



# Application for Admission International Students (F-1 Visa)

PLEASE PRINT CLEARLY OR USE A TYPEWRITER - PLEASE COMPLETE ALL INFORMATION

Please follow the instructions in each section. Failure to follow the instructions in each section could result in significant delays in the processing of your application form. Once you have read the entire application form and completed all the requirements, please submit the application and all supporting documents to Skyline College at the address on the right.



Skyline College  
Office of Admissions & Records  
International Student Program  
3300 College Drive  
San Bruno, CA 94066

Mark (X) the academic term in which you wish to begin your studies at Skyline College: Semesters go through Fall: August-December/Spring: January-May

<input type="checkbox"/> Spring 2008	DEADLINE: November 8, 2007	<input type="checkbox"/> Spring 2009	DEADLINE: November 8, 2008
<input type="checkbox"/> Fall 2008	DEADLINE: April 26, 2008	<input type="checkbox"/> Fall 2009	DEADLINE: April 26, 2009
<input type="checkbox"/> Spring 2010	DEADLINE: November 8, 2009	<input type="checkbox"/> Fall 2010	DEADLINE: April 26, 2010

Mark (X) only one of the following:

- |   |   |
|---|---|
| <input type="checkbox"/> I am now in the United States and will not return to my home country if admitted to Skyline College. | <input type="checkbox"/> I am now residing outside the United States. |
| <input type="checkbox"/> I am now in the United States but will return to my home country if admitted to Skyline College.     |   |

<p><b>1. Name of Student:</b></p> <p>_____</p> <p style="text-align: center;">Last (Family)                      First (Given)                      Middle</p>	<p><b>2. Social Security Number:</b></p> <p style="text-align: center;"> <input style="width: 30px; height: 25px;" type="text"/> <input style="width: 30px; height: 25px;" type="text"/> <input style="width: 30px; height: 25px;" type="text"/> <span style="font-size: 2em; vertical-align: middle;">-</span> <input style="width: 30px; height: 25px;" type="text"/> <input style="width: 30px; height: 25px;" type="text"/> <span style="font-size: 2em; vertical-align: middle;">-</span> <input style="width: 30px; height: 25px;" type="text"/> <input style="width: 30px; height: 25px;" type="text"/> <input style="width: 30px; height: 25px;" type="text"/> <input style="width: 30px; height: 25px;" type="text"/> </p> <p style="text-align: center; font-size: small;">(If you do not have a U.S. Social Security Number, Skyline College will assign you a substitute student identification number.)</p>
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**IMPORTANT: ADDRESS WHERE YOU WANT US TO MAIL YOUR RESPONSE.**

<p><b>3. Permanent Home Address</b> <i>(in your country of residence)</i> <input type="checkbox"/></p> <p>Number/Street _____</p> <p>City _____</p> <p>Country/Postal Code _____</p> <p>_____</p> <p>Telephone [    ] _____</p> <p>E-Mail _____</p>	<p><b>Mailing Address</b> <i>(if different from Permanent Home Address)</i> <input type="checkbox"/></p> <p>Number/Street _____</p> <p>City _____</p> <p>Country/Postal Code _____</p> <p>_____</p> <p>Telephone [    ] _____</p> <p>E-Mail _____</p>
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<p><b>4. Age:</b> _____ <b>Gender:</b> Male <input type="checkbox"/> Female <input type="checkbox"/></p> <p>Date of Birth _____</p> <p style="text-align: center; font-size: small;">MONTH                      DAY                      YEAR</p>	<p><b>5. What is your marital status?</b></p> <p style="text-align: center;"> <input type="checkbox"/> Single    <input type="checkbox"/> Married    <input type="checkbox"/> Divorced/Separated         </p>
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**6. Ethnic Background:**   (ENTER CODE FROM BELOW)

