

APPLICATION REQUIREMENTS: *What do I need for an I 20?*



- 1) **I-20 APPLICATION (PG 1-4) (MUST BE TYPED)**
- 2) **ENGLISH PROFICIENCY DOCUMENT** (*review English Proficiency section, next page*)
- 3) **FINANCIAL SUPPORT DOCUMENT** (*review Financial document section, next page*)
- 4) **PASSPORT** (*photocopy*)
- 5) **F1 VISA** (*photocopy, if available*)

TIP: DOWNLOAD application before entering your information allows you to type/save your information

DEADLINES: *When may I apply?*

(SUMMER)

January 1st to April 15th

Note: Any application received on or after April 10th will be reviewed but may be declined if incomplete or if English/financial support documents do not meet admission requirements. Extensions may only be issued on a case-by-case basis.

SUBMITTING APPLICATION: *How do I send my application?*

(ONLINE)

- Send an email to studentvisa@wlac.edu and attach the copies of support documents (see APPLICATION REQUIREMENTS section, above)
- *If successfully sent, you will receive an automatic reply email confirming the application was received. Contact (310) 287-7283 if you do not receive this email.*

(IN PERSON)

- Submit the Application Processing Fee Form (Application Page 4) to the Business Office (Student Services Building, 2nd Floor).
- Take receipt, application, and copies of support documents (see APPLICATION REQUIREMENTS section, above) to the International Student Program (Student Services Building, Room 410)

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ENGLISH PROFICIENCY REQUIREMENT: *What may I submit as evidence?*

Submit **ONE** of the following with application:

- **IELTS** minimum score of 5.0
- **TOEFL** min. score of 450 PBT or 45 IBT
- **U.S. COLLEGE/UNIVERSITY TRANSCRIPTS** demonstrating you completed English 101 (or equivalent) with a passing grade at a U.S. Requires evaluation petition submitted to WLAC Admissions & Records office.
- **COMPLETE ASSESSMENT TEST AT WEST LOS ANGELES COLLEGE** (must place into ESL 5 or English 21 or higher) before application deadline. Only available for students currently inside the United States.

Additional examples available at: <http://www.wlac.edu/WLAC/media/documents/international/English-Proficiency.pdf>

FINANCIAL DOCUMENTATION(S) REQUIREMENT? *What may I submit as evidence?*

THE FOLLOWING FINANCIAL DOCUMENTS ARE REQUESTED WHEN APPLYING TO WEST

Only one source of Financial Support will be considered

All documents must be dated within 2 months of the application date

<input type="checkbox"/> Government Scholarship:	Financial Guarantee for sponsoring government agency
<input type="checkbox"/> Applicant's Fund:	Applicant's checking and/or savings account statement(s) or certified bank letter showing a minimum available balance of \$30,000 USD. The required available minimum balance required also increases by \$4,000 USD for each dependent that will travel into the U.S.
<input type="checkbox"/> U.S. Sponsor:	U.S. Sponsor's checking and/or savings account statement(s) with a minimum available balance of \$34,000 (USD) <u>AND</u> Form I-134 (Affidavit of Support) indicating sponsor will provide for housing, living expenses, tuition, fees & supplies. Form I-134 is available at https://www.uscis.gov/sites/default/files/files/form/i-134.pdf .
<input type="checkbox"/> Sponsor Outside U.S.	Sponsor's checking and/or savings account statement(s) or certified bank letter with a minimum, available balance of \$34,000 (USD).

ADMISSIONS REVIEW PROCESS: *What happens after I submit my application?*

The International Student Program staff will review your application and support documents. Applications are processed in the order received. We will email you within 10 business days with our initial decision. Follow-up instructions will be included.



SUMMER 2017
I-20 APPLICATION (Full-Time Student)

YOUR PERSONAL INFORMATION <i>(type in your information below)</i>				
LAST NAME		FIRST NAME		
DATE OF BIRTH (mm/dd/yyyy)			GENDER	
ADDRESS IN THE U.S. <i>(Skip if you currently live outside the U.S.)</i>				
STREET NUMBER AND NAME			APT/UNIT	
CITY		STATE <i>Abbreviation</i>		
EMAIL AND PHONE NUMBER				
EMAIL		PHONE #		
LAST HIGH SCHOOL/SECONDARY SCHOOL LOCATION				
CITY		COUNTRY		
LAST COLLEGE/SCHOOL/UNIVERSITY YOU ATTENDING <i>(if applicable)</i>				
NAME				
CITY		COUNTRY		
ETHNIC IDENTIFICATION AND PRIMARY LANGUAGE <i>(select one from drop down options)</i>				
ETHNICITY		PRIMARY LANGUAGE		
EDUCATIONAL GOAL AT WEST LA COLLEGE <i>(select one from drop down options below)</i>				
HIGHEST DEGREE COMPLETED <i>(select from drop down options and enter year)</i>				
			YEAR	
ENROLLMENT STATUS <i>(select one)</i>				
COLLEGE UNITS COMPLETED <i>(select one)</i>				

INTERNATIONAL STUDENT PROGRAM OFFICE USE ONLY				
Updated in DEC <i>(initial/date)</i>		Registered in SEVIS <i>(initial/date)</i>		Updated in Database <i>(initial/date)</i>

