Dear Foreign Student Applicant:

We are pleased that you are interested in attending Cerro Coso. Enclosed you will find a listing of majors and degrees offered at Cerro Coso College. We maintain transfer agreements with four-year colleges and universities in California and, after completing general education requirements (2-3 years) at Cerro Coso College, you may wish to transfer to a four-year institution to complete a higher degree.

To enter Cerro Coso College you must have the equivalent of an U.S. high school diploma. Please be advised that foreign students attending Cerro Coso College are not eligible to receive financial aid.

Enclosed you will find a Foreign Student Application packet. Please return the completed application and supporting documents to:

Cerro Coso Community College  
Office of Student Learning  
Attention: Kimberly Blackwell/DSO  
3000 College Heights Boulevard  
Ridgecrest, CA 93555  
U.S.A.

Please understand that we are offering only limited students’ services. If you have any questions regarding your application, please write or contact me at (760) 384-6249. Thank you for your interest in Cerro Coso Community College. We look forward to hearing from you.

Sincerely,

Jill Board  
Primary Designated School Officer  
(760) 384-6249  
jboard@cerrocoso.edu
Cerro Coso Community College
REGULATIONS FOR FOREIGN VISA STUDENTS

1. Foreign nationals who enter the United States on a Visitor or business visa will need to change their status to an F-1 student visa in order to be considered for admissions to the college on a student visa status. Your visa must be valid while your admission application is being evaluated.

2. Evidence must be offered of academic achievement equivalent to an U.S. High School education with a “C” average in secondary school subjects.

3. All applicants must prove their English proficiency. The TOEFL (Test of English as a Foreign Language) must be taken by anyone whose native language is not English. Student must present a minimum TOEFL score of 500 (paper-based) or 173 (Computer-based).

4. Foreign students who have attended a college in the United States must show satisfactory academic progress with no grade less than “C”.

5. Foreign visa students must participate in the Assessment and Orientation program before enrolling in class. This can be done in our online environment, CC Online at www.cerrocoso.edu

6. Foreign student applicants who have completed college or university work in excess of that offered at a community/junior college level in the United States will not be considered for admission and are advised to apply to higher institutions.

7. Foreign students on an F-1 visa must present evidence that they are financially capable of defraying all costs during the period of attendance at the college. These costs are approximately $17,000 per school year, which include: housing and living expenses, textbooks and supplies, community college enrollment fee per unit, and non-resident tuition fee per unit. Fees are payable at the time of registration.

8. Foreign students must certify that their intent is to attend college full-time and that no employment is required. Students shall be required to enroll in no less than 12 units per semester in an organized curriculum, which leads to the Associate degree. They are expected to complete their community college education in no more than five semesters and will be held to the same scholastic requirements as other students.

9. Students who are accepted will receive a Form I-20 and should plan to arrive in Ridgecrest about 30 days before classes begin in order to complete assessment and Orientation if not already done and to find a suitable place to live. Students must make their own housing arrangements. Dormitory facilities are not available on campus.
CERRO COSO COLLEGE
FOREIGN STUDENT APPLICATION FOR I-20
INSTRUCTIONS FOR COMPLETION

The following documents must be on file in the Office of Student Learning with the PDSO/DSO to be eligible to receive the requested I-20.

☐ Cerro Coso College Foreign Student Application for I-20.

☐ *Application Fee: $50 - U.S. money order in U.S. dollars payable to Cerro Coso College. The application fee is a one time, non-refundable fee. *(To begin for admission for Spring 2004 term.)

☐ Letter on bank letterhead from your or your sponsor’s bank indicating the amount in U.S. dollars in an account which will cover educational expenses for at least one year.

☐ Results of the Test of English as a Foreign Language with a minimum score of 500 (TOEFL). You should request that the TOEFL report be sent directly to Cerro Coso College, Institutional Code: 4027.

☐ Official transcripts of academic records together with an English translation certified by an international evaluation service, and a transcript of courses in progress if enrolled at a higher ed institution.

☐ Signature Page from “A Guide for F1 Visa Students”.

☐ Letters of Recommendation from previous educator or recommendation from one of our institution’s faculty members (coaches, program directors, etc.)

When all documents have been received and you have been approved for admission, a Form I-20 A/B (Certificate of eligibility for Nonimmigrant F-1 Student Status) will be mailed to you. When you receive the Form I-20 A/B, it must be presented to the American Embassy or Consulate in your country to apply for the F-1 student visa.