<b>AC</b> Chinese	<b>AL</b> Laotian	<b>B.</b> Black Non-Hispanic	<b>HS</b> South American	<b>P.</b> Pacific Islander
<b>AL</b> Indian Subcontinent	<b>AM</b> Cambodian	<b>F.</b> Filipino	<b>HX</b> Other Hispanic	<b>W.</b> White Non-Hispanic
<b>AJ</b> Japanese	<b>AV</b> Vietnamese	<b>HM</b> Mexican, Mexican-American	<b>O.</b> Other Non-White	
<b>AK</b> Korean	<b>AX</b> Other Asian	<b>HR</b> Central American	<b>N.</b> Native American/American Indian/Alaskan Native	



#### 14. TOEFL Results

Test of English as a Second Language (TOEFL) is required of all international applicants whose native language is not English. Please have your official TOEFL results sent directly to the International Student Office at Skyline College. **A minimum score of 480 Paper Based, or 157 Computer, Based, or 55 Internet Based is required.**

TOEFL Test Date \_\_\_\_\_ TOEFL Test Score \_\_\_\_\_

#### 15. If you are now living in the United States, please answer the following questions 15 & 16, if not, continue to #17:

What is your current U.S. visa classification? (For example, **B-2, F-1, J-2**) Classification: \_\_\_\_\_

▶ Has a petition for a change of visa status been filed for you? NO  YES  **If yes**, who filed the petition and when was it filed?

Name of person \_\_\_\_\_ Date \_\_\_\_\_

#### 16. If your schooling has not been continuous, please explain.

#### 17. Personal Essay - Directions ▼

**On a separate sheet of paper**, submit a personal essay which will be evaluated as an important part of your application. About 150 words is a good length. You are encouraged to spend sufficient time in composing and writing your essay. Please use ink and write clearly. Print your name at the top of the essay page. Typed responses are accepted.

Please explain your reasons for seeking an education in the United States. Describe your plans for using this knowledge after you have completed your program.

#### ***International Student Agreement***

If admitted as a student at Skyline College, I agree that I will:

- ▶ Enroll in courses programmed for me by the International Student Advisor
- ▶ Complete at least 12 semester units of classes each semester
- ▶ Maintain at least a "C" (2.0 GPA) scholarship average
- ▶ Change classes only with the approval of the International Student Advisor
- ▶ Accept employment only with the written approval of both the U.S. Immigration and Naturalization Service and Skyline College
- ▶ Take any test required by Skyline College to determine my knowledge of and ability in English
- ▶ Enroll in all English classes advised by Skyline College to improve my skills in English
- ▶ Pay the required tuition and fees each semester at the time of registration in classes
- ▶ Purchase required medical insurance through Skyline College each year or show proof of valid medical insurance coverage of at least US \$50,000 (in U.S. dollars)
- ▶ Report immediately any changes in name, address, telephone number, and major field of study to the International Student Advisor

I understand that if I fail to meet any of the above conditions, I may be dismissed from Skyline College.

***I have read and understood the information and questions contained in this Application for Admission. The answers I have given above are true and complete to the best of my knowledge. I understand that false information will invalidate my application.***

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

# Major Codes

(For use with the Application for Admission form and the SMART Telephone Registration Worksheet.)  
SELECT THE CODE WHICH MOST CLOSELY CORRESPONDS TO YOUR MAJOR FIELD OF STUDY.

0502 Accounting	0901 Engineering	0518 Medical Transcription
2105 Administration of Justice	1501 English	0509 Merchandising/Marketing/Sales
1260 Allied Health	1303 Fashion Merchandising	1004 Music & Electronic Music
2202 Anthropology	1101 Foreign Language	0401 Natural Life/ Biological Science
1002 Art	2205 History	1203 Nursing
0948 Automotive	1301 Home Economics	1919 Oceanography
0430 Biotechnology	1307 Hospitality Administration	1011 Photography
0501 Business Administration	1302 Interior Design	0835 Physical Education
0506 Business Management	4933 International Studies	1901 Physical Sciences
1905 Chemistry	0549 International Trade	2001 Psychology
0701 Computer & Information Science	0602 Journalism	2107 Recreation Education
3007 Cosmetology	1401 Law (Pre-Legal)	0514 Secretarial Science/Admin Ass't
0703 Data Processing	1402 Law-Paralegal	1506 Speech Communication
0801 Early Childhood Education	4901 Liberal Arts/Sciences	0935 Telecommunications
2204 Economics	1701 Mathematics	4901 University Studies

