



Dear Prospective Student:

Thank you for your interest in Black Hawk College! This packet contains everything you need to apply for admission, to apply for the form I-20 to apply to Black Hawk College's scholarship for international students, and much more.

You must submit the *Application for Admission*, high school transcripts (translated in English), and financial statements to the office of the International Student Program. The forms are included in this packet. Specific regulations regarding full-time enrollment and related issues are mandated for F1 visa students.

After we have received the required documentation and accept you as a student, we will then send you all the paperwork that you must take along with your I-20 to your embassy or consulate to apply for a visa to enter the United States. Obtaining a visa can take several weeks, so complete your paperwork as early as possible.

When you arrive at Black Hawk College, you will take the Michigan Test of English Language Proficiency, which all foreign students must take. The TOEFL Exam is not required. You will also participate in an orientation program that guides you through important steps and paperwork. Our website at [www.bhc.edu/international-students](http://www.bhc.edu/international-students) provides more in-depth information, so please review this site thoroughly.

If I can provide any additional information or assistance, please do not hesitate to contact this office [zertuchej@bhc.edu](mailto:zertuchej@bhc.edu).

Sincerely,

*Juanita Zertuche*

Transition/International Coordinator  
(309) 796-5186  
Fax (309) 796-5124

#### Where to send your documents

All original documents submitted by an international student must be mailed to the following address:

International Student Program  
Black Hawk College  
6600 - 34<sup>th</sup> Avenue  
Moline, IL 61265-5899 USA

## Deadlines

Application for Admission as a student and for the form I-20:

|   |              |
|---|--------------|
| For entry in the Fall Semester (mid-August):      | April 1st    |
| For entry in the Spring Semester (early January): | October 1st  |
| For entry in the Summer term (early June):        | February 1st |

The deadline is the date by which we must have all required documents in hand. If your paperwork reaches us after the deadline, we will process your application for the following term. (For example, if your papers reach us in May, we will process your papers for the next Fall Semester, rather than the Summer term.)

Students are **not allowed** to enter late but must report to Black Hawk College on or before the date stated in the I-20.

## About Black Hawk College

Black Hawk College is an ideal institution for international students seeking an extensive international population in the college and surrounding community.

Moline is one of several cities grouped together and known as the “Iowa-Illinois Quad Cities.” Several of the cities are small, with a population of approximately 45,000 people each, so the small-town character of Mid-Western life is preserved. In combination, however, these cities have a population of 350,000; therefore, we have many of the amenities of larger cities, but without some of the problems larger cities may have.

Black Hawk College has an enrollment of approximately 7,000 students and is a predominately commuter campus. This means that our students do not live in dorms but commute from the surrounding community. We also have a wide variety of support programs to help students reach the goals that have brought them here. Please visit our website at [www.bhc.edu/international-students](http://www.bhc.edu/international-students) and study the information carefully. You will find links to sites that give you information about the Quad Cities and surrounding area.

Black Hawk College is excited to announce that beginning in the fall of 2013, the Villas at Black Hawk, student apartments specifically for students at Black Hawk College, will be open with limited housing available. If you are interested in obtaining this form of housing, please visit the website at [www.LiveAtBHC.com](http://www.LiveAtBHC.com) to download an application and to learn more, or **mark the appropriate section in the checklist.**

## About Transportation

Transportation in the U.S. is very different from that of most other countries. This has to do with the size of the country compared to the size of the population, and due to the fact that outside of many people who live in major cities, almost everyone owns a car.

The Illinois Quad Cities, of which Moline is a part, has a bus system that lets you connect to most other parts of the Quad Cities, as long as you remain in Illinois. The Mississippi River (which flows through the Quad Cities) is the boundary between the states of Iowa and Illinois. Hosts must live in one of the Illinois Quad Cities (Rock Island, Moline, East Moline, and Silvis) so that students are guaranteed to have a bus connection to the College. And while the bus system is very inexpensive, students may experience some element of inconvenience, particularly on weekends and evenings, when buses run less frequently than during the weekdays.

Metrolink, which is the bus system that services the Illinois Quad Cities, is a recipient of the American Public Transportation Association’s 2012 Outstanding Public Transportation System award. This prestigious award is given to only three cities (per category) each year. To see maps and routes and learn more about Metrolink, please visit their site on [www.gogreenmetro.com](http://www.gogreenmetro.com).

## Checklist

Please use this checklist. It will help you (and us) keep track of your paperwork.

*Application for Admission*

I have listed *Program of Study* on page 3 (programs are on page 4 of the form).

I have signed the form.

I have included certified transcripts of high school/college records. **For placement into academic classes must present TOEFL score of 550 (paper based) 213 (computer based) or 79(internet based). Students not meeting scores will be required to enroll in Academic ESL program.**

I have completed the *Application for Form I-20 - New Students*.

I have provided street address and telephone number where I-20 and accompanying documents can be sent.

