-20 explaining the dates and times of international student orientation, testing and registration.

## Step 3: Pay \$200 SEVIS Fee On-Line (One-Time Fee Charged By the U.S. Government)

Applicants needing a visa to enter the U.S. must pay the SEVIS fee before going to the U.S. Embassy or Consulate for their visa interview. The fee must be paid at least three business days before the scheduled visa interview. To pay this fee, go to [www.fmjfee.com](http://www.fmjfee.com). Fees may NOT be paid at the consulate.

## Step 4: Visa Interview

You must make an appointment at an embassy or consulate in order to receive your student visa (F1). To find the U.S. Embassy or Consulate nearest to you go to <http://usembassy.state.gov>. You will need to bring your Butte College I-20 to your appointment along with other documents (i.e. SEVIS payment receipt, financial documents, passport, etc.) Contact the Embassy or Consulate to find out what items you will need to bring to your interview. An pre-arrival guide will be mailed to you that will include helpful interview information.

## Step 5: Orientation, Testing and Registration

International students have a special five day orientation. On the first day, you will participate in basic skills placement testing (reading, writing, math). Based on your scores, you will be placed into classes suitable for your skill level. During the remainder of your orientation, you will tour the campus, visit local landmarks, meet your international student advisor, learn class regulations, and register for your classes.



# International Application Instructions

## A. International Student Application:

Students wishing to be considered for admission must complete an application and submit all supporting documents. **Completed application packets received will be processed within five business days.** If you are admitted, you will be sent an I-20 form along with an acceptance letter. When admitted to Butte College, you will be required to take at least twelve (12) units per term.

## B. English Language Proficiency: (Only applies if English is not your primary language)

Students must be able to read, write and speak English at a level necessary to actively pursue a full-time academic program. English proficiency can be demonstrated by either taking a **language proficiency test** or by transferring from **our language program**:

### 1. Language Proficiency Test:

TOEFL (Test of English as a Foreign Language) .....[www.toeflgoanywhere.org](http://www.toeflgoanywhere.org)

Internet Based Test (IBT): minimum score 45;  
Paper Based Test (PBT): minimum score 450;

OR

IELTS (International English Language Testing Systems) ..... [www.ielts.org/default.aspx](http://www.ielts.org/default.aspx)

Minimum score of 5.0

OR

ELS Testing Center (English Language Service) ..... [www.ELS.edu](http://www.ELS.edu)

Minimum score of 109

### 2. Conditional Admission

Conditional admission allows you to be admitted to Butte College **without** having to take the TOEFL or any other standardized language proficiency test. When you select this option, you will be issued an I-20 and conditional letter of admission from Butte College. You will then attend our intensive English language school, the American Language & Culture Institute (ALCI) until you have reached a level of English language proficiency that is high enough for full admission. Here's how it works:

- 1) Submit application documents: ALCI application & \$100 application fee ([www.rce.csuchico.edu/alci](http://www.rce.csuchico.edu/alci)), Butte College application, financial guarantee, and bank statement.
- 2) Your Butte College I-20 and conditional admission letter will be mailed to you, along with an acceptance letter and orientation information from ALCI.
- 3) You apply for your F-1 Student Visa.
- 4) Upon arrival, you will attend ALCI until you have completed their level 5 coursework (equivalent to our minimum TOEFL requirement).
- 5) Upon completion of level 5 coursework, you obtain full admission to Butte and begin taking college-level coursework!



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## International Application Instructions, Con't. \_\_\_\_\_

### C. Financial Guarantee & Bank Statement:

Foreign students must present evidence of financial solvency. Evidence shall be presented in the form of a statement from the student's sponsor and a bank official indicating that sufficient funds are available to cover all expenses incurred by the student during his/her stay at Butte College. Those students sponsored by their embassies or other agencies will need a scholarship award letter indicating beginning and ending dates of their scholarship.

#### Estimated Yearly Expenses: (excludes travel)

Enrollment and Service Fees	5,500
Room and Board	8,200
Books and Supplies	1,000
Personal Needs	<u>1,300</u>
<b>Total Estimated Expenses for School Year</b>	<b>\$16,000.00</b>

**\*\*All new international students are eligible to receive a fee waiver scholarship. A scholarship application will be mailed to you, along with your I-20.**

### D. Tuberculin Skin Test:

Butte College requires international students to be free from Tuberculosis (TB). For your convenience, a "Health Statement" form is enclosed in this packet. Please have your health care provider complete and sign it to certify your negative test result. You can then forward it to the International Student Admissions Office, along with your other admission documents.

For new students, TB test results must be current - within three months. Transfer students are not required to show proof of TB test results.

It is recommended that student immunization status be current as well. This includes Tetanus, Measles, Mumps, Rubella and Polio.

### E. Academic Records

*Foreign academic records* are only required from students who are under the age of 18 to verify the completion of secondary-level/high school education. Otherwise, they are not required.

