



The College of New Jersey

Office of International and Off-Campus Programs and
Summer School

International Student Admissions Booklet F-1 Students

2009—2010

Please return the completed application to:

UNDERGRADUATE:

Office of Admissions
The College of New Jersey
Paul Loser Hall, Room 228
2000 Pennington Road
P.O. Box 7718
Ewing, NJ 08628
USA

GRADUATE:

Office of Graduate Studies
The College of New Jersey
Paul Loser Hall, Room 109
2000 Pennington Road
P.O. Box 7718
Ewing, NJ 08628
USA

Fax: 609-637-5128

Phone: 609-771-2576

iss@tcnj.edu

Dear Prospective Student,

Thank you for your interest in The College of New Jersey. The College of New Jersey (TCNJ) is a highly selective institution that has earned national recognition for its commitment to excellence. Founded in 1855, TCNJ has become an exemplar of the best in public higher education and is consistently acknowledged as one of the top comprehensive colleges in the nation. .

Ranked as the #1 public master's college in the northern region of the United States by *U.S. News & World Report*, The College of New Jersey has been named one of the "most competitive" colleges in the nation by *Barron's Profiles of American Colleges*. A highly selective institution, TCNJ is regarded for offering an exceptional education at a reasonable cost. The approximately 5,600 full-time undergraduate students enjoy an average class size of 21 students and a 13:1 student-faculty ratio. TCNJ provides an interactive and supportive learning experience, where students collaborate with faculty members on innovative research and engage in discussion and analysis of relevant issues.

A strong liberal arts core forms the foundation for a wealth of degree programs offered through TCNJ's seven schools—Arts & Communication; Business; Culture and Society; Education; Science; Nursing, Health, and Exercise Science; and Engineering. The College is enriched by an honors program and extensive opportunities to study abroad, and its award-winning First-Year Experience and freshman orientation programs have helped make its retention and graduation rates among the highest in the country. Known for its aesthetic beauty and ranked by the *Princeton Review* as one of the most beautiful in the country, TCNJ's campus is set on 289 tree-lined acres in suburban Ewing Township, within one hour of New York City, Philadelphia, and a number of coastal resort communities.

TCNJ's population represents a wide range of ages, nationalities and ethnic groups. Our international students excel in their studies, participate in on-campus activities and clubs, and contribute to the college's growth in understanding other cultures and countries. Their presence and contribution at TCNJ are an important part of building a multicultural community and developing an academic environment that reflects diverse perspectives.

Enclosed are the necessary application forms for international students seeking admission in F-1 (student) visa status.

Please feel free to contact me if you have any questions or need assistance regarding your admission to the college. You may visit the college website (<http://www.tcnj.edu>) for more information. Detailed information for international students, including all admissions documents, is available at: <http://www.tcnj.edu/~iss/>

Kind regards,

Beverly Kalinowski
Assistant Dean

The Office of International and Off-Campus Programs and Summer School

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ADMISSION REQUIREMENTS

Please note that applications without the application fee will not be considered. All original documents not in English must be accompanied by certified English translations.

SUBMISSION CHECKLIST:

* Most documents listed here are also listed as requirements on the TCNJ Admissions website. Please only submit ONE of the each of the required documents (for example, do not write two essays as part of your application)*

- International Student Admission Application for I-20—attached in this packet
- Copy of Passport—must be up-to-date
- Non-refundable application fee: \$70 (USD) in the form of check drawn at a U.S. bank or money order; payment can also be made to [The Common Application](#) (for undergraduate students)
- Doctor's Certification—must provide proof from a doctor that you are in good health and have had your vaccinations; the form can be found [here](#).
- Statement of Financial Cost Worksheet—attached in this packet
- Affidavit of Support & Financial Assistance—attached in this packet (must also include required documents of proof)
- Terms/Conditions Concerning F-1 Student Waiver—attached in this packet
- Essay—write an essay of approximately 200 words on a separate sheet of paper expressing why you wish to attend TCNJ. Include information concerning career goals and what your presence will add to the TCNJ community
- Form I-134—only if your sponsor resides in the U.S.
- Scholastic Aptitude Test Scores & TOEFL (Test of English as a Foreign Language) Scores - TOEFL is required if English is not your native Language (see English Proficiency requirements section for more information)
- Original or certified copies of high school diploma
OR
- College transcript evaluated by a U.S. evaluating agency