*Affidavit of Financial Support.*

(Please note: if you have more than 1 sponsor, please make as many copies of the blank form as needed; if you are paying for your expenses yourself and have no sponsor, you do not need to complete the Affidavit of Financial Support form. You must submit documents showing that you have the required funds to live and study in the U.S) **Financial statements/documents must be translated in English with U.S. dollars currenty and you must submit original copy of bank statement.**

If receiving grants or scholarships, enclose documentation showing the source and amounts of support granted.

-If applicable- *Affidavit of Sponsor Providing FreeRoom and Board.*

The *Affidavit of Sponsor Providing Free Room and Board* has been notarized and includes Copy of the lease or title of their property.

Proof of Health Insurance. (required for international students)

I have included payment for mailing of the Form I-20 via DHL. - [www.dhl.com](http://www.dhl.com)

**NOTE:** **Quotes will be sent via email at time when application is approved.**

I require a BHC Villas packet for student housing. Website is [www.LiveatBHC.com](http://www.LiveatBHC.com)



# ***Application for Admission***

## ***Improving Life Through Learning***

### **Quad-Cities Campus, Enrollment Services**

6600 – 34th Avenue, Moline, IL 61265-5899  
(309) 796-5300 Toll Free: 1-800-334-1311  
Fax: 1-(309) 796-5209

### **East Campus, Admissions and Records Office**

1501 State Highway 78, Kewanee, IL 61443-8630  
(309) 852-5671, ext. 6220 Toll Free: 1-800-233-5671  
Fax: 1-(309) 856-6005

## **Please Read This Carefully Before Completing Your Application**

The Black Hawk College (BHC) admissions policy does not assure admittance of an individual student to a particular course or program. Some students may be required to enroll in specific courses, and others may be denied admission to a requested program because of space limitations. Persons under 18 years of age who have not completed high school must meet specific guidelines.

There is no application fee.

Tuition rates are determined by the LEGAL RESIDENCE of the student. Residence is defined as the place where the student lives and which is the student's true permanent home. Please consult the current Black Hawk College Catalog for specific residency information.

If you reside in Illinois but not within the Black Hawk College District and you want to enroll in a program that your community college does not offer, you may receive partial payment of out-of-district tuition. To do this, you must submit a letter of authorization from the community college in your home district.

Students in need of financial assistance to attend Black Hawk College should contact the Financial Aid Office at 309-796-5400 at the Quad-Cities Campus or 309-854-1710 at the East Campus. Information on veteran's benefits may also be obtained from the Financial Aid Office.

### **REQUIRED CREDENTIALS: High School or GED Transcripts**

Students should check specific program requirements and athletic eligibility requirements to determine if the final high school transcript is required.

**College Transcripts:** An official transcript must be sent directly to Black Hawk College from all colleges attended if the applicant wants to use previous college course work for course placement or credit transfer. Evaluation of transfer credit will be conducted only upon written request of the applicant.

**Assessment:** Before enrolling, applicants need to take an assessment test (generally COMPASS) and complete orientation if planning to enroll in or accumulate 6 credit hours or more. Some classes require a specific test score prior to enrollment, and all students must meet the prerequisites for courses. Applicants should contact the Advising Center at (309) 796-5100 at the Quad-Cities Campus, or (309) 852- 5671, ext. 6210 at the East Campus.

**Applicants for Health Career Programs Must Meet Additional Requirements.** For information, please consult the BHC Catalog. Specific contacts for each program are given in the individual program descriptions.

**Foreign Students:** Students who are not U.S. citizens or permanent residents must contact the International Student and Scholar Program Coordinator. Please call 309-796-5186. Foreign students and students for whom English is a second language must contact the English as a Second Language Coordinator and take the English as a Second Language placement tests. Please call 309-796-5183.

**MyBlackHawk:** The college web portal at my-BlackHawk.bhc.edu provides a convenient way for students to access their ID number, personal e-mail account, course information, student records, registration, payment, financial information, special announcements, and more.

**Student ID:** Students are assigned a Black Hawk College ID number. use of this ID helps safeguard the confidentiality of your personal information. The ID number will assist you with obtaining available services at the college. A Black Hawk College photo ID is required.

**Disability Accommodations:** Black Hawk College is committed to making its services, programs and activities equally available to people with disabilities recognized by the Americans with Disabilities Act. Please call 309-796-5900 at the Quad-Cities Campus or 309-854-1713 at the East Campus for more information.

Black Hawk College will make all educational and personnel decisions without regard to race, color, religion, gender, sexual orientation, marital status, national origin or ancestry, age, physical or mental disability unrelated to ability, or status as a disabled veteran or Vietnam era veteran, except as specifically exempted by law.

If you need an accommodation based on disability to fully participate in a program/event, please contact Disability Services at Quad-Cities Campus at 309-796-5900 or East Campus at 309-854-1713. Please allow sufficient time to make arrangements.