YOUR PERSONAL INFORMATION *(type in your information below)*

LAST NAME		FIRST NAME	
DATE OF BIRTH (mm/dd/yyyy)		GENDER	

SUPPLEMENTAL SEVIS (I 20) INFORMATION

SEVIS REQUEST TYPE	
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DEMOGRAPHIC

COUNTRY OF BIRTH		CITIZENSHIP	
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ADDRESS IN YOUR HOME COUNTRY

ADDRESS 1			
ADDRESS 2		PROVINCE	
CITY		POSTAL CODE	

EMAIL AND PHONE NUMBER

EMAIL		PHONE #	
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INTENDED MAJOR AT WEST LOS ANGELES COLLEGE *(type in your major below)*

I PLAN TO MAJOR IN:	
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FINANCIAL INFORMATION REQUIREMENT *(select one from drop down options below)*

WHO IS RESPONSIBLE FOR YOUR TUITION AND LIVING EXPENSES?	
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SPONSOR INFORMATION *(provide information below if you are sponsored by close acquaintance/family)*

STUDENT/SPONSOR RELATIONSHIP			
LAST NAME		FIRST NAME	
EMAIL ADDRESS			

F 2 DEPENDENTS *(select one from drop down options below)*

Note: If you require F-2 DEPENDENT I-20'S for a legal spouse or child, download, complete, and attach the Dependent Form available at <http://www.wlac.edu/WLAC/media/documents/international/I-20-Application-Dependent-Form.pdf>

EMERGENCY CONTACT *(who should we contact in case of emergency)*

RELATIONSHIP TO YOU			
LAST NAME		FIRST NAME	
EMAIL ADDRESS			

OBTAINING YOUR FORM I 20 *(select one from drop down options below)*

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Authorized to pick up I-20 *(type in the name in the next box)*

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INTERNATIONAL STUDENT CONTRACT TERMS

YOUR PERSONAL INFORMATION *(type in your information below)*

LAST NAME		FIRST NAME	
DATE OF BIRTH (mm/dd/yyyy)		GENDER	

1. NEW INTERNATIONAL STUDENT ORIENTATION: I will attend this meeting on the date listed in my Admission Letter. I will arrive on time and remain for the duration of the orientation. I will provide a copy of my visa, passport, and I-94 at the orientation.

2. CHECK-IN: I agree to provide a valid phone number and local U.S. address and I will report changes in my contact information to the International Advisor within 10 days of any changes.

3. FULL-TIME STATUS: I will enroll full time (i.e. 12 units) for each Fall and Spring semester at West. If admitted for summer, I will also enroll in 5 units during that first summer session. I may not exceed 3 units of online instruction per semester.

4. CONCURRENT ENROLLMENT: I will not enroll in classes at other colleges without prior written approval from my international advisor.

5. COMPLETING COURSEWORK: I will complete, at minimum, 12 units at West each semester. All 12 units must be completed with grade (i.e. A, B, C, D, or F). Incomplete (INC) or withdrawals (W's) do not apply toward the 12 unit requirement. I understand that professors may exclude me from class without notice for unexcused absences or tardiness.

6. GRADE POINT AVERAGE (GPA): I will maintain a minimum of a 2.0 GPA. I will meet with a counselor, my professors, consult with the International Student Program advisor and participate in tutoring if I am at risk of not passing all of my classes.

7. IMED: I will be enrolled in LACCD's health insurance program, known as IMED, each semester and am responsible for the fees. There are no waivers for IMED ([LACCD Board Rule 2309.30](#)) even if I have another form of health insurance.

8. PAYMENT: I will pay my tuition and fees immediately upon enrollment. I am responsible for all fees not paid by a scholarship or financial guarantee; including fees associated with IMED, late withdraws, or unapproved coursework.

9. F-1 VISA REGULATIONS & STUDENT CONDUCT: I will abide by all F-1 Visa regulations; including those not specifically addressed in this agreement. I will abide by all student conduct rules set by West Los Angeles College.

I have read and understand the above terms and agree to them without qualification. I further declare that all information provided throughout this application is correct. I understand that falsifying or providing inaccurate information shall constitute grounds to revoke and Admission offer, dismissal from West, and termination of West issued I 20.



APPLICATION PROCESSING FEE FORM

Review the payment method instructions. This \$35 fee is non-refundable and does not guarantee admission.

YOUR PERSONAL INFORMATION *(type in your information below)*

LAST NAME		FIRST NAME	
DATE OF BIRTH (mm/dd/yyyy)		GENDER	

IN PERSON *(recommended)*

Provide the name of the applicant (above) and make payment at the Business Office (2nd Floor, Student Services Building). We recommend you make a copy of your receipt for your records.

Submit proof of payment with your application to the International Student Program (4th floor, Student Services Building Room 410).

CREDIT CARD PROCESSING *(if submitting via email)*

CREDIT CARD TYPE:					
CARDHOLDER'S NAME:					
CREDIT CARD NUMBER		EXP. DATE		SECURITY CODE	

BUSINESS OFFICE USE ONLY

PAYMENT PROCESS ATTEMPT:	<input type="checkbox"/> Unsuccessful <input type="checkbox"/> Successful	PROCESSED BY:	
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