If you are transferring from a *college within the United States*, academic records are required for admission.



# MANDATORY HEALTH INSURANCE REQUIREMENT

## FOR ALL INTERNATIONAL STUDENTS



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The cost of medical care in the United States is very high. At Butte College, we require that all international students have health insurance. No exceptions!

Students will be required to purchase an insurance policy selected by Butte College. **No other insurance policies will be accepted!**

Policies typically cost \$40 - \$74 per month, depending upon the student's age.

Proof of insurance coverage will need to be submitted to a school official, each semester, in order to avoid registration holds. Detailed information about how to purchase insurance will be provided after a student has been successfully admitted.



## Housing Options

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Butte College International Students have a variety of housing options. To assist you in securing a place to stay while studying in Chico, we have provided a few housing options and contact information for each option.

### Home Stay / Home Share: (\$200 Placement Fee Required)

This housing option places you with a local family that has been pre-screened by Butte College for cleanliness and safety and has demonstrated a desire to house international students. This is a great option for the student who is seeking the convenience of a living arrangement that already has the comforts of home and who seeks a family environment in which to live. Basic amenities included in all Home Stay programs include a bed, desk, wireless internet connection, dresser, kitchen, bathroom, laundry facilities and access to shared living areas. The Home Stay option is also a great way to practice your English speaking skills and spend time with an American family. Meal options are available depending on the type of Home Stay program you choose. If you would like to learn more or have an application sent to you, you may request one by email from Mr. Tim Phelps in the Office of Recruitment and Outreach. To contact Tim, please email at [phelpsti@butte.edu](mailto:phelpsti@butte.edu).

### Craig Hall Dormitories / Student Housing:

This housing option is popular for many first-time freshmen. Craig Hall offers a close knit and exciting apartment style living for students only. Some rooms are private and others are shared with two or more students. The rooms are furnished with a bed, dresser and computer desk while some have even more options. Freshly prepared meals are served to students on location in a dining facility with many meal plans available to choose from; late night dining choices are also available for after hour snacking. There are frequent, planned social activities like movie nights and adventure outings to participate in along with a recreation room and fitness center on-site. Craig Hall is located in the city of Chico and frequent busses are available to take you to the Butte College main campus. This housing option appeals to many students who are outgoing, social and eager to be near other students. For more information, please contact Craig Hall directly at [www.craighall.com](http://www.craighall.com).

### Private Apartment Living:

This housing option is popular for students who are independent and seek a space of their own. Most students choose this option after they have established connections in the area and have made friends during their first year. Most students rent an apartment for six-month to one-year periods of time. When selecting your apartment, make sure it is in a desirable location and close to bus lines, shopping and social activities. Most students who choose this option will live with one or more roommates, but living alone is also an option for those who would like more personal space. Since choosing an apartment is such a personal decision, with so many options and possibilities to choose from, it is the student's responsibility to make their own living arrangements. A few places to begin your apartment search are:

- [www.allstudentrentals.com](http://www.allstudentrentals.com) - Local Housing Options
- Chico Enterprise Record – This is the local Chico paper. To find apartments for rent, go to [www.chicoer.com](http://www.chicoer.com). Choose 'Classifieds' from the homepage and then click 'For Rent'.
- You may also go to [www.google.com](http://www.google.com) and type in keywords, 'Chico CA apartments for rent'. This will bring up many property managers in the area and provide you with even more choices.

Note: All housing options are limited. The sooner you make plans for housing, the more options you will have in securing the place that is best for you.



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International Admissions  
3536 Butte Campus Drive  
Oroville CA 95965-8399  
www.butte.edu/international

I am applying for:

FALL, 20\_\_\_\_ SPRING, 20\_\_\_\_

## International Student Application

NAME: LAST (FAMILY)↓	FIRST: (GIVEN)↓	MIDDLE↓
DATE OF BIRTH↓ (mm/dd/yy)	<input type="checkbox"/> MALE	<input type="checkbox"/> FEMALE
COUNTRY OF BIRTH↓	COUNTRY OF CITIZENSHIP↓	
E-MAIL↓	PRIMARY LANGUAGE↓	
MAJOR↓		

HOME COUNTRY - PERMANENT ADDRESS:	LOCAL / CURRENT ADDRESS:
NUMBER AND STREET↓	NUMBER AND STREET↓
CITY↓	CITY↓
STATE/PROVINCE/PREFECTURE↓	STATE/PROVINCE/PREFECTURE↓
COUNTRY↓      POSTAL CODE↓	COUNTRY↓      POSTAL CODE↓
CELL OR TELEPHONE NUMBER↑	CELL OR TELEPHONE NUMBER↑

Where would you like your I-20 and acceptance materials mailed? Check one box only.

Home/Permanent Address     Local / Current Address     Other, Specify Below↓

Complete Address↑



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**Educational Background:**

Have you attended any other U.S. College or Language Program?  Yes  No (If yes, send official transcript.)