APPLICANTS CURRENTLY IN THE UNITED STATES WITH AN F-1 VISA / STATUS MUST ALSO SUBMIT THE FOLLOWING:

- Transfer Form
- Original university/college information page from passport
- Copy of the personal information page from passport
- Copy of all I-20s (current and previous)
- Copy of Visa
- Copy of I-94

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ENGLISH PROFICIENCY REQUIREMENTS

If English is not your native language, you must prove English language competency through one of the following:

- A satisfactory score on the TOEFL (Test of English as a Foreign Language), with a minimum composite score of 550 (paper-based) or 90 (computer-based).
 - Prospective student applying from abroad must submit an official TOEFL score report to the college. The test must have been taken within two years immediately preceding the required semester of admission.
 - Completion in an intensive English Language program with grades equivalent to C or better at an accredited U.S. Institution.
- OR
- Three credits of college-level English composition with a grade of C or better at an accredited U.S. college or university

Submit an official TOEFL score and/or transcript to the address below:

Office of International and Off-Campus Programs and Summer School
The College of New Jersey
Green Hall, Room 111
2000 Pennington Road
P.O. Box 7718
Ewing, NJ 08628
USA

TRANSFERRING CREDITS FROM ANOTHER COUNTRY:

If you are requesting the college courses you took in your home country to be applied towards your degree program at TCNJ, they must first be evaluated by a U.S. evaluating agency. This is REQUIRED for ALL Students. We recommend using the World Education Service. Please contact the World Education Service directly, requesting a “course by course” evaluation.

World Education Service, Inc.
Box 745, Old Chelsea Station
New York, NY 10113-0745

Telephone: 212-966-6311
Website: www.wes.org

Fax: 609-637-5128

Phone: 609-771-2576

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ESTIMATE OF ANNUAL EXPENSES

An International Undergraduate Student on F-1 visa status MUST enroll in a minimum of 12 credits and an International Graduate Student on F-1 visa status MUST enroll in a minimum of 9 credits EACH semester. The following list summarizes the approximate expenses an international student will incur in one 12-month year at TCNJ. All costs are subject to change.

This is a modest, "no extras" budget. It does not include such items as telephone calls, for example. It is highly recommended that you bring at least 10% more.

Each semester, all tuition and college fees must be paid at the time of registration.

Tuition/College Fees (Undergraduate)	\$ 21,408 (3 Units = 12 credits)
Tuition/College Fees (Graduate)	\$ 18,782 (9 credits)
Room/Board (undergrad only—includes meals)	\$ 9,996
Personal Items/Clothing	\$ 2,500
Local Transportation	\$ 1000
Books and Supplies	\$ 1,400
<hr/>	
ANNUAL TOTAL—Undergraduate	\$ 36,304.00
ANNUAL TOTAL—Graduate	\$ 23,582.00*

*this total does not include lodging and meals, which are separate costs

Estimate for tuition and books are for two semester (fall and spring only) and do not include summer school. Summer session enrollment is optional for F-1 students, and summer school tuition is NOT included in the above totals.

All ART MAJORS must prove then can support the additional cost of art supplies, estimated at \$2,000 annually.

Students planning to bring a spouse, child or children in F-2 status must show additional evidence of financial capability to cover their annual expenses in the following amount: \$13,300 annually for your spouse and \$5,000 for each child.

Applicants should not count on employment during their studies as a means of financial support.

The College encourages students to be prepared for unforeseen and discretionary spending not included in TCNJ's estimate of annual expenses.

