

Dear International Student:

We are pleased that you are interested in attending Harper College. You are required to submit the following documents in order to complete your application for an I-20 form (after reading this letter, use the checklist provided at the end of the letter):

1. THE HARPER COLLEGE APPLICATION AND FEE

On the application, please list the address where you will be living in the U.S., not your foreign address. An application fee of **\$25.00 (a NON-REFUNDABLE PROCESSING FEE)** will be charged. You can pay by check or money order (**U.S. FUNDS**) made out to Harper College.

2. INTERNATIONAL STUDENT PROCESSING FEE

Harper College is charging a **\$150.00 NON-REFUNDABLE PROCESSING FEE (U.S. FUNDS)** check or money order made out to Harper College. If you will want Harper College to mail your I-20 to you via FedEx or DHL, please add an additional \$50.00 (for a total of \$200.00).

3. PHOTOGRAPH

Photograph of yourself (passport size).

4. AFFIDAVIT OF SUPPORT

The person who is paying your tuition and living expenses while you attend Harper College, must complete and sign this form in the presence of a Notary Public or First Class Magistrate. This completed form must be **SIGNED BY A NOTARY PUBLIC** and **ACCOMPANIED BY VERIFICATION LETTERS FROM THE SPONSOR'S EMPLOYER AND HIS/HER BANK OR FINANCIAL AGENCY**. An applicant can have more than one sponsor. (USCIS requires sponsors to show verification of assets to cover tuition, fees, and living expenses. The estimated expenses are \$22,700 per year for a single student and an additional \$4,100 per each dependent). These estimated expenses are based on school attendance for **two** semesters.

5. TEST OF ENGLISH AS A FOREIGN LANGUAGE (TOEFL) SCORE

A minimum score of 79 on the iBT TOEFL, a minimum score 210 on the computer based version, or 550 on the paper-based version is required for students who wish to enroll in degree credit courses. **Harper College's institutional code number is 1932.** TOEFL scores **are not** required from students who are planning to study English as a Second Language. If a student obtains the minimum TOEFL score, then he/she must take the Harper College Compass tests. If the student does not place into English 101, he/she must take the English as a Second Language Assessment tests for placement in Harper College ESL classes. The TOEFL score is valid only for two (2) years. Harper College also accepts the IELTS with a score of 6.5 or higher.

6. EDUCATIONAL BACKGROUND SHEET

A list of all the schools that you have attended, including elementary, high school and college or university, must be written on this form. In addition, **TRANSCRIPTS FROM HIGH SCHOOL and YOUR HIGH SCHOOL DIPLOMA must accompany this form.** This diploma **SHOULD BE TRANSLATED INTO ENGLISH.**

7. DECLARATION OF INTENTION FORM

(See list of transfer or degree majors available at Harper College).

8. INTERNATIONAL STUDENT RESPONSIBILITY CHECKLIST

(Please read checklist very carefully, then sign and date it)

9. COPY OF PASSPORT AND I-94 CARD

We require a copy of your passport, specifically the biography page with your photograph and identifying information, and if you are currently residing in the U.S., we need a copy of your U.S. visa stamp and your I-94 card as well.

10. HEALTH INSURANCE

Mandatory health insurance is required for all Harper College international students. Estimated annual fee is about \$828.00 (school year 2008-2009); coverage for new injuries and illnesses are a maximum of \$250,000. **Exemptions from participation in Harper College’s health insurance program for international students may be granted for students who are already covered under certain governmental/embassy-sponsored plan or an employer plan.** If you have your own insurance you must submit a copy (in English) of your policy with the application. **DO NOT BUY A POLICY WITHOUT CHECKING WITH US FIRST TO SEE IF IT HAS EQUIVALENT BENEFITS, OTHERWISE YOU MAY HAVE TO PAY FOR 2 POLICIES.**

11. BIOGRAPHICAL (AND DEPENDENT, F-2) INFORMATION SHEET

You will need to provide information about your citizenship, country of residence, visa and passport information. Please list all dependents (spouse or children), relevant information, and provide a copy of each family member's passport, visa and I-94 card (if appropriate).

12. STATEMENT OF INTENDED ACADEMIC MAJOR

All students who are interested in enrolling for degree credit courses must write a short paragraph **DESCRIBING THEIR EDUCATIONAL GOALS.**

13. SCHOOL TRANSFER ELIGIBILITY CONFIRMATION FORM

The form needs to be completed by the student and the current school. A copy of the current I-20 form if the student is transferring from a U.S. high school, college, or university, or a copy of the current DS-2019 form if the student is currently in the U.S. on a “J” visa.

PLEASE WRITE STUDENT'S NAME ON EACH FORM TO BE SUBMITTED.