## REQUIREMENT CHECKLIST: ✓

**ALL DOCUMENTS MUST BE ORIGINALS AND/OR CERTIFIED ENGLISH TRANSLATIONS (no exceptions)**

- Application for Admission - International Students
- Personal Essay
- Financial Data Form and Bank Verification of Funds- **Certified English Translations with Sponsor Letter**
- High School and College Transcripts - **Certified English Translations**
- TOEFL Score Report- **Original Copy**

### FOR STUDENTS ATTENDING U.S. SCHOOLS:

- Copies of Visa Page from Passport, I-94, BioPage & I-20 - if you are currently in US attending school.
- MUST COMPLETE-** Certificate of Eligibility to Transfer

SUBMIT THIS APPLICATION AND ALL REQUIRED DOCUMENTS to:

## *Admissions Office*

Skyline College  
3300 College Drive  
San Bruno, CA 94066 U.S.A.

Ms. Kennya Zepeda  
International Student Program Assistant  
(650) 738-4255  
E-mail: zepeda@smccd.edu

Ms. Carla Campillo  
International Student Program  
Coordinator  
(650) 738-4315  
E-mail: campillo@smccd.edu

**BE SURE YOU HAVE COMPLETED ALL THE QUESTIONS AND HAVE OBTAINED ALL REQUIRED DOCUMENTS.**

**INCOMPLETE APPLICATIONS WILL DELAY THE PROCESS OR APPLICATION MAY BE RETURNED TO APPLICANT.**

# Application Instructions for International Students

(F-1 Visa)

## General Information

Skyline College is authorized under federal law to enroll nonimmigrant students. This program is for applicants who have or are seeking F1 Student Visas, and who intend to pursue a full-time course of study. The total student enrollment currently is approximately 8,542. The college is located in San Bruno, San Mateo County, California, a suburban community with a population of 35,000. It is 15 miles (24 kilometers) south of San Francisco. Skyline College is one of three public two-year community colleges operated by the San Mateo County Community College District.

Skyline's curriculum includes a wide variety of courses, including those for students transferring to four-year colleges and universities. More specific information about transfer programs can be found in the Skyline College Catalog.

*It is important to note that courses in the following programs are only open to International Students depending on availability:*

- AUTOMOTIVE TECHNOLOGY
- COSMETOLOGY

*Engineering courses are not offered by the college. The college does not offer a program of full-time intensive English study.*

*Skyline College has no student dormitories. Housing and transportation must be arranged by the student. We can, however, refer students to an outside private agency upon request.*

### For further information, please contact:

**Kennya Zepeda**, International Student Program Assistant  
 Telephone: (650) 738-4255  
 E-mail: zepeda@smccd.edu

**Carla Campillo**, International Student Advisor  
 Telephone: (650) 738-4315  
 Fax: (650) 738-4226  
 E-mail: campillo@smccd.edu

## AA/AS DEGREE & CERTIFICATE Programs

Majors are available at Skyline College in the subjects listed below. Only those majors marked (●) are available for an Associate in Arts and those marked (●) are for Associate in Science degrees at Skyline College. Courses marked (●) lead to a certificate. Some programs offer both a degree and/or certificate.

	CERTIFICATE	AS DEGREE	AA DEGREE
<b>Accounting</b>		●	●
<b>Administration of Justice</b>		●	●
<b>Allied Health Sciences</b>		●	
<b>Art</b>	●		●
<b>Automotive</b>	●		●
<b>Biotechnology</b>		●	
<b>Business</b>			
Administrative Assistant		●	●
Business Administration		●	●
Business Information Systems		●	●
Computer Information Specialist		●	
General Supervision			●
Information Specialist		●	●
International Trade		●	●
Legal Secretary		●	
Medical Transcriptionist		●	●
Office Assistant		●	●
Office Information Systems		●	●
Professional Secretary		●	●
Marketing		●	●
Retail Management		●	
Web Developer		●	
<b>Cosmetology</b>	●		●
<b>Dance</b>	●		
<b>Early Childhood Education</b>		●	●
<b>English</b>	●		
<b>Family &amp; Consumer Science</b>			
Home Economics		●	●
<b>Fashion Merchandising</b>		●	●
General Merchandising		●	●
Image Consulting		●	●
<b>International Studies</b>	●		
<b>Journalism</b>	●		
<b>Liberal Arts</b>	●		
<b>Mathematics</b>	●		
<b>Music</b>	●		
<b>Natural Science</b>		●	
<b>Paralegal, Legal Assistant</b>		●	●
<b>Physical Education</b>	●		
<b>Psychology</b>	●		
<b>Spanish</b>	●		
<b>Speech</b>	●		
<b>Surgical Technology</b>		●	●
<b>Telecommunications Technology</b>		●	●
<b>University Studies</b>	●		