School/College Attended	City/Country	Dates Attended
_____	_____	_____
_____	_____	_____

## Release of Information

With regard to matters pertaining to your health and personal safety, Butte College may need to release your information to an outside agency, institution, or person. Please sign below to authorize the release of your information.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Emergency Contact Information

This information will remain on file for the duration of your enrollment. If a change occurs, please report it to Cindy Phelps in Admissions & Records immediately.

Emergency Contact Person: \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

E-mail: \_\_\_\_\_ Relationship To Applicant: \_\_\_\_\_

Does this person speak English?  Yes  No

## How Did You Hear About Butte College?

Check all that apply.

Your Own Research

Our Website

Educational Agent/Advisor

Study In The USA

A Friend or Family Member

Referred by Your Current School

I Attended an Educational Fair: City \_\_\_\_\_

Other: \_\_\_\_\_

**CERTIFICATION: "I certify that all statements on this form are true and complete."**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date



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# Financial Guarantee & Bank Statement \_\_\_\_\_

Student's Name: Last (Family) \_\_\_\_\_

First \_\_\_\_\_

The Bureau of Immigration and Customs Enforcement requires students to prove that they can afford to study in the U.S. For admission purposes, all students must show that they, or their sponsor, have immediate access to at least \$16,000 USD to secure their first year of education.

### Estimated Costs for One Academic Year:

Enrollment and Service Fees	\$5,500
Room and Board	8,200
Books and Supplies	1,000
Personal Needs	<u>1,300</u>
	<b>\$16,000.00</b>

### Source(s) of Funding:

Please show the amount of funds available to you in each category. Please report amounts in U.S. Dollars.

From Parents \$ \_\_\_\_\_

From Own Savings \$ \_\_\_\_\_

From Sponsor (relative or other) \$ \_\_\_\_\_

From Government (letter required) \$ \_\_\_\_\_



### Certification By Parent or Other Financial Sponsor:

Sponsor's Name (print) \_\_\_\_\_ Relationship \_\_\_\_\_

Telephone \_\_\_\_\_ E-Mail \_\_\_\_\_

Sponsor's Address \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Country ZIP/Postal Code \_\_\_\_\_

**Note: All parties providing financial support must attach a certified bank statement showing available funds.**

**CERTIFICATION: "I certify that all statements on this form are true and complete."**

\_\_\_\_\_  
Sponsor's Signature

\_\_\_\_\_  
Date



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# Health Statement

Must be completed in English by a doctor or health practitioner.

Last (Family)

First (Given)

Middle

Date of Birth

Date of Tuberculosin (TB) Skin Test

Result of TB Skin Test

Negative

Positive

**To Physician:** Please comment on general physical condition of student applicant. Explain any condition that may affect travel or living in the U.S. **If TB test is positive, please explain result of follow-up chest X-ray, patient's condition and treatment.**



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**CERTIFICATION: "I certify that all statements on this form are true and complete."**

Physician's Signature

Date



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## International Admission Checklist

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### Students Outside of the U. S.:

#### Deadlines:

Fall: June 15  
Spring: November 15

- \_\_\_\_\_ International Student Application
- \_\_\_\_\_ Financial Guarantee & Bank Statement
- \_\_\_\_\_ English Language Proficiency
- \_\_\_\_\_ Academic Records  
*Applicants under 18 years of age OR if  
if transferring from another U.S. College.*
- \_\_\_\_\_ Tuberculin Certification
- \_\_\_\_\_ Travel & Accident Insurance\*\*

### Transfer Students Already in the U.S.:

#### Deadlines:

Fall: July 15  
Spring: December 15

- \_\_\_\_\_ International Student Application
- \_\_\_\_\_ Financial Guarantee & Bank Statement
- \_\_\_\_\_ English Language Proficiency
- \_\_\_\_\_ Academic Records  
*U.S. Institutions Only!*
- \_\_\_\_\_ Copy of I-20 From Previous School
- \_\_\_\_\_ Copy of I-94 & Visa
- \_\_\_\_\_ Travel & Accident Insurance\*\*

### Conditional Admission Option:

**\*Please contact International Student Admission Officer for deadlines\***

- \_\_\_\_\_ ALCI Application & \$100 Application Fee  
*(<http://rce.csuchico.edu/alci/contactus.asp>)*
- \_\_\_\_\_ Butte College International Student Application
- \_\_\_\_\_ Official Transcripts  
*Applicants under 18 years of age only!*
- \_\_\_\_\_ Financial Guarantee & Bank Statement

\*\* Required for registration only. Not required for admission.

### Contact Information:

#### Rachel Wood

International Student Admission Officer

Address: 3536 Butte Campus Dr.  
Oroville CA 95965

Web Address: [www.butte.edu/international](http://www.butte.edu/international)

E-mail: [woodra@butte.edu](mailto:woodra@butte.edu)

Fax: 530-879-4313

Phone: 530-895-2991