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ACCEPTABLE TYPES OF FINANCIAL SUPPORT

STUDENT'S PERSONAL FUNDS

A student may act as his/her own full or partial sponsor if he/she can document sufficient personal funds. The student should submit a notarized letter describing the amount of funds available, the length of availability, and the course of those funds (personal savings, etc.) along with bank statements to verify the availability of the funds. Bank statements must account for the past four months prior to the application being sent.

SPONSORSHIP BY FAMILY, RELATIVES OR OTHER INDIVIDUALS

Sponsors must promise to support the student (and dependents, if applicable) for the duration of study and be able to document sufficient financial resources. Sponsors must prepare the TCNJ **Financial Affidavits** (attached in this packet) and the U.S. Citizenship and Immigration Services Affidavit of Support. The USCIS affidavit can be found [here](#).

(If you cannot access this link, go to <http://www.uscis.gov/portal/site/uscis>—click on “Immigration Forms” and download Form I-134.)

Sponsors must also submit letters from employers or tax returns to verify income as indicated on the affidavits. In addition, bank statements accounting for the past four months must be submitted.

SPONSORSHIP BY A COMPANY, GOVERNMENT, OR OTHER SOURCE

If a student is being sponsored by a company, the company should provide a letter committing to the amount of financial support required by TCNJ and submit documentation of sufficient corporate assets to provide that support. The documentation must include bank statements accounting for the past four months and a yearly income tax return or similar documents. If the student is receiving financial support from a government or private funding source, an official letter detailing the amount and duration of that support is required.

Note that all documents you give must be:

- Less than two months old
- In English
- Originals
- Notarized, if affidavits. MAKE SURE the forms are filled out completely before getting them notarized, otherwise they will be rejected by TCNJ.

Make a copy of all documents for yourself before submitting them.

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Office of International and Off-Campus Programs and Summer School
The College of New Jersey

APPLICATION FOR A FORM I-20
Certificate of Eligibility for F-1 Student Status

PART I: Personal Information

Name in passport: You must attach a photocopy of your passport's identification pages to this application.

Family (Surname) _____ First (given) _____ Middle _____

Foreign Address _____
Number and Street _____

City _____ State _____ Zip Code _____ Country _____

U.S. Address _____
Number and Street _____

City _____ State _____ Zip Code _____ Country _____

Date of Birth: Month _____ Day _____ Year _____ Country of Birth: _____

Gender: Male [] Female [] City of Birth: _____

Country of Citizenship _____ Country of Permanent Residence _____

Emergency Contact _____
Name _____ International Telephone # _____

Emergency Address _____
Number and Street _____

City _____ State _____ Zip Code _____ Country _____

E-mail: _____
Relationship _____

What level of Education will you be pursuing? _____

What is your Major field of study? _____

What is your Minor field of study? _____

Have you been notified of your admission to our school? Yes [] No []

Is English your Native Language? Yes [] No []

Please indicate how you will show evidence of your English proficiency (*circle one below*):

- TOEFL* Test Date _____ Test Site _____
- Intensive English as a Second Language (ESL) program at an accredited U.S. Institution. Send an official transcript or certificate of completion.
- 3 credits of a college-level English Composition course (with a grade of C or better). Send an official transcript from U.S. College.

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* Please note that your Form I-20 cannot be issued until you are accepted.

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APPLICATION FOR A FORM I-20
Certificate of Eligibility for F-1 Student Status

Unmarried [] Married [] Please complete the following information about your spouse and/or child (children) only if they will come with you to the U.S.

Name (family, first)	Date of birth	Country of birth	Relationship
Name (family, first)	Date of birth	Country of birth	Relationship
Telephone _____	Fax _____	Email _____	

PART II: Present Immigration Status

Please check the following that indicates what your I-20 is for:

- F-1 Transferring/changing U.S. Schools _____
- F-1 Changing educational level/program at TCNJ _____
- F-1 Reinstatement to F-1 Status _____
- Another status. Please specify _____

What is your SEVIS ID Number? _____

PART III: How you will receive your I-20

Your Form I-20 will be sent standard air-mail to the name and address you indicate in the address box. *If you need express delivery service*, you should request someone in the U.S. to pick it up and send it to you. If that isn't possible, please contact our office. PRINT YOUR NAME AND ADDRESS IN ENGLISH, EXACTLY AS IT SHOULD APPEAR ON THE ENVELOPE.