Students, faculty and staff at Black Hawk College participate in a variety of activities designed to assess and improve student learning and to bring about institutional change. Examples of such activities may include placement testing, surveys, collecting random samples of student work, exit testing, and portfolio evaluation.

## CURRICULUM SELECTION GUIDE

**TRANSFER CURRICULA** are designed for the student planning to transfer to a senior college or university with the objective of achieving a bachelor's degree. **Associate in Arts or an Associate in Science Degree**

| CODE  | CURRICULUM                                  | CODE  | CURRICULUM   | CODE  | CURRICULUM                                     |
|-------|---|-------|--|-------|--|
| 0101  | Course Enrollee – Transfer*                 | 1026  | General Social Sciences  | 1531  | Pre-Chiropractic                               |
| 1001  | Accounting – Transfer                       | 1007  | German   | 1080  | Pre-Dietetics/Nutrition                        |
| †7519 | Agriculture – Transfer                      | 1009  | Health, Physical Education, Recreation and Sport Management (Physical Education) | 1526  | Pre-Engineering                                |
| 1034  | Anthropology and Archaeology                | 1039  | Health, Physical Education, Recreation, and Sport Management (Recreation)        | 1013  | Pre-Law  |
| 1002  | Art   | 1053  | Health, Physical Education, Recreation, and Sport Management (Sport Management)  | 1527  | Pre-Medicine                                   |
| 1045  | Associate in Arts (general)                 | 1010  | History  | 1529  | Pre-Pharmacy                                   |
| 1545  | Associate in Science (general)              | †1539 | Horticulture Transfer  | 1079  | Pre-Physical Therapy                           |
| 1520  | Biological Science – Science Emphasis       | 1011  | Journalism   | 1014  | Pre-Teaching (Elementary or Special Education) |
| 1029  | Business – Transfer                         | 1501  | Law Enforcement - WIU  | 1025  | Pre-Teaching (Secondary Education)             |
| 1051  | Business – Transfer, International Business | 2031  | Liberal Studies  | 1040  | Pre-Teaching Elementary Education - WIU        |
| 1031  | Chemistry – Associate Arts                  | 1033  | Mathematics  | †1540 | Pre-Veterinary Medicine/Animal Science         |
| 1521  | Chemistry – Associate Science               | 1024  | Music - Business   | 1517  | Pre-Veterinary Medicine                        |
| 1532  | Computer Science                            | 1023  | Music - Performance  | 1015  | Psychology                                     |
| 1032  | Computer Science – Information Systems      | 1022  | Music - Therapy  | 1016  | Sociology                                      |
| 1114  | Early Childhood Education                   | 1036  | Philosophy   | 1017  | Spanish  |
| 1038  | Earth Science                               | 1008  | Political Science  | 1018  | Speech   |
| 1538  | Earth Science – Geology                     |       |  | 1054  | Supply Chain Management                        |
| 1005  | English – Literature                        |       |  | 1003  | Theatre  |
| 1019  | English – Writing                           |       |  |       |  |
| 1006  | French                                      |       |  |       |  |

**CAREER CURRICULA** are designed for the student planning to prepare for a specialized area leading to employment after completion of training. Some of the credits in the Career Curricula may be transferred to a senior college or university (based upon the institution's requirements).

