

# F-1 SEVIS Transfer-In Application Help Guide



# Application Deadlines

Fall Semester: **AUGUST 1st**

Spring Semester: **DECEMBER 1st**

- \* International students are **NOT** eligible for admission to the Summer Semester
- \* International students are **NOT** eligible for admission to the Second 8-Week Term of the Fall or Spring Semester
  - ⇒ All application requirements must be submitted **PRIOR** to the deadlines listed above
  - ⇒ Application deadlines are the **LAST** possible day to submit a **COMPLETE** application packet
  - ⇒ Deadlines are **NOT** flexible or negotiable
    - ◆ Incomplete applications will **NOT** be reviewed or considered

# Online Application

## 1) Online Application & Application Fee

- \* Submit your online application for admission at:  
<https://kckcc.elluciancrmrecruit.com/Apply>

- ⇒ You will need to **Create an Account** before you will be able to begin the application
  - ◆ Click the **blue Create an Account** link in the upper right-hand corner
  - ◆ Enter all of the requested information, create a password, and click the **blue CREATE ACCOUNT** button at the bottom of the screen
    - ◇ **NOTE:** This is **NOT** the application
- ⇒ **After** you have created your account you will need to **LOG IN** using the email address and password you entered when you created your account
  - ◆ Complete the **International Application** **IN FULL** by **accurately** entering **ALL** requested information
- ⇒ When you finish filling-out the application form, you will be required to pay the compulsory **\$85.00 USD nonrefundable** International Application Fee in order to complete and submit your application
  - ◆ The payment platform for this fee is built into the International Application through PayPal
  - ◆ International applications cannot be submitted until after the nonrefundable application fee is paid

# U.S. College / University Transcripts

## 2) U.S. College / University Transcripts

- \* Submit your official, **FINAL** college/university transcripts *directly from ALL* institutions that you have ever attended in the United States
  - ◇ Admission/Acceptance can **NOT** be granted until **AFTER** all official, final transcripts have been received from *all* U.S. institutions
    - ◆ **"Final"** transcripts show your grades for all courses taken at the college / university
      - ⇒ **Including all courses for the current semester in which you are currently enrolled**
  - ◇ Transfer students must have a minimum Cumulative Grade Point Average (CGPA) of **at least 2.0** from **ALL** institutions attended in the U.S. in order to be eligible for admission/acceptance to KCKCC
  - ◇ Transfer students must be in good standing at their current institutions in order to be eligible for admission/acceptance to KCKCC
- ⇒ F-1 SEVIS-Transfer students who have successfully completed **at least 24 academic** credit hours at a U.S. college/university **may** be exempted from submission of Upper Secondary School transcripts/certificates
- ⇒ ESL classes and college 'preparatory' classes are not academic credits and do **NOT** count toward the 24 academic credit hour minimum

# Upper Secondary School Transcripts & Certificates

## 3) Upper Secondary School Transcripts

- \* Submit your official upper secondary school transcripts – in the native language **AND** accompanied by an official English translation – showing your successful completion of secondary school

⇒ **Note:** you are **required** to submit your official, original (paper/hard-copy) transcripts to the Admissions Office immediately upon your arrival at KCKCC

- ◆ You will **NOT** be able to enroll in classes until **after** your official, original transcripts are received

## 4) Upper Secondary School Graduation Certificate

- \* Submit your official upper secondary school Graduation Certificate / Diploma / National Examination Certificate – in the native language **AND** accompanied by an official English translation

⇒ **Note:** you are **required** to submit your official, original (paper/hard-copy) Graduation Certificate / Diploma / National Examination Certificate to the Admissions Office immediately upon your arrival at KCKCC

- ◆ You will **NOT** be able to enroll in classes until **after** your official, original transcripts are received

### REQUIRED for international student ATHLETES

You will **NOT** be athletically eligible until **after** all required official, **original** (paper/hard-copy) upper secondary school documents have been submitted to the Admissions Office

# English Proficiency

## 5) English Language Proficiency Test Scores

- \* Submit **official** scores from one (1) of the following tests – minimum required scores listed below:

⇒ [TOEFL iBT](#) ≥ **62**

⇒ [TOEFL iBT Home Edition](#) ≥ **62**

- ◆ Minimum required TOEFL section scores:

- ◇ Reading = 13
- ◇ Speaking = 12
- ◇ Listening = 18
- ◇ Writing = 16

⇒ [IELTS \(Academic\)](#) ≥ **5.5** overall band score

- ◆ Minimum required IELTS section scores:

- ◇ Reading = 5.0
- ◇ Speaking = 5.0
- ◇ Listening = 5.0
- ◇ Writing = 5.0

⇒ [PTE Academic](#) ≥ **46**

⇒ [PTE Academic Online](#) ≥ **46**

- ◆ Minimum required PTEA section scores:

- ◇ Reading = 40
- ◇ Speaking = 40
- ◇ Listening = 40
- ◇ Writing = 40

⇒ [MET 4-Skill Exam](#) ≥ **50**

⇒ [MET Digital 4-Skill Exam](#) ≥ **50**

- ◆ Minimum required MET section scores:

- ◇ Reading = 46
- ◇ Speaking = 46
- ◇ Listening = 46
- ◇ Writing = 46

- \* Test scores must be sent to KCKCC **directly from** the testing company; student copies of scores cannot be accepted

**\*SEE NEXT PAGE FOR EXCEPTIONS\***

## Students from the following countries *may* be exempt from the English Proficiency Test Requirement



Anguilla	Liberia
Antigua and Barbuda	Malawi
Australia	Marshall Islands
Bahamas	Mauritius
Barbados	Micronesia, Federated States
Belize	Namibia
Bermuda	New Zealand
Botswana	Nigeria
British Virgin Islands	Norfolk Island
Cameroon (Anglophone students only; Francophone students are <b>NOT</b> exempt)	Northern Mariana Islands
Canada (Anglophone students only; Francophone students are <b>NOT</b> exempt)	Palau
Cayman Islands	Philippines
Christmas Islands	Pitcairn Islands
Cook Islands	Saint Kitts and Nevis
Dominica	Saint Lucia
Eswatini (formerly Swaziland)	Saint Vincent and the Grenadines
Fiji	Seychelles
Gambia	Sierra Leone
Ghana	Singapore
Grenada	Solomon Islands
Guyana	South Africa
Ireland	Trinidad and Tobago
Jamaica	Turks and Caicos Islands
Kenya	Uganda
Kiribati	United Kingdom
Lesotho	Zambia
	Zimbabwe

### F-1 SEVIS-Transfer Students

If you have successfully completed **at least 24 academic** credit hours at a U.S. college/university – **including English Composition I and English Composition II** with grades of **C (2.0) or higher** – you are exempted from this test requirement

# Financial Support

## 6) Proof of Financial Support

- \* Submit [Proof of Financial Support](#) in the form of an official Bank Statement or Bank Letter
  - ⇒ In **readily available** funds
    - ◆ No investments, stock, real estate, etc...
  - ⇒ In the **minimal** amount of **at least \$24,225.00** USD
    - ◆ Add \$6,000.00 USD for each accompanying dependent (spouse or child)

### Estimated Cost of Attendance for one Academic Year

Tuition & Fees:	\$5,352.00
Room & Board:	\$10,410.00
Books & Insurance:	\$2,950.00
Personal Expenses:	\$5,513.00
<b>Total Estimated Cost:</b>	<b>\$24,225.00</b>

## 7) Affidavit of Support Form

- \* Submit an official, signed and notarized / attested [Affidavit of Support Form](#) from **each** financial sponsor
  - ⇒ If you are being financially sponsored by an individual other than yourself, this verifies your sponsor's willingness to financially support you during your studies
    - ◆ The *Affidavit of Support Form* **must** be notarized or attested
  - ⇒ The *Affidavit of Support Form* is **NOT** *Proof of Financial Support*; the *Affidavit of Support Form* must be accompanied by a Bank Statement or Bank Letter (as listed above in #6) from the individual completing the affidavit

# Evidence of Current F-1 Status in the U.S.

## 8) Color Passport Copy

- \* Submit a **color** copy of the biographical page of your valid passport

## 9) Color F-1 Visa Copy

- \* Submit a **color** copy of your F-1 visa most recently used to enter the U.S.