Name: _____
Address Line 1: _____
Address Line 2: _____
City: _____
State, Zip Code: _____

Signature of Student

Date

Fax: 609-637-5128

Phone: 609-771-2576

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STATEMENT OF FINANCIAL COST WORKSHEET
Annual Financial Requirements for F-1 Students

* Do not complete this part unless you have carefully read all instructions that are on the website:
<http://www.tcnj.edu/~iss>* The below information must be completed and submitted before processing the Form I-20.

How will you support yourself for every year of your program of study? Please check off your means of support below and indicate how much will be provided or available to you every year:

Source of my support: **Annual Amount**

Personal Funds. The amount available to me from my own resources every year is (divide by number of years in your program) _____

Cash funds from a Sponsor to be given every year:

Sponsor's name _____

Cash funds from a second Sponsor to be given every year:

Sponsor's name _____

Cash funds from a third Sponsor to be given every year:

Sponsor's name _____

Total amount available to me every year of study. _____
(This amount must be the same or more than your minimum annual costs.)

The following documents are enclosed to prove my financial responsibility:

My Personal Documents

_____ Bank Statement

_____ Proof of Income

Cash Sponsor's documents: I understand that ALL three types of documents MUST be attached.

_____ Affidavit of Support

_____ Proof of Income

_____ Bank Statement

STATEMENT OF FINANCIAL COST WORKSHEET
Annual Financial Requirements for F-1 Students

PART III: Dependent Costs

If you are going to be accompanied by a spouse or child, you must show additional evidence of financial capability to cover their annual expenses in the following amount: \$ 13,300 annually for your spouse; \$5,000 for each child.

YOUR Estimated ANNUAL COSTS	
TUITION AND FEES:	\$ _____
Enter the amount from the other side.	
LIVING COSTS	\$ 13,300
DEPENDENT COSTS	\$ _____
TOTAL:	\$ _____

Expect An Annual Increases of Approximately 10% in Expenses

AFFIDAVIT OF SUPPORT & FINANCIAL ASSISTANCE
Certificate of Eligibility for F-1 Student Status

WHAT DOES THIS AFFIDAVIT MEAN?

By completing this affidavit, you are swearing to the U.S. government that you will provide this student with a specific amount of money from your own financial resources *for every year* he or she is going to study at The College of New Jersey and live in the U.S. You are also proving that you can afford the support you are promising with the documents you have attached.

Before signing it, you must understand that you are making a financial commitment to the student that should not be broken. Sponsors who fail to provide the promised support force students to drop out of school and cause pain and suffering. Do not expect that the student will be able to help support the costs through employment. Employment is strictly controlled by the Bureau of Immigration and Customs Enforcement and very limited.

HOW TO COMPLETE THIS FORM:

- Fill this form out completely in English. Promise only the amount of money you are able to give. The most common reason we reject affidavits is that we do not believe a sponsor can afford to give as much as promised.
- Attach the documentary evidence of support explained below.
- Sign the affidavit in front of a notary public or the appropriate official in your country

PROVE THAT YOU ARE FINANCIALLY CAPABLE OF PROVIDING THIS CASH SUPPORT FOR *EVERY YEAR* OF THE STUDENT'S PROGRAM BY ATTACHING *ALL* THE FOLLOWING DOCUMENTS

(if all of these documents are not attached, your support will not be considered). Documents must be:

- *Photocopies or faxes,*
- *Current (less than two months old), In English, Notarized*

PROOF OF INCOME. This must be on your employer's business stationery, on income tax returns or receipts, or estimated by a bank or private accountant if you are self-employed. The income of a company will not be accepted as proof of income. You must provide an official statement of the salary paid to you or it must appear on tax returns.