| CODE  | CURRICULUM (2 years)  | CODE  | CURRICULUM (less than 2 years)               | CODE  | CURRICULUM                            |
|-------|---|-------|--|-------|---------------------------------------|
| 5265  | Accounting Specialist                                       | 5728  | A+ Prep Certificate*                         | 5858  | Microsoft Office Specialist Prep*     |
| 5768  | Administrative Assisting                                    | 5731  | Accounting Clerk                             | 5124  | Music Industry Certificate            |
| †9142 | Agribusiness Management                                     | 5768  | Administrative Office Support Certificate    | 5658  | Network+ Prep Certificate*            |
| †9143 | Agribusiness Management – Crop Protection Technology option | 5767  | Administrative Virtual Assistant Certificate | 5659  | Network Administrator Certificate     |
| †9242 | Agribusiness Management – Horticulture option               | †9583 | Agriculture Mechanics                        | 5578  | Network Technician                    |
| †9081 | Agriculture Mechanics Technology                            | †5513 | Air Conditioning Specialist*                 | 5847  | PC Application Programmer Certificate |
| †9141 | Agriculture Production Technology                           | †9541 | Animal Science*                              | 5887  | Polymers and Plastics Technology*     |
| †9298 | Automotive Repair Technology                                | 5957  | Art Technology Certificate                   | 5666  | Practical Nursing                     |
| 9365  | Business Information Technology                             | 5796  | Auto CAD                                     | 5543  | Private Security                      |
| 5035  | Business Management and Marketing                           | †5710 | Automotive Repair                            | 5783  | ProE                                  |
| 5059  | Child Development   | 5595  | Banking and Finance                          | 9597  | Small Business Management*            |
| 5178  | Computer Specialist   | 5566  | Basic Nurse Assistant Training*              | 5629  | Sustainable Energy Certificate        |
| 5390  | Electroneurodiagnostic Technology (END)                     | †9543 | Beef Production*                             | †9544 | Swine Production*                     |
| 5039  | Emergency Medical Services – Paramedic                      | 5678  | Business Information Technology              | 5735  | Team Leader                           |
| 5187  | Engineering Technology                                      | †5512 | Brake Specialist*                            | 5746  | Web Developer Certificate             |
| †9096 | Equestrian Science  | 5987  | Ceramics and Glass Technology*               | 5755  | Welding                               |
| 5099  | Financial Services Management                               | 5069  | Child Development/Teacher Aide               | †5514 | Wheel Alignment & Suspension          |
| 5022  | Fire Service Officer  | 5880  | CNC  |       |                                       |
| 1111  | General Occupational & Technical Studies                    | 5980  | CNC Manufacturing Certificate 1*             |       |                                       |
| 5192  | Health Information Management                               | 5981  | CNC Manufacturing Certificate 2              |       |                                       |
| †9099 | Horse Science Technology                                    | 5725  | Desktop Support Technician                   |       |                                       |
| †9045 | Horticulture Science  | 5781  | Electro-Mechanical Certificate               |       |                                       |
| 5049  | Law Enforcement Technology                                  | 5639  | EM: Paramedic                                |       |                                       |
| 5150  | Legal Office Professional                                   | 5782  | Engineering Technology Fundamentals          |       |                                       |
| 5287  | Materials Science Technology                                | †9599 | Horse Science Technology                     |       |                                       |
| 5455  | Nursing Associate Degree                                    | †9646 | Horticulture Science                         |       |                                       |
| 5179  | Physical Therapist Assistant                                | 5869  | Information Processor                        |       |                                       |
| 5071  | Radiologic Technology*                                      | 5646  | Information Technology Specialist            |       |                                       |
| 5447  | Visual Communication  | 5531  | International Trade                          |       |                                       |
|       |   | 5774  | Inventory Specialist                         |       |                                       |
|       |   | 5549  | Law Enforcement                              |       |                                       |
|       |   | 5736  | Lead Employee                                |       |                                       |
|       |   | 9150  | Legal Office Support                         |       |                                       |
|       |   | 5792  | Logistics and Warehousing (10 hrs.)*         |       |                                       |
|       |   | 5793  | Logistics and Warehousing (33 hrs.)          |       |                                       |
|       |   | 5884  | Manufacturing Processes                      |       |                                       |
|       |   | 5589  | Massage Therapy & Bodywork Program           |       |                                       |
|       |   | 5864  | Medical Assisting                            |       |                                       |
|       |   | 5586  | Medical Billing Specialist                   |       |                                       |
|       |   | 5584  | Medical Coding Specialist                    |       |                                       |
|       |   | 5588  | Medical Office Receptionist                  |       |                                       |
|       |   | 5785  | Medical Transcriptionist                     |       |                                       |
|       |   | 5687  | Metallurgical Technology*                    |       |                                       |

† Major courses normally offered at the East Campus  
 \* Not eligible for most federal/state financial aid programs

College use only: Student ID \_\_\_\_\_ First term \_\_\_\_\_

Social Security number: \_\_\_\_\_ Date of birth: \_\_\_\_\_  
(Month) (Day) (Year)

Name: \_\_\_\_\_  
Last First Middle Initial

Name under which you last attended if different from above: \_\_\_\_\_ Any other previous names: \_\_\_\_\_

I am planning to attend the \_\_\_\_\_ Quad-Cities Campus \_\_\_\_\_ East Campus (Galva)

Circle the first semester you plan to attend: Fall Spring Summer  
(begins August) (begins January) (begins June)

Home address Street: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
County: \_\_\_\_\_ Nation: \_\_\_\_\_

Phone (include area code): ( ) \_\_\_\_\_

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**The information collected in this section is used to comply with federal and state reporting requirements.**

Sex:  Male  Female

Please check status:  Citizen of the U.S.  Permanent resident of the U.S.  
 Non-immigrant visa holder (must show I-94)  Other

Hispanic or Latino:  Yes  No

Racial Groups (select one or more)

- |  |  |
|--|--|
| <input type="checkbox"/> American Indian/Alaskan Native (20) | <input type="checkbox"/> Native Hawaiian/Pacific Islander (70) |
| <input type="checkbox"/> Asian (10)                          | <input type="checkbox"/> White (50)                            |
| <input type="checkbox"/> Black Non-Hispanic (30)             |  |

Primary Racial/Ethnic Group (select one)