## Application Requirements

In addition to completing the enclosed application for admission, you must also submit the documents listed below in order to qualify for admission:

1. **An OFFICIAL HIGH SCHOOL TRANSCRIPT (Originals ONLY)**
  - ▶ Showing all of your high school grades and evidence of your graduation. The transcript must be in English. **Certified translations are required.** Unofficial photocopies are **NOT** accepted.
2. **An OFFICIAL TOEFL SCORE** report (Test of English as Foreign Language).
  - ▶ Tests must have been taken within the last two years. Completion of a regular college English course taken in the United States **may** be considered in place of TOEFL. Generally, ESL courses do not satisfy this requirement. Students who have completed Level 109 at any ELS Language Center are not required to present TOEFL.
3. **OTHER OFFICIAL TRANSCRIPTS (Originals ONLY)**
  - ▶ From any schools or colleges you have attended after high school, including any English language schools. In-progress transcripts are required for any on-going coursework.
4. **VERIFICATION of FINANCIAL SUPPORT and AFFIDAVIT OF SUPPORT (Originals ONLY)**
  - ▶ Submit a bank letter from your sponsor's bank AND an Affidavit of Support that specifies the amount of support, **expressed in U.S. dollars and the relationship of the sponsor to you.** If the account is in your own name you will only need to submit the original bank statement. All statements must be recent: **NO MORE THAN THREE (3) MONTHS OLD.**
5. If you already have an **F-1 visa** and have attended, or are now attending a U.S. school you must document evidence of your good standing. In addition to an official transcript from the school, you must also obtain the **signature of a school official (not a teacher) - see back page - CERTIFICATE OF ELIGIBILITY TO TRANSFER FORM.** A form for this purpose has been attached, if appropriate. Please include SEVIS Number.
6. Writing Sample (See question #17 for instructions)

## Deadline

All of the above documents, the application form and writing sample must be submitted no later than the **designated deadline listed in the application. Deadline dates are subject to change. Contact the International Student Office.**

All application forms and documents should be sent or brought to:

SKYLINE COLLEGE  
OFFICE OF ADMISSIONS  
3300 College Drive  
San Bruno, CA 94066-1698

NOTIFICATION OF YOUR ACCEPTANCE  
OR DENIAL WILL BE  
BY LETTER ONLY

## Qualifications FOR ADMISSION

After the filing deadline, applications will be evaluated for the following qualifications for admission:

1. A TOEFL score of at least **480 paper/157 computer/54 internet.**
2. Graduation from high school with a total grade point average of 2.0 ("C") or above, or the equivalent.
3. College work with a total grade point average of 2.0 ("C") or above.
4. Financial support adequate to meet the first academic year's estimated expenses (**\$16,000.00**).
5. For transferring F-1 students, proof of being in status. Completion of Certificate of Eligibility.

**ALL DOCUMENTS MUST BE ORIGINALS  
NO FAXED OR PHOTOCOPIES.**

## Fees (Subject to change)

International students are required to pay a combined Enrollment/Non-Resident Fee of **\$212.00** per unit of instruction each semester. The minimum semester tuition/Enrollment Fee is **\$2,544.00** for **12.0** units. Also, a **\$15.00** Health Services Fee and **\$1.00** Student Representation Fee must be paid. The **\$8.00** Student Body Fee is optional. In addition, International Students are required to purchase medical insurance for emergency treatment. A policy for this purpose is available from the college through a private company at an annual cost of **\$740.00** (this premium is subject to annual change). Alternative insurance coverage must be approved and verified by this office each semester.

