

# PENSACOLA JUNIOR COLLEGE

## International Student Application

Please print the application in its entirety, complete the required forms, and submit the forms along with the \$30 application fee to the below-listed address:

District Office of Admissions and Registration  
Pensacola Junior College  
1000 College Boulevard  
Pensacola FL 32504-8998  
USA

## **INFORMATION AND INSTRUCTIONS FOR THE INTERNATIONAL STUDENT APPLICANT**

The application packet contains information regarding the application process. The required forms for admission to Pensacola Junior College are included in this packet. Please review this information and all documents in this packet before submitting your application.

Pensacola Junior College is a two-year community college offering programs leading to the Associate in Arts degree, the Associate in Science degree, and the Associate in Applied Science degree. We also offer certificate programs that are one year or less in length. The College Catalog should be reviewed for information regarding specific programs of study available at Pensacola Junior College.

### Application for Admission

The forms to be used for admission are included in this packet.

### Application Fee

The application fee is \$30 and must be paid in US dollars by money order or cashier's check. The application fee is non-refundable.

### Confidential Financial Statement

The financial statement is enclosed and includes a requirement for financial verification (see next). Do not submit the application without this required information.

### Financial Verification

The applicant must submit documentation that verifies the availability of the funds indicated on the Confidential Financial Statement. The documentation that will be reviewed for possible acceptance includes the following:

- A statement from a financial institution with whom the applicant or the applicant's sponsor has deposited funds or maintained accounts
- Evidence in the form of bank statements, etc., showing that adequate funds are available
- Other documentation that the applicant feels will substantiate financial capability during enrollment at Pensacola Junior College.

### School Records

- High school (secondary) records: The official school record must be sent directly from the educational institution (school) to the District Office of Admissions and Registration at Pensacola Junior College. Copies received from applicants will not be considered official. If the language of instruction was not English, a professional translator must translate the school record into English.
- College/university records (from abroad): If you have earned college or university credit in your home country or any other country outside of the United States, you may be able to apply this credit to your enrollment record at Pensacola Junior College. PJC does not evaluate credit earned abroad but will accept the recommendations of a professional credentials evaluation service. Contact the District Office of Admissions and Registration if you are interested in obtaining information about the credentials evaluation services recognized by Pensacola Junior College.
- College/university records (in the United States): If you have earned college or university credit at a regionally accredited institution in the United States, the official transcript will be required and must be sent directly to the District Office of Admissions and Registration from the issuing institution.

### Transfer

If you are currently an F-1 Student Visa holder and authorized for enrollment at another college or university in the United States, you must complete the application to Pensacola Junior College. Additionally, your previous school must verify your status during enrollment and release you for studies at PJC. Please provide the International Student Transfer Form included in this packet to the designated school official (international student advisor) at your current school. Acceptance as a transfer student at Pensacola Junior College will not be finalized without this required document.

### Test of English as a Foreign Language (TOEFL)

The Test of English as a Foreign Language (TOEFL) is required of all international student applicants whose native language is not English. A score of 500 on the handwritten exam, a score of 173 on the computer-based exam, or a score of 61 on the internet-based exam is required. Non-English speakers who have not taken the TOEFL should not apply. Exceptions to the minimum requirement are not made.

To have an official TOEFL Score Report sent to Pensacola Junior College, please use the Institution Code Number of 5535 when taking the examination or when requesting an official TOEFL Score Report. Photocopies of score reports or the score report sent to the applicant will not be accepted.

Information regarding TOEFL testing procedures, costs, testing dates and locations can be obtained directly from The College Board. Pensacola Junior College does not administer the TOEFL.

College Board  
ATTN: Test of English as a Foreign Language  
Box 899  
Princeton, New Jersey 08540

### Other Language Proficiency Measures

Applicants who have attended an ELS Center and completed an intensive language program through Level 109 may be considered without the TOEFL. An official transcript indicating this level of completion must be sent directly from the ELS Center.

Applicants who have completed high school or college/university studies in the United States with English as the language of instruction may be considered without the TOEFL. An official transcript indicating coursework in English with satisfactory grades must be sent directly from the institution.

### Fees and Expenses

Pensacola Junior College estimates the annual expenses of the international student as follows:

Tuition and fees	\$ 5,500.00
Living expenses	9,000.00
Books, supplies, etc.	<u>1,000.00</u>
TOTAL annual estimate	\$15,500.00

### Enrollment Requirements

International students are required to enroll as full-time students during the fall and spring semesters. Summer enrollment is optional. Enrollment in 12 credit hours is considered a full-time load of courses, and international students must register for and complete at least 12 credit hours in a fall term and in a spring term. International students who do not comply with this requirement will be reported to the Bureau of Citizenship and Immigration Services (BCIS).

### Health Insurance

International students are required to have a health/hospitalization insurance policy that is valid in the United States. For those students who do not have a policy in the home country that provides coverage in the United States, obtaining a health insurance policy in the US will be required. Insurance may be obtained after arrival in the United States. However, no registration will be permitted until verification of health insurance coverage is provided. Pensacola Junior College does not offer a student insurance program.

### Financial Assistance

In all instances, federal financial assistance is not available to international students. In most cases, other forms of financial assistance are not available to international students. Applicants should not plan to attend Pensacola Junior College unless sufficient funds are available for tuition and living expenses.

### Employment

International students may be employed as student assistants to work on campus for no more than 20 hours per week. However, because the availability of these jobs is limited, the international student should not plan on obtaining an on-campus job. Off-campus employment is rarely permitted and requires approval of the Bureau of Citizenship and Immigration Services.