- |  |  |
|--|--|
| <input type="checkbox"/> American Indian/Alaskan Native (20) | <input type="checkbox"/> Hispanic or Latino (40)               |
| <input type="checkbox"/> Asian (10)                          | <input type="checkbox"/> Native Hawaiian/Pacific Islander (70) |
| <input type="checkbox"/> Black Non-Hispanic (30)             | <input type="checkbox"/> White (50)                            |

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Has either of your parents graduated from a four-year college or university? \_\_\_\_\_ Yes \_\_\_\_\_ No

Would you like more information about accommodations available to students with disabilities recognized by the ADA?  
\_\_\_\_\_ Yes \_\_\_\_\_ No

Are you a veteran or current member of the U.S. Armed Forces? \_\_\_\_\_ Yes \_\_\_\_\_ No

Are you the spouse or dependent of a U.S. Armed Forces member or veteran? \_\_\_\_\_ Yes \_\_\_\_\_ No

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High school last attended: \_\_\_\_\_

Address: \_\_\_\_\_

Complete one:

High school graduation date (or anticipated date): \_\_\_\_\_  
month year

GED year (or anticipated date) received: \_\_\_\_\_  
month year

Home school (If high school diploma was completed through a home school program): \_\_\_\_\_  
month year

I do not have, nor do I plan to obtain a high school diploma or GED: \_\_\_\_\_

**Admission requirements for students entering Transfer (AA and AS) Degree Programs**

The Illinois Board of Higher Education has established the following high school course requirements for all students who graduated in May 1993 or later, who are entering Transfer (AA and AS) Degree Programs. Students are to fill in the number of years completed in each subject below. The "In Progress" box should be checked if currently enrolled in a course.

| College Admission Requirements (Years) | Coursework  | High School Years Completed | In Progress (✓)          |
|--|---|-----------------------------|--------------------------|
| 4                                      | English   |                             | <input type="checkbox"/> |
| 3                                      | Mathematics   |                             | <input type="checkbox"/> |
| 3                                      | Social Studies  |                             | <input type="checkbox"/> |
| 3                                      | Science   |                             | <input type="checkbox"/> |
| 2                                      | Electives (Art, Music, Foreign Language, Vocational Technology) |                             | <input type="checkbox"/> |

List all colleges previously attended:

| Name of School | Location | Dates Attended |       | Degree |
|----------------|----------|----------------|-------|--------|
|                |          | From           | To    |        |
| _____          | _____    | _____          | _____ | _____  |
| _____          | _____    | _____          | _____ | _____  |
| _____          | _____    | _____          | _____ | _____  |
| _____          | _____    | _____          | _____ | _____  |

**PROGRAM OF STUDY:**

Using the Curriculum Selection Guide on page 2, write the name and code of the program you plan to enter at Black Hawk College.

\*Please note program status regarding financial aid eligibility.

Program Name: \_\_\_\_\_ Code: \_\_\_\_\_

**STUDENT INTEREST: (check one)**

- \_\_\_01 Prepare for new or first occupational skills
- \_\_\_02 Improve present occupational skills
- \_\_\_03 Explore courses to decide on a career
- \_\_\_04 Prepare for transfer to four-year college or university
- \_\_\_05 Remedy basic skills deficiencies
- \_\_\_06 Pursue non-career, personal interests
- \_\_\_07 Prepare for high school diploma equivalency test
- \_\_\_08 Other or unknown

**ENROLLMENT OBJECTIVE: (check one)**

- R4 \_\_\_ Complete an Associate Degree
- R3 \_\_\_ Complete a certificate program
- R1 \_\_\_ Complete one or several courses but not enrolling for the purpose of obtaining a degree or certificate

**EMPLOYMENT STATUS: (check one)**

- \_\_\_01 Employed full-time – 40 hours or more per week
- \_\_\_02 Employed part-time – more than 15 hours per week
- \_\_\_03 Employed part-time – 15 hours or less per week
- \_\_\_04 Homemaker
- \_\_\_05 Unemployed
- \_\_\_06 Other
- \_\_\_07 No response

**EDUCATIONAL LEVEL THAT WILL BE COMPLETED**

**WHEN YOU TAKE YOUR FIRST BHC COURSE:**

- (check one)
- \_\_\_29 Attending High School
  - \_\_\_30 GED
  - \_\_\_35 High school diploma
  - \_\_\_39 Some college (other than BHC)
  - \_\_\_40 Certificate
  - \_\_\_45 Associate degree
  - \_\_\_50 Bachelor's degree
  - \_\_\_60 Master's degree
  - \_\_\_70 First professional degree
  - \_\_\_80 Doctorate degree
  - \_\_\_85 Other
  - \_\_\_90 None

**PRESIDENTIAL SCHOLARS AWARD & ACTIVITY PARTICIPATION:** A limited number of Presidential Scholars Awards (payment of tuition) are available to students. Circle the Academic Award for which you would like to apply or the activities in which you are interested. The following are available at both Quad-Cities Campus and East Campus unless otherwise noted:

- |                                   |                              |                                |                          |
|-----------------------------------|------------------------------|--------------------------------|--------------------------|
| Academic* (002)                   | Basketball (Men/Women) (008) | Horse Judging (015) (East)     | Softball (018) (QC)      |
| Agricultural Judging (003) (East) | Diversity (028)              | Journalism (026) (QC)          | Volleyball (Women) (024) |
| Art (004) (QC)                    | Drama (012) (QC)             | Livestock Judging (029) (East) |                          |
| Baseball (006) (QC)               | Golf (Men) (014) (QC)        | Music (016) (QC)               |                          |

\*Presidential Scholars Awards are available to recent in-district high school graduates who graduate in the top 10% of their class. To receive consideration, this application and an official high school transcript showing your class rank after the 7<sup>th</sup> semester must be submitted by May 15<sup>th</sup>. Further details will be sent to you if you circle "Academic".

Students graduating early after 3 ½ years of high school may receive the award for the spring semester following graduation if this application and a 6<sup>th</sup> semester transcript is received by December 1.

**I hereby certify that the information provided on this application is complete and accurate. I understand that if it is found to be otherwise, it is sufficient for rejection or dismissal from this College.**

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Applying for the Form I-20

The pages that follow contain very important information on obtaining your Form I-20 and getting to the United States, or on transferring to our school from another school in the United States while maintaining your F-1. **Please read it carefully.**

### GETTING YOUR I-20 FROM BLACK HAWK COLLEGE

**Unless I receive a full set of the original financial documents, I cannot issue an I-20.**

There are a number of strict rules for issuance of a form I-20 by Black Hawk College. They are stated below. Read and follow them very carefully.

### THERE ARE SEVERAL RULES TO FOLLOW TO GET AN I-20

1. In order to issue the Form I-20, we must have proof that the applicant has the financial means to live and study in the United States. Any amount of money promised by either the student or a sponsor must be documented. You must present papers that show that the amount in question is available. These papers can consist of (but are not limited to) bank statements, showing holdings in the account over a period of at least six months; proof of income; a copy of last year's tax report; copies of documents showing ownership of real estate; other documents showing the student's or sponsor's ability to pay. If you receive grants or scholarships from a government, a non-governmental organization, or an educational institution, we require a certified copy of the grant or scholarship letter.

**If you provide a bank statement, it must be an original, signed, and stamped/sealed by a bank official.**

Proof of a sponsor's income should be on the employer's letterhead or, if the sponsor is a self-employed businessperson, estimated by a bank or private accountant. In either case, the document must carry the signature of an authorized official of the company or bank. The income of a company is not the income of the owner of the business and will not be accepted as proof of income. You must provide an official statement of the salary paid to the owner/sponsor.

2. We will not accept letters from banks or anyone else saying that a sponsor has "enough" money to support a student. When a sponsor wishes to keep his bank balance or income private, we will accept official documents saying that the savings or income is "more than" an amount that is clearly sufficient.
3. **Each** sponsor must submit an affidavit stating exactly how much money is to be provided. All questions on affidavit forms must be answered. Affidavits must be signed by the sponsor in the presence of a notary public, the notary public must sign, and the official seal of the notary public must be on the affidavit. Affidavits that have been changed in any way will be rejected. There are notaries public at all U.S. embassies and consulates. There are notaries in all countries, though the names for them may be different. They are officials licensed by the national or regional government to take sworn statements for courts of law or to witness contracts and property deeds.
4. Both the U.S. government and Black Hawk College require recent financial documents (**no more than six months old**).

5. **Do not send faxes or copies.** Except for tax documents, leases, and deeds, all papers must be originals. Copies are rejected and returned. Originals will be attached to I-20s issued for visa applications and returned to the student
6. Students can sponsor themselves, either partly or in full. No affidavits are needed for the student's own money. Recent bank statements in the student's name must be provided, and statements from at least a year earlier to show us that the money was not borrowed and recently deposited. Remember, however, that the law requires financial support for your entire program in addition to readily available cash for the first year. Unless you have enough cash to support yourself and your studies in the U.S. for your entire program, your cash will soon be used up. You will probably need a sponsor with an income to show that you can finance the entire educational program.
7. Scholarships and other grants or stipends **may** be used to qualify for the Form I-20. We must have an award letter from the private or government scholarship board stating how much money is to be given and for how many years.
8. Free room and board is worth a substantial part of the dollar amount to support a student for a year. When a family member or friend near the school gives a student a free place to live and/or free meals, the student needs far less in cash from other sponsors. **Affidavits of free room and board must be sent with a copy of the property deed or rental lease.**

The individual issuing the Form I-20 is bound by US law to examine the financial evidence the student provides when applying for the I-20. This responsibility cannot be delegated to anyone else.