If you are presently an F-1 Visa student at another school in the United States

A qualifying TOEFL score

The following documents are also required:

☐ Copy of passport page which contains photograph
☐ Copy of visa page
☐ Copy of I-94 (front and back)
☐ Copy of I-20 (front and back) from your present school
☐ A Transfer Eligibility Verification form completed by your present school.
FOREIGN STUDENT APPLICATION FOR I-20

*Application Fee: $50 (fifty US dollars)
Mail application and payment to:
  Payable to Cerro Coso College;
  Fee is non-refundable
*Effective Spring 2004
  Cerro Coso College
  Office of Student Learning
  Attention: Kimberly Blackwell/DSO
  3000 College Heights Boulevard
  Ridgecrest, CA 93555
  U.S.A.

For admission beginning:
  ☐ Fall Semester   Year: __________
  ☐ Spring Semester Year: __________

PRINT your name as it appears on your passport

Male ☐   Female ☐

Last Name/Family Name      First Name    Other Name      Age      Student ID (if known)

Date of Birth               Country of Birth            Country of Citizenship

Address in United States (as soon as known):

Telephone

Address in Home Country:

Fax / e-mail

Telephone

What will be your major at Cerro Coso College? (See enclosed list of Degree Programs):

If a person in the United States will be assisting you in applying to Cerro Coso College, please PRINT the following information:

Complete Name

Telephone

Address

Relationship to you

Upon acceptance to Cerro Coso Community College, your I-20 will be sent to the above address in your home country. If you have a different mailing address, please provide us with that as well.

SUMMARY OF YOUR EDUCATIONAL EXPERIENCES

List all schools attended after the age of twelve (12) years:

Calendar Year  Your Age  Name of School and Location  Certificates or diplomas Received

Are you attending a school or college now?   Yes ☐   No ☐   Date of attendance

School Name

Address

Telephone

Intl Student Form 6/06
STATEMENT OF FINANCIAL SUPPORT

An application must present evidence of financial resources to defray costs during the period of attendance at Cerro Coso College. These costs are estimated to be $17,000 per school year; Students should anticipate increases each year. Fees are due at the time of registration. F-1 Visa students are required to enroll in a minimum of 12 units each semester. A sponsor is a parent or other individual who will provide financial support for you while you are attending Cerro Coso College. Please note that foreign students are not eligible for financial aid from the College.

Please show the amount of funds available to you for annual expenses. Exchange and currency regulations should be considered. **REPORT THE FUNDS IN TERMS OF U.S. DOLLARS.**

<table>
<thead>
<tr>
<th>Source</th>
<th>US$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student’s personal funds</td>
<td>____________________</td>
</tr>
<tr>
<td>From sponsor or other source</td>
<td>____________________</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td>____________________</td>
</tr>
</tbody>
</table>

PRINT name and address of Sponsor:

Name____________________________________________________ Relationship to student _________________________

Address _______________________________________________________________________________________________

Telephone ___________________________ Will free room and board be provided? Yes ☐ No ☐ For how long? _____

Signature of Sponsor _______________________________________________________ Date ____________________

Please submit a separate bank letter indicating the amount in U.S. dollars in an account which will cover educational expenses for at least one academic year.

If you are now in the United States, please answer the following:

Date of entry to the U.S. _______________________________ What type of visa do you have now? _______________

If you have a student visa (F-1), which school issued your original I-20?

Name of school ______________________________________ Address ___________________________________________

Did you attend this school? Yes ☐ No ☐ Date of attendance: From __________ To __________

Was this for English study only? Yes ☐ No ☐ Semester units completed ______________________

OFFICIAL TRANSCRIPTS MUST BE MAILED DIRECTLY FROM THE INSTITUTION YOU ARE ATTENDING.

I have carefully examined the above Statement of Financial Support and have discussed the cost of my proposed study in the United States with my sponsor. I am satisfied that arrangements have been made to provide for my full financial support while I am a student at Cerro Coso College. I certify that all information on this application is correct and I understand that any falsification or withholding of information in completing this application shall constitute grounds for dismissal.

Family Education and Privacy Act: The College receives inquiries from a variety of persons and agencies requesting directory information. This includes name, address, telephone, major, dates of attendance, degrees and awards earned, participation official college sports. Do you authorize the release of this directory information? Yes ☐ No ☐

Signature of Student___________________________________________________________ Date ____________________
SEVIS stands for “Student Exchange Visitor Information System.” It is an Internet-based system which collects and maintains current information on non-immigrant students (F and M visa), exchange visitors (J visa), and their dependents (F-2, M-2, and J-2). SEVIS enables schools to transmit electronic information and event notifications via the Internet, to the Bureau of Citizenship and Immigration Services (BCIS) and Department of State (DOS). The system will collect data regarding changes in student records that may or may not affect a student’s status.