## Estimated Expenses International Student Program 2007-2008

FEE TYPE	PER SEMESTER	PER YEAR
Tuition and Fees	\$2,544.00	\$5,088.00
Room and Board *	3,636.00	7,272.00
Books and Supplies *	305.00	610.00
Transportation (public) *	414.00	828.00
Health/Accident Insurance	370.00	740.00
Miscellaneous *	731.00	1,462.00
<b>TOTAL</b>	<b>\$8,000.00</b>	<b>\$16,000.00</b>
<b>*Estimate Only</b>		

**ALL FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE**

**Presently, Skyline College is unable to offer financial aid to F-1 students in the form of grants, loans or scholarships.**







# Sponsor Affidavit Financial Data Form

**PRINT OR TYPE**

STUDENT'S LAST NAME	FIRST NAME	MIDDLE NAME
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Identify the source from which you will receive the required minimum of (US\$16,000.00) per year to attend Skyline College. If you are receiving funds from more than one source, please mark each appropriate line and write in how much, in U.S. dollars, that you will receive from each source. A Financial Data Form is required for each sponsor or source.

**CHECK APPROPRIATE BOX(S):**

<input type="checkbox"/> STUDENT'S OWN FUNDS \$ _____ <input type="checkbox"/> OTHER \$ _____ SPECIFY SOURCE: _____ _____	<input type="checkbox"/> SPONSOR \$ _____ <input type="checkbox"/> SPONSOR \$ _____ <input type="checkbox"/> SPONSOR \$ _____
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ATTACH YOUR OWN OR YOUR SPONSOR'S ORIGINAL BANK VERIFICATION OF FUNDS OR FORMAL LETTER FROM A BANK WHICH STATES THE CURRENT BALANCE OF PERSONAL SAVINGS OR AVAILABLE FINANCIAL RESOURCES. DOCUMENTS MUST BE ON OFFICIAL LETTER HEAD WITH THE SPONSOR'S NAME AND AMOUNT(S) IN U.S. DOLLARS.

**THIS NEXT SECTION IS TO BE COMPLETED BY YOUR SPONSOR** →

SPONSOR'S LAST NAME	FIRST NAME	MIDDLE
STREET ADDRESS		TELEPHONE NUMBER [ AREA CODE ]
CITY	STATE	ZIP CODE
E-MAIL ADDRESS		
SPONSOR'S EMPLOYER	TITLE OR OCCUPATION	

**SPONSOR'S RELATIONSHIP TO THE STUDENT (Check appropriate box(s)):**

<input type="checkbox"/> FATHER	<input type="checkbox"/> UNCLE	<input type="checkbox"/> BROTHER	<input type="checkbox"/> COUSIN	<input type="checkbox"/> OTHER (Specify)
<input type="checkbox"/> MOTHER	<input type="checkbox"/> AUNT	<input type="checkbox"/> SISTER	<input type="checkbox"/> FRIEND	_____

SPONSOR'S SIGNATURE	DATE
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**STUDENT CERTIFICATION STATEMENT**

I, the undersigned, declare under penalty of perjury under the laws of the State of California that the information I have provided on this form is true and accurate. I understand that this information will be used to determine my eligibility for nonresident F-1 International Student tuition requirement to Skyline College. I further understand that a bank verification of funds is required and a formal letter from a bank which states the current balance of the student's or sponsor's personal savings or available financial resources is **enclosed with this form**.