In some countries, an official will only certify (**notarize**) a document when the applicant has proven the contents of the document to be true. A student who wishes to have an *Affidavit of Sponsor* certified may have to prove to the certifying official that the funds are actually available. This student then perhaps assumes that since such proof was made, the original *Affidavit of Sponsor* with photocopies of the support documents will be sufficient to receive an I-20. This is incorrect. Regardless of who else has examined the evidence the student offered, the person issuing the I-20 must examine that evidence herself/himself in order to issue the form.

I hope that this information is helpful as you prepare your documentation. Any questions or concerns, please do not hesitate to contact me.



Return this form and all admissions credentials to:

Juanita Zertuche  
Black Hawk College  
6600 34<sup>th</sup> Avenue  
Moline, IL 61265

**Affidavit of Financial Support**

Government regulations require Black Hawk College to verify the financial resources of each international applicant prior to issuance of either the Form I-20 or the DS-2019. Therefore, Black Hawk College requires evidence of a minimum of \$17,230.00 to meet expenses for each calendar year. Students bringing dependents (wife/husband and children) must show proof of having an additional \$4000 per year for spouse/partner and \$2,500 per child.

| <b>ESTIMATED EXPENSES FOR INTERNATIONAL STUDENTS NINE MONTH STUDY 2013-14 ACADEMIC YEAR</b> |                    |
|---|--------------------|
| TUITION AND SCHOOL FEES (minimum 12 credits each term)                                      | \$ 5,640.00        |
| BOOKS AND SUPPLIES  | \$ 1,040.00        |
| CLOTHING AND PERSONAL NECESSITIES   | \$ 1,000.00        |
| HOUSING   | \$ 4,750.00        |
| FOOD  | \$ 2,600.00        |
| MEDICAL INSURANCE   | \$ 700.00          |
| LOCAL TRANSPORTATION  | \$ 1,500.00        |
| <b>ESTIMATE ACADEMIC YEAR COST</b>  | <b>\$17,230.00</b> |

This document is only for the students who are sponsored by self, family member or personal friends. Those students who have official government or agency sponsors should submit their sponsorship documents. Please attach an original copy of bank statement less than six months old indicating funding of \$17,230.00 USD per year with this form.

A student who is provided with free room and board by a relative or close friend living near the school will not need money for housing or utilities. Therefore, a student who presents an affidavit of sponsor for free room and board will need only **\$9,880.00** in cash support. Free room and board has cash value of \$7,350.00

PLEASE PRINT OR TYPE:

Name of Student: \_\_\_\_\_

Name of Sponsor: \_\_\_\_\_

Address of Sponsor: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Relationship to student: \_\_\_\_\_

**Sponsor's Agreement:** I have read the estimated expense for international students above. I agree to support the student named above for a period of \_\_\_\_\_ year(s) in the amount of \$\_\_\_\_\_ (U.S.) per year.

\_\_\_\_\_  
**Signature of Sponsor**

\_\_\_\_\_  
**Date**

**Student's Agreement:** I have read the estimated expense for international students above. I understand that my admission to Black Hawk College is contingent upon my ability to pay all my expenses during my attendance. I also understand that if I cannot meet my financial obligation, or if it becomes evident that I have acted in bad faith in making this Affidavit of Financial Support, I may be withdrawn from school. I certify that the information submitted in this application is complete and accurate, and I understand that submission of inaccurate information can be considered sufficient cause for terminating my application or enrollment at Black Hawk College.

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

**Application**  
for Form I-20  
New Student

ARE YOU NOW INSIDE THE UNITED STATES?                       Yes     No

IF YOU ANSWERED **YES** TO THE PREVIOUS QUESTION, ANSWER THE QUESTIONS IN **BOX Y**. IF YOU ANSWERED **NO**, ANSWER ONLY THE QUESTIONS IN **BOX N**.

**BOX Y**

Are you currently in F-1 status?  Yes     No

If your answer is “no” Form I-20 will be issued only after you have made an appointment with us for assistance with an application for change of status or reinstatement to student status. If you are not eligible for a change of status or for reinstatement, the form will be issued only for travel to your home country and return with an F-1 visa. Whether or not you are issued the Form I-20 and whether or not you travel, you may enroll, attend classes, and work toward a degree, regardless of your legal status.

If you answered “yes” and wish to travel outside the U.S. before beginning school, you must **rush** your financial documents to us so your I-20 can be issued for travel. Discuss your travel plans with us. You will **not** be issued documents for travel during orientation.

**BOX N** Write your exact address and **telephone number** in the space below. We will not mail documents to a U.S. address when students are outside the U.S. We will **not** mail the Form I-20 to a person other than the student. If you do not supply your foreign address, the form will not be issued. We require a **street address** to send you the form I-20.