BANK STATEMENT in your name, which states the date the account was opened, current balance in U.S. dollars, average deposits and average balances. We cannot accept statements that do not specify balances unless it is stated to be a minimum of six figures in U.S. dollars. *If another person's name appears on your bank statement, that person must complete a separate affidavit or submit a notarized statement permitting those funds to be considered as financial support for the student.*

The College of New Jersey
AFFIDAVIT OF SUPPORT & FINANCIAL ASSISTANCE

Name of Sponsor _____

Complete Address of Sponsor _____

Relationship to Student _____

I hereby certify and promise that I am willing and able to provide funds in the amount of:

U.S. \$ _____ for _____ for each year of study at
(Name of Student) TCNJ

I am employed with _____
(Name of Employer)

At _____ as a(n) _____
(Address of Employer) (Title of Position)

And derive an annual income of U.S. \$ _____.

Attached are my bank statements accounting for the past four months and a statement from my employer/copy of W-2 and tax returns, attesting to my financial status.

The following persons are dependent upon me for their housing, food or financial support. (Do not list spouse or adult children who are supporting themselves. Do not include the student named in the affidavit.)

Name	Relationship	Age
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Name	Relationship	Age
------	--------------	-----

This affidavit will not be accepted unless it has been **COMPLETELY FILLED** and signed by the sponsor in the presence of a notary public and signed and sealed by the notary. Please write N/A or NONE if the item does not apply to you. **DO NOT** leave anything blank.

INCOMPLETED AFFIDAVITS WILL BE RETURNED EVEN IF THEY HAVE BEEN NOTARIZED.

I hereby affirm (swear) that the contents of this affidavit signed by me and the statements in this affidavit are true and correct.

Signature of Sponsor

Signature of Notary

Sworn and subscribed to me on _____ at _____
(Day, Month, Year) (Time)

Fax: 609-637-5128

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REMEMBER TO READ, SIGN AND MAIL THIS DOCUMENT WITH YOUR APPLICATION!!

The College of New Jersey
Office of International and Off-Campus Programs and Summer School

TERMS AND CONDITIONS CONCERNING F-1 STUDENT VISA/STATUS Waiver of Eligibility for F-1 Student Status

Read everything on this page carefully and be sure that you understand the terms and conditions concerning your admission and stay in the United States as a nonimmigrant F-1 visa/status student.

You are **REQUIRED** to sign and date this document and submit it to the Office of International and Off-campus Programs and Summer School before your SEVIS I-20 is released to you. Please mail this document along with your application materials.

1. **ADMISSION.** As a nonimmigrant F-1 visa/status student you will be admitted to the United States for the “duration of status.” This means that you are authorized to stay in the United States for the entire length of time during which you are enrolled as a full-time undergraduate (12 credit or more) student or a full-time graduate (9 credit or more) student at The College of New Jersey and any period of authorized practical training plus 60 days. TCNJ will issue SEVIS Form I-20 to you to complete your Bachelor or Master degree within the time specified on the I-20. You may continue from one education level to another, such as progressing from a Bachelor’s to a Master’s program or a Master’s to a Doctorate program by invoking the procedures for school transfer. While in the United States, you must maintain a valid foreign passport.
2. **SCHOOL.** For initial admission, you must attend the school specified on your visa. If you have a SEVIS Form I-20 from more than one school, it is important to have the name of the school you intend to attend specified on your visa by presenting a SEVIS Form I-20 from that school to the visa issuing consular office. Failure to attend the specified school will result in the loss of your student status and may subject you to deportation.
3. **ENROLLMENT.** As an international F-1 student visa/status holder, you must make normal academic progress towards your degree. You must not withdraw yourself or have the instructor withdraw you from any class without **PRIOR** approval from the Designated School Official (DSO).
4. F-1 students are required to maintain a full course of study, which is 12 credits for Undergraduate and 9 credits for Graduate students.
4. **REENTRY BY TRAVEL.** A nonimmigrant F-1 visa/status student may be readmitted after temporary absence of 5 months or less from the United States, if the student is otherwise admissible. You may be readmitted by presenting a valid foreign passport, a valid visa, and either a new SEVIS Form I-20 or page 3 of the SEVIS Form I-20 properly endorsed for reentry. You must obtain this endorsement from the Designated School Official prior to your travel.