STUDENT'S SIGNATURE	DATE
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# REQUIREMENT CHECKLIST: ✓

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## ALL DOCUMENTS MUST BE ORIGINALS AND CERTIFIED ENGLISH TRANSLATIONS (no exceptions)

- Application for Admission** - International Students
- Personal Essay** - see application for instructions
- Financial Data Form or Bank Verification of Funds** - Certified English Translations with Sponsor Letter
- High School** - Certified English Translations
- College Transcripts** - This applies to any student who has attended any colleges/universities in the U.S or your country - **Certified English Translations**
- TOEFL Score Report- Original Copy**

## FOR STUDENTS ATTENDING U.S. SCHOOLS UNDER F-1 STATUS you also NEED:

- Copies from Pass Port of Visa Page, I-94, Bio Page & I-20** - if you are currently in US attending school.
- MUST COMPLETE** - Certificate of Eligibility to Transfer -

## READ ALL THE INSTRUCTIONS ON APPLICATION

BE SURE YOU HAVE COMPLETED  
ALL THE QUESTIONS ON YOUR APPLICATION  
AND YOU HAVE ALL THE REQUIRED DOCUMENTS  
ATTACHED BEFORE SUBMITTING  
YOUR REQUEST FOR ADMISSION.

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## INCOMPLETE

APPLICATIONS WILL DELAY THE PROCESS and/OR  
APPLICATION MAY BE RETURNED  
UNPROCESSED.





CERTIFICATE OF ELIGIBILITY TO TRANSFER

STUDENT NAME \_\_\_\_\_  
FIRST MIDDLE LAST

DATE OF BIRTH \_\_\_\_\_ SOCIAL SECURITY NUMBER OR STUDENT ID NUMBER: \_\_\_\_\_

Please sign the release of information statement below and give this form to the international student advisor or designated school official at the school you now attend.

I grant permission for the information requested below to be released to Skyline College.

STUDENT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**SCHOOL OFFICIAL**

The above named student has been applied to Skyline College. Pursuant to INS regulations, we request confirmation of his/her status at your institution before processing a transfer notification to INS.

STUDENT SEVIS ID NUMBER: \_\_\_\_\_ RELEASE DATE: \_\_\_\_\_

- This student is in good standing and has been pursuing a full course of study.
- This student is out of status and a reinstatement to student status was filed on \_\_\_\_\_ and is pending.
- This student is out of status, and we have advised him/her to apply for reinstatement using the new I-20AB from another institution.

Reason: \_\_\_\_\_  
\_\_\_\_\_

Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has the student been authorized for: CPT - NO  YES  dates: \_\_\_\_\_  
OPT - NO  YES  dates: \_\_\_\_\_

**If you are faxing this form to Skyline College, please mail us the original, thank you!**

SIGNATURE OF DSO \_\_\_\_\_ DATE \_\_\_\_\_

PRINT NAME \_\_\_\_\_ TELEPHONE # \_\_\_\_\_

NAME OF SCHOOL \_\_\_\_\_ E-MAIL \_\_\_\_\_

ADDRESS \_\_\_\_\_  
\_\_\_\_\_

# EDUCATIONAL HISTORY

Beginning with number one (1) as the high school or secondary school from which you graduated, list in chronological order all colleges and universities attended, including professional schools, regardless of length of attendance, even if no work is completed. If no course work was earned under section G, indicate so by writing NONE.

A	B	C		D	E	F	G
Year in school	Age	From: Month/Year	To: Month/Year	Full Name of School	Location: City, State/Province & Country	Name of Certificate or Diploma Earned	Date Earned
1							
2							
3							
4							
5							
6							
7							
8							

STUDENT'S NAME

### COLUMN EXPLANATIONS

- |  |  |
|--|--|
| <p><b>A</b> This is the actual year (grade) you attended in this particular school.</p> <p><b>B</b> Age when you entered the school.</p> <p><b>C</b> Write the beginning and ending dates that you attended.</p> <p><b>D</b> Write the full name of the school (no abbreviations).</p> | <p><b>E</b> Write the complete location (number and street is not necessary).</p> <p><b>F</b> Write the name of the certificate or degree earned or that will be earned at a future date (e.g. diploma, O or A levels, SSC, HSC, AA, BA, BS, BEd, MA, MS, MFA, PhD, etc.)</p> <p><b>G</b> Date earned or if no certificate or degree has been earned indicate this by writing in the space NONE.</p> |
|--|--|

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# IN COUNTRY STUDENTS

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If you are currently attending another college or university in the U.S. list your in progress work below.

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	Name of college or university attending in the U.S.	TERM and Year	Course Number and Course Title (in-progress)	Unit Value
1				
2				
3				
4				
5				
6				