

# F-1 Visiting Student / Concurrent Enrollment Application Help Guide



[international@kckcc.edu](mailto:international@kckcc.edu)

## Application Deadlines

### Fall Semester:

- ⇒ 16-Week Semester AND 1st 8-Week Term
  - ◇ Classes begin in mid-August
    - ◆ **August 1st**
- ⇒ 2nd 8-Week Term
  - ◇ Classes begin in mid-October
    - ◆ **October 1st**

### Spring Semester:

- ⇒ 16-Week Semester AND 1st 8-Week Term
  - ◇ Classes begin in mid-January
    - ◆ **December 1st**
- ⇒ 2nd 8-Week Term
  - ◇ Classes begin in mid-March
    - ◆ **March 1st**

### Summer Semester:

- ⇒ 8-Week Semester
  - ◇ Classes begin in June
    - ◆ **May 15th**

◆ See *Applicant Notes* on Page 4

# 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

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

## 2) Color Passport Copy

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

## 3) Color F-1 Visa Copy

\* Submit a **color** copy of your F-1 visa most recently used to enter the United States

## 4) 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

## 5) Color I-20 Copy

\* Submit a **color** copy of pages 1 & 2 your most recently issued Form I-20 from your **current** school

**Upload all required Supplemental Items listed above directly to your online application by logging-in to [My Account](#).**

# Applicant Notes

- \* The Application Deadline listed on Page 1 is the **last** possible date to submit a **complete** application
  - ⇒ **ALL** compulsory application requirements must be submitted **PRIOR** to the application deadline listed on Page 1
- \* The Application Requirements listed in the proceeding pages are **COMPULSORY**
  - ⇒ Failure to submit **ALL** compulsory application requirements will result in an **incomplete** application
  - ⇒ Incomplete applications will **NOT** be reviewed or considered
- \* Application requirements can **NOT** be waived
- \* An unofficial copy of your college/university transcript must be submitted to the Student Success Advisor in order to enroll at KCKCC.
- \* Submission of altered, falsified, or fraudulent application information and/or documents will result in the **immediate DENIAL** of admission
- \* All application materials and documents submitted for admission to KCKCC become the property of the college and can **NOT** be returned to the applicant

# 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 previously attended schools, 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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# Concurrent Enrollment

8 CFR 214.2(f)(6)(iv)

*An F-1 student may be enrolled in two different Service [SEVIS]-approved schools at one time as long as the combined enrollment amounts to a full time course of study.*

*In cases where a student is concurrently enrolled, the school from which the student will earn his or her degree or certification should issue the Form I-20, and conduct all subsequent certifications and updates to the Form I-20. The DSO from this school is also responsible for all of the reporting requirements to the Service [SEVIS].*

- ⇒ Maintaining your lawful F-1 status is your **PERSONAL** responsibility.
- ⇒ Direct questions regarding your F-1 status to a DSO / international advisor at your **Home Institution** (school that issued your Form I-20).

# Enrolling in Class

- \* You will **not** be able to enroll yourself in class at KCKCC.
- \* **After** you have been admitted to KCKCC, you must meet with a Student Success Advisor (in-person or virtually), who will enroll you in your class at KCKCC.
- \* **ALL** prerequisite classes listed for a desired class at KCKCC must be completed in order to be eligible to enroll in the class.
  - ⇒ Unofficial copies of your college/ university transcripts must be submitted to the Student Success Advisor so they can ensure all required prerequisites have been fulfilled before enrolling you in the desired class.