



INSTRUCTIONS TO OBTAIN AN I-20

WHEN RESIDING OUT OF THE COUNTRY

1. Contact the College and request an Admission Packet, indicating the areas of study for which you wish to be considered for admittance.
2. Return the completed materials to one of the following campuses and indicate the expected arrival or admission date.

International Student Admissions Interactive College of Technology

Main Campus
5303 New Peachtree Road
Chamblee, Georgia 30341
Phone: (770) 216-2960
Fax: (770) 216-2989
Email: adm@ict-ils.edu

Morrow Campus
1580 Southlake Parkway, Ste. C
Morrow, Georgia 30260
Phone: (770) 960-1298
Fax: (770) 961-6631
Email: morrow@ict-ils.edu

Gainesville Campus
2323-C Browns Bridge Rd.
Gainesville, Georgia 30504
Phone: (678) 450-0550
Fax: (678) 450-1723
Email: gainesville@ict-ils.edu

3. Attach evidence of financial support while residing in the United States. The College admissions requires evidence of at least \$15,000 of **U.S. Currency** per year of study will be available in the United States.
4. If you are being sponsored, the College requires the name, address, and phone number of the sponsor. ICT will contact the sponsor and require he/she submit written verification to the College.
5. The College requires that the applicant provide a written statement as to why he/she desires to come to the United States to study. The letter must include the applicant's future plans and be translated into English.
6. The applicant must provide evidence of completion of high school/secondary school education.
7. Enclose a certified check or money order in the amount of \$550.00 US Dollars for an **application fee + tuition deposit**. If approval is denied or the enrollment is cancelled by the student, **the institution will retain the application fee and a \$150 administrative fee**. Once the original documents are returned to ICT, the deposit will be returned.
8. The Student and Exchange Visitor Information System (SEVIS) fee is \$200 and must be paid by debit card or credit card.
9. Upon arrival and registration, the remainder of the first semester's tuition, books, and fees are due.

Current Tuition & Fee Rates:

Application Fee (One Time Only)	\$ <u> 50.00</u>
Tuition & Books Per Semester	_____
Separate Check-First Semester	_____
Health/Medical Insurance Payment	_____
TOTAL	\$ <u> </u>

Upon receipt of the completed Admission Packet, the International Student Advisor will complete and issue the **I-20** for either **F-1** or **M-1** status.

WHEN RESIDING IN THE UNITED STATES

1. Request and complete all application materials. A personal interview is required with the applicant and/or sponsor.
2. Provide documentation of required financial resources.
3. Complete entrance evaluation to determine appropriate placement level.
4. Submit required **ORIGINAL** documents and **USCIS** papers. Payment of first semester's (Tuition, Fees, & Insurance) – **TOTAL \$ _____**
5. Payment of I-901 SEVIS fee of \$200 (credit card or debit card only).
6. If approval is denied or the enrollment is cancelled by the student, **the institution will retain the application fee and a \$150 administrative fee.** Once the original documents are returned to ICT, the deposit will be returned.

Fees for the semester are due **15 days prior** to the beginning of each semester.

FINANCIAL REQUIREMENTS FOR AN I-20

Tuition	\$ _____
Registration Fee	_____ 50.00
Separate Check-First Semester	_____
Health/Medical Insurance Payment	_____
Money Order – to USCIS for status change	_____ 300.00
TOTAL	\$ _____

REQUIRED ADMISSION DOCUMENTATION

If applying for the stand-alone **English As A Second Language (ESL) Program** or if applying for **ESL** with an **Academic Program**, you will need:

Enrollment Application
High School Transcript/Diploma
Written statement as to why you desire to come to the U.S. to study
Recommendations
Letter translated into English indicating reason for desire to study in the United States
If sponsored, submit a written verification letter with sponsor's name and address
Evidence of Financial Support (minimum \$15,000 U.S. currency)
Documents showing current lawful status (Passport / Form I-94 / Form I-20)
Certified Check or Money Order (in US Dollars)

If applying to a **Diploma** or **Associate Degree Program**, exclude skills assessment and external recommendation form, but include two letters of recommendation from individuals other than family members.

All students admitted with an M-1 or an F-1 Visas must attend full-time. A five-ten-week break may be taken after completion of each academic year (two semesters).

ATTENTION**If you fail to register for classes or notify the College admissions of delayed entrance within thirty (30) days of the planned admission date, the **U.S. Citizenship and Immigration Services** (formerly INS) will be notified to cancel the I-20.

After enrollment, if twenty-one (21) days of consecutive absences occur, you will be dismissed and the I-20 is cancelled. Also, if two (2) consecutive courses of five (5) weeks each are failed, you will be subject to dismissal and cancellation of the I-20.

WHEN TRANSFERRING FROM ANOTHER SCHOOL

If transferring from another institution in the United States, please complete the form "For International Students Transferring to Interactive College of Technology".