The Immigration and Naturalization Service published a final rule in the Federal Register on December 11, 2002, which created several changes to the laws regulating F1 visa students. Starting January 1, 2003, the following rules apply to those in F-1 and F-2 status:

**Entry and Exit to the United States**

- New students may enter the U.S. up to 30 days before the start date on the I-20.
- Students who withdraw from school with approval from their Foreign Primary Designated School Official (PDSO) or Designated School Official (DSO) have a 15-day grace period to leave the U.S. before they fall out of status.
- If PDSO/DSO did not authorize the withdrawal, the student has no grace period to leave the U.S. and is immediately out of status.

**Distance Education**

Students may only take one class (3 units) of distance learning per term if that class does not require physical attendance for classes, exams, or other purposes on the campus where it is offered.

**Concurrent Enrollment**

Students who are also enrolled at a second school in addition to the school that issued the I-20 (e.g. Biomedical Engineering students) must provide DSO with copies of their class schedules from both schools to verify combined full-time enrollment each term. DSO must receive the class schedules no later than 15 days after the primary school semester has begun. **Students enrolled with in the Kern Community College District (KCCD), which includes Bakersfield Community College, Cerro Coso Community College, and Porterville Community College, must be enrolled in 12 units to be eligible to enroll concurrently at any other institution.**

**Reduced Course Load**

Students may reduce their course load below full time for the following reasons. Students must first obtain authorization from the PDSO/DSO before they drop any classes. Reduced course load may be authorized for the following reasons:

1. **Academic Reasons:** “Initial difficulty with English or reading requirements, unfamiliarity with American teaching methods, or improper course level placement” permits the PDSO/DSO to authorize the student to reduce his/her course load to 6 hours for one term only per academic level. Such students must resume a full course load the next term.

2. **Medical Reasons:** Students who fall ill or need to take maternity leave may be authorized by the PDSO/DSO to reduce their course load or take no classes at all for up to 12 months total per academic level. Such students must provide the PDSO/DSO with a letter from a licensed Medical Doctor, Doctor of Osteopathy, or a licensed Clinical Psychologist before dropping courses. The PDSO/DSO must re-authorize reduced course load for illness before each term begins with new documentation from the medical provider.
3. **Program Completion:** Students may take a reduced course load in their final term if only one or two classes are needed to complete the degree. Student may not continue to be enrolled only for administrative purposes if all degree requirements are met.

Students must notify PDSO/DSO at the beginning of the term in which they return to class full time after taking a reduced course load to avoid falling out of status.

### I-20 Extensions
- Students must apply for an extension of form I-20 prior to current I-20 end date.
- No extension may be granted if students do not request one prior to their current I-20 end date.
- Extensions may be granted at any time prior to the I-20 end date.

### Transfer
- Upon completion of a degree program, students may remain in the U.S. for up to 5 months maximum when transferring to a new degree program. The 5-month period begins on the completion date of the first degree program.
- Students who have fallen out of status are ineligible for transfer; they must either apply for reinstatement from INS or depart and re-enter the U.S. with an initial entry I-20 for a new program.
- Students wishing to transfer should notify the PDSO/DSO of the date they wish to transfer and the name of the new school. PDSO/DSO will release student record to new school in SEVIS system. Release date should be no more than 60 days after the end of last term.

### Employment
- On-campus employment may not begin earlier than 30 days prior to classes starting.
- Students may get 12 months of Optional Practical Training (OPT) at each higher degree level. Student may now apply for 12 months OPT after completion of Associate Degree, and again after completion of each higher degree.
- Students must apply for OPT **before** completion of all degree requirements.
- OPT is automatically terminated when students transfer to another school or begin study at a different academic level.
- Students on OPT must report any change of name/address and interruption of employment to DSO for the duration of authorized OPT or fall out of status.

### Reinstatement
- Reinstatement applications to BCIS must be filed within 5 months of the status violation, unless exceptional circumstances can be demonstrated by the student.
- The status violation must have resulted from circumstances beyond the student’s control—which may include injury, illness, closure of school, natural disaster, or oversight or neglect on the part of PDSO/DSO.
- If the student has been employed without authorization, no reinstatement is possible.
Name & Address Reporting

- Students must notify PDSO/DSO and BCIS of new name/address within 10 days after the change.
  - Students may comply by notifying PDSO/DSO within 10 days; PDSO/DSO must then update SEVIS within 21 days which takes care of the BCIS notification.
  - Students registered with the BCIS for Special Registration must also submit an address change form to the BCIS as mandated by that program.
- Students must provide their physical home address unless it is impossible to receive mail there, in which case students may provide a mailing address.
- If students provide a mailing address, they must also provide their physical home address to PDSO/DSO.