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The College of New Jersey
Office of International and Off-Campus Programs and Summer School

TERMS AND CONDITIONS CONCERNING F-1 STUDENT VISA/STATUS
Waiver of Eligibility for F-1 Student Status

5. TRANSFER. A nonimmigrant F-1 visa/status student is permitted to transfer to a different school provided the transfer procedure is followed. To transfer schools, the student must inform the DSO at his/her current school (the “transfer-out” DSO) of (1) His/her intent to transfer and (2) The complete name/school code of the school to which he/she will transfer to (“transfer-in” school). In SEVIS, the transfer-out DSO must select the Transfer Out link on the *Student Information* screen and enter a release date; This will be the date that SEVIS record will transfer to the new school (usually the end of the last term that the student will be at the transfer-out school). The transfer-in school cannot access the record until the transfer release date is reached. Students who wish to transfer out of TCNJ must complete the [Transfer-Out Application](#).
6. EXTENSION OF STAY. If you cannot complete the educational program within the time specified on your SEVIS Form I-20, you must apply for an extension of stay. An [APPLICATION FOR EXTENSION](#) of stay must be filed with the DSO at least 60 days before the expiration of your SEVIS Form I-20.
7. EMPLOYMENT. As an F-1 student, you are not permitted to work off campus or to engage in business without specific employment authorization. If applying for post completion full-time [Optional Practical Training \(OPT\)](#), you must submit an application to the DSO at least 45 days PRIOR to your graduation or program completion date (whichever is earlier). Please note that if, during this time, you decide to transfer to another college, your OPT will be terminated.
8. NOTICE OF ADDRESS. If you move, you must submit a notice within 10 days of the change of address to the U.S. Department of Homeland Security, Bureau of Citizenship and Immigration, Change of Address. The Change of Address form can be found [here](#). (*If you cannot access this link, go to <http://www.uscis.gov/portal/site/uscis>—click on “Immigration Forms” and download Form AR-11.*)
9. ARRIVAL/DEPARTURE. When you leave the United States, you must surrender your Form I-94 Departure Record. Please see the backside of Form I-94 for detailed instructions. You do not have to turn in your I-94 if you are visiting Canada, Mexico or adjacent islands other than Cuba for less than 30 days.
10. FINANCIAL SUPPORT. You must demonstrate that you are financially able to support yourself for the entire period of stay in the United States while pursuing a full course of study. You are required to provide documentary evidence of means of support when applying for a SEVIS I-20 from The College of New Jersey.
11. AUTHORIZATION TO RELEASE INFORMATION BY SCHOOL. To comply with requests from the United States Citizenship and Immigration Service for information on student status, you are required to give TCNJ authorization to release such information from your records. The school will provide the United States Citizenship and Immigration Service your name, country of birth, current address, and any other information on a regular basis or upon request.

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TERMS AND CONDITIONS CONCERNING F-1 STUDENT VISA/STATUS
Waiver of Eligibility for F-1 Student Status

12. PENALTY/REINSTATEMENT. To maintain your nonimmigrant F-1 student visa/status, you must comply with all the F-1 regulations. Failure to comply with these regulations will result in the loss of your student status and may subject you to deportation. If you violate your immigration status, you may apply for reinstatement with the immigration district director provided you fulfill all the conditions of the reinstatement. The [REQUEST FOR REINSTATEMENT](#) MUST be filed within the five-month period of being in violation/out of status. After this five-month period, you will not be eligible to file for reinstatement.

Please note that the law provided severe penalties for knowingly and willfully falsifying or concealing a material fact, or using any false document to obtain a SEVIS Form I-20.

STUDENT CERTIFICATION

I have read and agree to comply with the terms and conditions of my admission and those of any extension of stay as specified above. I understand that it is my responsibility to make sure that I do not violate the terms and conditions of my F-1 student visa/status.

Student's Name

Student's Signature

Date

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