Deadlines for the submission of all completed forms are:

<u>Semester</u>	<u>Forms completed and submitted by</u>
Fall _____	June 15 _____
Spring _____	November 15 _____
Summer _____ (Intensive English Program)	March 15 _____
Summer _____ (College degree coursework only)	April 15 _____

It is very important that these forms be filled out with **ALL** the required information. It is also very important that the student's name is printed on all documents. If **EVEN ONE** of the forms is not completed, your entire application will be delayed. **IF YOUR DOCUMENTS ARRIVE AFTER THE DEADLINE, YOUR APPLICATION WILL BE REJECTED.**

SUBMITTING FORMS

To submit the forms in person, please make an appointment by calling **(847) 925-6227**. The office is **not open on weekends**; from **June through mid-August** the office is **closed on Fridays**. You may use an express mail service to submit the application packet to Jill Izumikawa, International Student Coordinator in Building F, Room 340i. Please refer to the deadlines on the previous page.

WAIVER VISA

IF YOU ENTERED THE UNITED STATES AS A VISITOR AND HAD THE VISA WAIVED (WT), THIS MEANS YOU DO NOT HAVE A VISA. THEREFORE, YOU MUST APPLY FOR THE F-1 VISA FROM OUTSIDE OF THE UNITED STATES.

TRANSFER STUDENTS

F1 students who are transferring to Harper College from another university must complete the attached forms in order to begin the application process. ***The student must also submit a copy of all I-20s issued from former colleges.*** The International Student Office, after review of the completed forms, will notify the former college of the student's intent to transfer to Harper. The student does not have to notify the Department of Homeland Security. Harper will be responsible for notification of change of schools.

INTENSIVE ENGLISH PROGRAM (IEP) SCHEDULES

If you enroll in the Intensive English Program (IEP) the **approximate** schedule for courses in the fall and spring semesters is Monday through Friday from 11:00 AM to 4:00 PM. The summer schedule is Monday through Thursday from 9:00 AM to 4:00 PM.

TUITION/REQUIRED COURSE LOAD

Effective May 2009, the rate of tuition for international students is **\$407.00** per credit hour. ***This cost is subject to change without prior notice.*** (Historically, the tuition is increased once a year effective summer semester). Because students on the F-1 visa are required to be enrolled in a ***MINIMUM OF 12 CREDIT HOURS* IN BOTH THE FALL AND SPRING SEMESTERS***, an average tuition payment is ***approximately \$6500.00 - \$6,850.00 per semester, which includes most fees including mandatory health insurance.*** ***The student should come prepared to pay his/her tuition and fees at the time of each semester's registration.*** Please keep in mind that the U.S. Embassy requires that you have a ***minimum of \$22,700*** for both ***school and living expenses***. If you have dependents you should add an extra ***\$4,100*** for each one.

****If you are enrolled in the Intensive English Program (IEP) then you will be required to take 14 or 15 credit hours of coursework per semester.***

HOUSING

There are **no dormitories** at Harper College. Most of our international students reside with family or friends, who live near William Rainey Harper College. Each student is responsible for making his or her own housing arrangements.

HEALTH INSURANCE

The expense for health care service, i.e. doctor and hospital, is very costly in the United States.

Mandatory health insurance is required for all Harper College

international students. This insurance helps protect you in case of a medical emergency, which can cost thousands of dollars in the United States. Your current insurance has to be the equivalent to Harper College's policy, which provides maximum coverage of U.S.\$250,000.00 per new injury or illness. You must provide verification of your policy in English. If your policy **does not** have equivalent benefits then you **must** purchase Harper's health insurance policy for international students.

The International Student Advisor will gladly help you with any questions or problems that arise while you are a student at Harper College. We would like to remind you again to please complete all parts of the attached forms. **PLEASE KEEP COPIES OF ALL DOCUMENTS SUBMITTED. YOU WILL NEED TO SUBMIT THEM TO A U.S. EMBASSY OR TO USCIS.** Please **send all application documents** to the following address:

International Student Office (F340)
William Rainey Harper College
1200 West Algonquin Road
Palatine, IL 60067-7398
Phone: (847) 925-6227
Email: iso@harpercollege.edu
Fax: (847) 925-6082

If you would like to submit these documents in person, please call the office at (847) 925-6227, and ask to make an appointment to see Jill Izumikawa, International Student Coordinator. The International Student Office is open from 8:30 AM to 4:30 PM, Monday through Friday. We hope to see you as a student at Harper College. **The college is not open on Fridays from June to mid-August.**

Sincerely,

Jill A. Izumikawa

Jill A. Izumikawa
International Student Coordinator
International Student Office
Designated School Official (DSO)
jizumika@harpercollege.edu