School Reporting

The school must report to SEVIS within 21 days of the occurrence of the following:

- Students failing to maintain status or complete program
- Change in students/dependants name and/or address
- Students graduating prior to I-20 end date
- Disciplinary action taken against students convicted of a crime
- any other request made by SEVIS re: student status

Each term, no later than 30 days after registration ends, the school must report to SEVIS:

- Registration: If students are enrolled, dropped below full course of study without PDSO/DSO authorization, or failed to enroll
- Current address of all enrolled students
- Start date of students' next term

To comply with these regulations AND maintain status, students should consult DSO before making any reportable changes to their records.

SEVIS I-20 Changes

Non-SEVIS I-20s continue to be valid until August 1, 2003. By that date, all current student records should be entered into the SEVIS database and new SEVIS I-20s should be issued.

Students should provide PDSO/DSO with their most current information including foreign address, residential address, major, etc.

F-2 Dependants

- F-2 spouses may not engage in full-time study; only study that is a vocational or recreational, which means study undertaken for a hobby or study that is "occasional, casual, or recreational in nature."
- F-2 children may only engage in full-time study in grades K-12.
- F-2 spouses or children enrolled full-time beyond the K-12 level prior to January 1, 2003, may continue studying full time but must submit an I-539 for Change of Status to F-1 to BCIS on or before March 11, 2003, or he/she will be in violation of F-2 status.
Statement of Understanding

I have fully read the information above about maintaining my legal non-immigrant status as an F1 visa student in the United States. I understand that I must comply fully with these regulations in order to remain in legal status. I further understand that this information is not exhaustive and that I should direct any additional questions or concerns about my legal status to a Foreign Student Advisor/Designated School Official on this campus.

Signature: ________________________________ Date: ____________________

Print Name: ________________________________
Cerro Coso College
Degree Programs

ASSOCIATE IN ARTS DEGREES

Art
Business
Fine Arts
General Education
General Sciences
Humanities
Physical Education
Pre-Engineering
Social Sciences
Theatre-Acting
Trades Practices

ASSOCIATE IN SCIENCE DEGREES AND OCCUPATIONAL CERTIFICATE PROGRAMS

Administration of Justice
Automotive Technology
Business Administration
Business Management
Business Office Technology
Child Development
Computer Information Systems
Computer Technology
Digital Animation
Engineering Drafting Technology
Engineering Technology
Entrepreneurship
Fire Technology
Machine Tool Technology
Paralegal Studies
Physical Science Technology
Vocational Nursing
Web Design
Welding Technology
The Cerro Coso College Catalog is available by direct mail. To place an order, please indicate the amount enclosed and how you wish the catalog to be mailed. Return this form with an international money order payable to Cerro Coso College.

Outside USA:

- Air Mail □ US $20
- Regular □ US $14

Inside USA:

- □ US $13

Please print clearly

Name______________________________________
Address____________________________________

Send form and money order to:

Cerro Coso College
Book Nook
3000 College Heights Blvd.
Ridgecrest, CA 93555 U.S.A.
# INTERNATIONAL STUDENT (F-1 Visa)
## TRANSFER RECOMMENDATION FORM
For students admitted to Cerro Coso Community College

Please type or print

<table>
<thead>
<tr>
<th>STUDENT INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME (Last, first, middle)</td>
</tr>
<tr>
<td>U.S. Social Security Number or I.D. Number at Current School</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SCHOOL INFORMATION (To be completed by PDSO/DSO at school from which student is transferring)</th>
</tr>
</thead>
<tbody>
<tr>
<td>( ) Student was registered for a full course of study the preceding quarter or semester. Term _____ Year _____</td>
</tr>
<tr>
<td>( ) Student did not register but physically reported and transfer is recommended</td>
</tr>
<tr>
<td>( ) Student was NOT registered for a full course of study during the previous term. Cerro Coso should advise the student to apply for reinstatement with INS</td>
</tr>
</tbody>
</table>

Program Pursued:
- ( ) ESL (non degree)
- ( ) Associate Degree
- ( ) Bachelor's Degree
- ( ) Other ________________________________

<table>
<thead>
<tr>
<th>Term and YearBegan</th>
<th>Degree Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>( ) Yes ( ) No</td>
</tr>
<tr>
<td></td>
<td>( ) Not applicable</td>
</tr>
</tbody>
</table>

Name of Person Completing Form (Please print) | Telephone | E-mail |
Name of Institution | Address of Institution |

Signature | Date |

The student or PDSO/DSO may mail or deliver in person to:

Cerro Coso Community College  
Office of Student Learning  
Attention: Kimberly Blackwell/DSO  
3000 College Heights Blvd  
Ridgecrest, CA 93555