**Application**

for Form I-20

New Student

-Part 2-

**Please complete this page if you are planning to bring dependents (spouse, children) to the United States with you. You will need to provide proof of additional funds per year for dependants. \$4,000 for spouse and 2,500 per child.**

I will be accompanied by the following dependents:

**Husband**

**Wife**

\_\_\_\_\_  
(Last Name/Surname)

\_\_\_\_\_  
(First Name)

\_\_\_\_\_  
(Date of Birth)

\_\_\_\_\_  
(Country of Birth)

\_\_\_\_\_  
(Country of Citizenship)

\_\_\_\_\_  
(Country of Legal Residence)

**Child/Children**

**1.**

\_\_\_\_\_  
(Last Name/Surname)

\_\_\_\_\_  
(First Name)

\_\_\_\_\_  
(Date of Birth)

\_\_\_\_\_  
(Country of Birth)

\_\_\_\_\_  
(Country of Citizenship)

\_\_\_\_\_  
(Country of Legal Residence)

This is my  son  daughter

**2.**

\_\_\_\_\_  
(Last Name/Surname)

\_\_\_\_\_  
(First Name)

\_\_\_\_\_  
(Date of Birth)

\_\_\_\_\_  
(Country of Birth)

\_\_\_\_\_  
(Country of Citizenship)

\_\_\_\_\_  
(Country of Legal Residence)

This is my  son  daughter

**3.**

\_\_\_\_\_  
(Last Name/Surname)

\_\_\_\_\_  
(First Name)

\_\_\_\_\_  
(Date of Birth)

\_\_\_\_\_  
(Country of Birth)

\_\_\_\_\_  
(Country of Citizenship)

\_\_\_\_\_  
(Country of Legal Residence)

This is my  son  daughter

**AFFIDAVIT OF SPONSOR  
FOR FREE ROOM AND BOARD**

**TO BE COMPLETED ONLY BY THE PERSON WHO OWNS OR RENTS THE PROPERTY WHERE  
THE STUDENT WILL LIVE**

I hereby affirm that I own, rent, or lease the property described below and that I will make it available without charge and without services-in-lieu-of-payment to the student named for the duration of his/her studies at Black Hawk College.

Name of student \_\_\_\_\_

Address, including room or apartment number, of the residence offered to the student:

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

Relationship of sponsor to student \_\_\_\_\_

How many rooms are in the house or apartment? \_\_\_\_\_

How much space will be reserved for the **exclusive** use of the student? \_\_\_\_\_

Does the sponsor live at the address listed above? \_\_\_\_\_

Does the sponsor \_\_\_\_\_ own or \_\_\_\_\_ lease the property being offered?

**All questions above must be answered. This affidavit must be sent with a photocopy of a lease or deed in the sponsor's name.**



**AFFIRMATION OR OATH**

I hereby affirm or swear that the contents of the above statement are true and correct. **I agree not to require any services from the student in return for the promised support and understand that it would be a serious violation of the law to require domestic work, child care, or any other kinds of service.**

Signature of sponsor \_\_\_\_\_

Name of sponsor, printed \_\_\_\_\_

**SWORN AND SUBSCRIBED BEFORE ME THIS \_\_\_\_\_ OF \_\_\_\_\_ 20\_\_\_\_\_ .**

Signature of Notary \_\_\_\_\_ [SEAL]

## UNDERSTAND THE RULES

**The most important rule** may seem unusual to you. The consular officer who makes the decision on your visa application is required to think of you as someone who plans to come to the United States permanently and **you must prove** that you intend to return to your country after completing studies. U.S. law very clearly states that F visas may be given only to persons who intend to remain in the U.S. **to study**. This rule is the number one reason for denials of student visa applications.

## BE PREPARED

**Be clear and definite about your studies.** Be ready to say what you want to study and what kind of career it will prepare you for in your home country. Be prepared to explain why it is better for you to study in the U.S. than in your home country.

**With papers,** show ties to your home country. If your family owns a business, take letters from a bank, describing the business, to the visa interview with you. If your family owns property, take the deeds. If you have a brother or sister who studied in the U.S. and then returned home, take a copy of the brother's or sister's diploma and a statement from an employer showing that they have returned home. If possible, show that an individual or company in your home country will give you a job when you return. If you cannot get a **promise** of a job, try to get a letter saying that you will be **considered** for a job, or that the company needs people with the kind of education you wish to receive in the U.S.

**Do not emphasize any ties** you may have to the United States or to family members in the United States. Your visa application is stronger and better if at least part of your financial support comes from your home country, even if most of it comes from the U. S.

**Read your Form I-20.** Some of the rules you must obey are printed on the form. Be aware of these rules, especially the requirement that you study full-time. Look at the date entered in item #5 in the I-20 for reporting to school. You must apply for the visa in time to reach the school no later than that date if you will have an F-1 visa, and you may obtain the F-1 visa and enter the U.S. up to 30 days before that date.

## DEPENDENTS

Your spouse and children may apply for visas with you or they may apply to join you after you come to the U. S., but only if dependents are mentioned in your Form I-20.