### The Immigration Form I-20

Once an applicant has submitted all the required documents for admission and a determination of eligibility has been made, Pensacola Junior College will issue the Immigration Form I-20. The Form I-20 is used to obtain the F-1 Student Visa. The Immigration Form I-20 will not and cannot be issued until all admissions requirements are met.

### The F-1 Student Visa

Applicants should not travel to the United States unless the Form I-20 has been issued by the College and the student has been obtained. Individuals who are currently in the United States with a tourist/visitor visa may have difficulty changing status from tourist to student; these individuals may be required to return to the home country to process the change in visa status.

### International Student Reporting

Pensacola Junior College is required by law to maintain records of all international students attending classes on our campuses. Failure to comply with the regulations established by the Bureau of Citizenship and Information Services (BCIS) will be reported immediately.

### Contact Person

Any questions regarding the admissions or enrollment requirements should be directed to the following individual:

Martha Caughey, Coordinator  
Admissions and Registration  
Pensacola Junior College  
1000 College Boulevard  
Pensacola FL 32504-8998 USA

Telephone: (850) 484-1623  
Toll-free: 1-888-897-3605, extension 1623

Email: [mcaughey@pjc.edu](mailto:mcaughey@pjc.edu)

### Web Site

Pensacola Junior College's web site may be accessed at <http://www.pjc.edu>

**PENSACOLA JUNIOR COLLEGE  
INTERNATIONAL STUDENT APPLICATION**

*Read all items carefully. Print or type each response.*

**▪ PERSONAL INFORMATION**

Student Name \_\_\_\_\_  
Surname (Family Name) First Middle

Address for Reply \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Address in home country if different than above \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone Numbers \_\_\_\_\_

Email address \_\_\_\_\_

\_\_\_\_\_  
Date of birth (MO/DA/YR) Country of Birth Country of Citizenship

Ethnic Origin: White Black Hispanic Asian/Pacific Islander  
Gender: Male Female

**▪ EDUCATIONAL BACKGROUND**

**Secondary School (High School) Information**

\_\_\_\_\_  
Name of School Location (City, Country) Type of Diploma Date Awarded

**College/University Information**

\_\_\_\_\_  
Name of College Location (City, State, Country) Dates of Attendance Degree Awarded

\_\_\_\_\_  
Name of College Location (City, State, Country) Dates of Attendance Degree Awarded

▪ **LANGUAGE PROFICIENCY INFORMATION**

Have you taken the Test of English as a Foreign Language (TOEFL)?

- Yes \_\_\_\_\_  
Date of Test \_\_\_\_\_ Test Site \_\_\_\_\_ Score \_\_\_\_\_
- No \_\_\_\_\_  
Date Scheduled for Test \_\_\_\_\_ Test Site \_\_\_\_\_

If you do not plan to take the TOEFL, indicate your reasons for not taking this language proficiency examination.

\_\_\_\_\_  
\_\_\_\_\_

▪ **ENROLLMENT PLANS**

Indicate the degree you plan to earn at Pensacola Junior College and the program of study you will be following to earn that degree:

- Associate in Arts: Major \_\_\_\_\_
- Associate in Science: Major \_\_\_\_\_
- Associate in Applied Science: Major \_\_\_\_\_

Indicate the term of the academic year you wish to be considered for enrollment. Remember to begin your application process at least three months in advance of your anticipated enrollment.

- Fall Term (August-December) of \_\_\_\_\_ (year)
- Spring Term (January-April) of \_\_\_\_\_ (year)
- Summer Session A (May-June) of \_\_\_\_\_ (year)
- Summer Session B (June-August) of \_\_\_\_\_ (year)

▪ **APPLICANT CERTIFICATION AND SIGNATURE**

I certify that I have provided true and accurate information in my application for admission. I have read the information provided in this application packet and understand the requirements for the international student during enrollment. I understand that I am required to be enrolled as a full-time student during the Fall and Spring terms. Further, I understand that I will be considered a non-resident for tuition purposes and that at no time during my enrollment and as long as I am an F1 (student) visa holder will I be able to change my residence status for tuition purposes.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Submit this application and all required documentation with the \$30 application fee as follows:

Pensacola Junior College  
District Office of Admissions and Registration  
1000 College Boulevard  
Pensacola Fl 32504-8998



## **FINANCIAL VERIFICATION**

The applicant must submit the Confidential Financial Statement (preceding page) and an independent certification from a financial institution with whom the applicant or the applicant's sponsor has deposited funds or maintained accounts.

On letterhead stationery, the financial institution should provide an indication of the available funds for the support of the international student applicant. Comments regarding the ability of the applicant or the applicant's sponsor to provide the necessary funding for living expenses and educational costs will be appreciated.

All monetary amounts referring to available funds and average balances in accounts must be indicated in US dollars.

The official and written verification is to be attached to the application.

If the applicant will be attending Pensacola Junior College on a scholarship or by an educational loan in the applicant's home country, the sponsoring agency must provide a letter of authorization or commitment. The letter must include (1) all amounts in US dollars, (2) an indication of the duration of the scholarship or loan, (3) the conditions for maintaining the scholarship or loan, and (4) the method of payment to Pensacola Junior College.

If a friend or relative residing in the Pensacola area will provide the student housing, a statement from the individual providing the housing must be submitted. This will reduce the amount of funds that must be documented for living expenses.