



# International Student Application Guidelines and Certification of Finances

To enable the Admissions Committee to thoroughly and fairly evaluate your credentials, the following information is required:

## 1. APPLICATION FORM

The following **must** be completed and submitted:

- Utica College application (Please use the name that appears on your passport)
- Official transcripts of all previous academic work
- International Students Certification of Finances Form
- Personal statement (see the Utica College application)

## 2. ACADEMIC TRANSCRIPTS

Applicants must have completed 12 years of education or the equivalent prior to enrollment. Official original transcripts of your academic work are required from all schools that you have attended. Transcripts that are not in English must be accompanied by true certified translations and an explanation of the grading system used.

Students who have completed or will have completed two years of study beyond “O” Levels and who have taken the Advanced Level Examination (“A” Levels) or the Higher School Certificate will be awarded the equivalent of one full year of college credit following matriculation at Utica College. Students who have completed the French Baccalaureate, German Abitur, Swiss Maturita, International Baccalaureate (IB), or equivalent academic program are also eligible for college credit and advanced standing.

Utica College welcomes transfer students to the college and enrolls more than 250 students from other academic institutions each year. Transfer credit will generally be awarded for courses from accredited institutions.

## 3. ENGLISH LANGUAGE PROFICIENCY

Applicants who are not native speakers of English must demonstrate their proficiency in the English language.

The following may be submitted as proof of proficiency:

- TOEFL: Minimum score of 525 written or 195 computer-based
- IELTS: minimum score of 6.0
- SAT I: score will be reviewed by admissions committee
- Proficiency examinations may be waived for students who have been educated in schools where English is the language of instruction

An applicant with scores below the minimum standard may be considered on a conditional basis.

## 4. CERTIFICATION OF STUDENT FINANCES

Applicants who are citizens of another country must submit evidence of their ability to pay for all educational costs while attending Utica College as a condition of being issued the proper immigration documents for F-1 status. This information is required in compliance with regulations set forth by the Bureau of Citizenship and Immigration Service. These financial documents must also be dated within six months of application submission to be considered valid.

The combination of all bank statements, award letters, and affidavits must show a total amount equal to or greater than U.S. \$38,088 (the 2008-09 estimated annual student expenses).

Third party documentation verifying that the necessary funds are available to ensure financial security while studying at Utica College **MUST** be completed by a bank official.

**The completed International Student Certification of Finances Form must be signed by:**

- ✓ The applicant
- ✓ The applicant’s parents
- ✓ The applicant’s sponsor, if applicable
- ✓ A bank official

## **Additional Information**

### **VISA INFORMATION**

The Office of Admissions sends a letter of acceptance and certificate of eligibility (Form I-20) to each candidate accepted for study at Utica College. This form must be presented to the American Consulate or embassy in your country in order to obtain an F-1 student visa. **The Form I-20 cannot be issued unless all required documents are on file with the Utica College Office of International Admissions.**

No applicant should plan to enter the U.S. for study at Utica College without an official letter of admission, Form I-20, and appropriate visa documents. You must obtain the F-1 visa before you leave your home country. The Bureau of Citizenship and Immigration Service makes it difficult for students to change from a *Visitors Visa* to an *F-1 Visa* once in the United States. If you must come into the country on a Visitors Visa, have "Prospective Student" stamped on the visa page.

### **DEADLINES**

Utica College conducts a rolling admissions program. The earlier an application is filed, the sooner a decision is made. Application review begins in mid-October and extends until the class is filled. All application materials must be received no later than June 1. Students who are applying for the Physical Therapy or Occupational Therapy programs must apply by January 15.

### **OFFICE OF INTERNATIONAL EDUCATION**

The Office of International Education has a skilled staff that assists all international students with their arrival and adjustment at Utica College. Staff members determine visa eligibility and prepare and issue all immigration documents needed for non-immigrant students, scholars, and their families. An orientation program is presented at the beginning of the fall and spring semesters to help acclimate our newest college community members. The Office of International Education may be contacted at [daotoole@utica.edu](mailto:daotoole@utica.edu).

### **CORRESPONDENCE AND QUESTIONS**

Applications and admissions materials from students outside North America should be sent via registered mail to avoid any unnecessary delays or loss.

If you have further questions, please direct them to:

Utica College Office of International Admissions  
1600 Burrstone Road  
Utica, NY 13502  
Telephone: (315) 792-5290  
Fax: (315) 223-2515  
E-mail: [slabella@utica.edu](mailto:slabella@utica.edu)  
Internet: [www.utica.edu](http://www.utica.edu)

### **EXPENSES 2008-09**

The schedule of expenses for the 2008-09 year is as follows:

Tuition.....	\$26,058
Fees.....	1,600
Average Room and Board.....	10,430
Total Cost.....	\$38,088

*The student/family will also incur travel expenses to and from the United States, as well as minor personal expenses.*

We are pleased to be able to offer some limited financial assistance for international students awarded on the basis of academic achievement. No separate application is required.



# International Student Certification of Finances

This form is NOT an application for financial assistance. The Bureau of Citizenship and Immigration Services requires that you certify that you have sufficient funds available for your academic and living expenses.

An official letter from a banking institution showing the amount of funds available must accompany this form. An I-20 cannot be issued until financial certification is received.

**Annual Estimated Expenses for 2008-2009 Academic Year:**

Tuition and Fees .....	\$26,058
Fees .....	1,600
Average Room and Board .....	10,430
<b>TOTAL .....</b>	<b>\$38,088</b>

**NAME OF STUDENT**

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Family	First	Middle
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I understand that I am required by U.S. immigration law to provide Utica College with adequate documentation indicating that I will have sufficient funds to cover my studies in the United State. I certify that the information on this form is true, correct, and complete.

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Signature of Student	Date
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**FAMILY/SPONSOR CERTIFICATION**  
*Please complete and submit the following information:*

**1. FAMILY/SPONSOR'S STATEMENT:** I am aware of the cost of an education at Utica College and I assume financial responsibility for the expenses of (print student's name) \_\_\_\_\_

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

Sponsor's Name \_\_\_\_\_ Relationship to Applicant \_\_\_\_\_

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

Fax \_\_\_\_\_ E-mail \_\_\_\_\_

**2. FINANCIAL SUPPORT DOCUMENTATION (Both parts A and B must be completed and submitted.)**  
**You must provide the following information showing at least the amount listed above for the estimated cost of your program:**

A. Submit a letter from your bank stating that you or your sponsor has sufficient funds to support your education at Utica College.

B. Have that bank official read and complete the section below: To the best of our knowledge the above named sponsor has sufficient income and assets to support the sponsored student to attend Utica College. (This statement in no way obligates the bank or its officials to any financial liability).

Bank Official's Signature \_\_\_\_\_

Bank Official's Name \_\_\_\_\_

Bank Official's Title \_\_\_\_\_

Name of Bank \_\_\_\_\_

Phone \_\_\_\_\_

**Bank Seal or Stamp Here**

### APPLICATION CHECKLIST

- Application forms:
- Utica College student application
- Personal statement
- Academic transcripts
- English language proficiency documentation
- International student certification of finances
- Signatures required:
- Applicant
- Applicant's parents or sponsor
- Bank official
- Financial documentation



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