## 10) Color I-94 Admission Record Print-Out

- \* Submit a **color** print-out of your I-94 Admission Record
  - ◇ You may retrieve your I-94 Admission Record online at <https://i94.cbp.dhs.gov/I94>; click on the **GET MOST RECENT I-94** link at the top of the page to begin the retrieval process

## 11) Color I-20 Copies

- \* Submit a **color** copy of your most recently issued Form I-20 from your **current** school
- \* Submit **color** copies of your most recently issued Forms I-20 from **ALL** previously attended schools in the United States

# Tips on Filling-Out your Application

- \* Add [international@kckcc.edu](mailto:international@kckcc.edu) as a trusted contact in your email to ensure you receive our communications regarding your application and your admission
  - ⇒ Acceptances and acceptance documents are emailed to the email address you enter on your application
- \* Pay special attention to the information in the **red box** at the top of each page of the application
- \* Carefully read each **Visa Type/Immigration Status** bullet point **before** making your selection from the dropdown
- \* All contact information must be **your personal** information; do **NOT** enter contact information for another person, such as a parent or agent
  - ⇒ Enter your **personal** phone number
  - ⇒ Enter your **personal** email address
    - ◆ If admitted, your Acceptance, including your Form I-20, will be emailed to you, and it is **ILLEGAL** for someone that is not the student to receive the I-20
- \* What you enter for your **Current Address** must be your full, physical street address for where you physically live; do **NOT** enter a P.O. Box
- \* Enter the full name **and** full address of your upper secondary school, with the correct dates of attendance
- \* Read **each** statement in the **Certification** section very carefully **before** clicking **Yes** to certify that you understand
  - ⇒ It is recommended that you print the page so you have a copy of all the statements you certified understanding

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# Tips on Submitting your Supplemental Items

- \* After you pay the compulsory application fee and submit your application, go back to [My Account](#)
- \* In the **Status** column, the status of your application will be **Action Required** (if not, refresh the page)
  - ⇒ Click on the [Action Required](#) link to read the message about your Supplemental Items
- \* In the **Action** column, click the [View](#) link to go to your required **Supplemental Items & Documents** page
  - ⇒ All required items are listed **WITH** descriptions of the items
  - ⇒ Some item descriptions contain links to required forms, information, or exterior websites
- \* Upload Supplemental Items & Documents directly to your online application; do NOT email them
  - ⇒ Click the **Choose Files** button
  - ⇒ Select the file you want to upload
  - ⇒ Click on the [blue Upload link](#) under the *Choose Files* button
    - ◆ You can upload up to 5 files per Supplemental Item
- \* Continue to check the **Submission Status** of your Supplemental Items so you know what is required from you, and to ensure that you submit all requirements prior to the application deadline
- \* We will **manually** change your application status from *Submitted to Marked Complete* **after** we verify that you have submitted all required Supplemental Items

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# Related Information

## Receiving a Form I-20

**After** you have submitted **ALL** of the required application documents your application and supporting documents will be reviewed to determine your admissibility to KCKCC.

If it is determined that you meet KCKCC's admission requirements and that you are admissible, your acceptance and Form I-20 will **then** be processed. Your acceptance documents—including your Form I-20—will be emailed to you at the email address you entered on your application.

**NOTE:** the email address you enter on your application **must** be your personal email; it is **illegal** for a person that is not the student to receive their Form I-20.

## International Student Health Insurance

**ALL** F-1 status international students are **required** to purchase Kansas City Kansas Community College's **COMPULSORY** International Student Health Insurance.

International students are **required** to carry health insurance through KCKCC from Relation Insurance Services, KCKCC's international student health insurance carrier.

F-1 status students will be automatically enrolled in this health insurance plan each semester and will be automatically charged the corresponding fees for this health insurance plan each semester.

~ **This is compulsory and cannot be waived** ~

F-1 international students who choose to purchase their own health insurance are **NOT** exempted from purchasing KCKCC's International Student Health Insurance. International Student Health Insurance provided and purchased through Kansas City Kansas Community College is **mandatory**; this requirement cannot be waived.