



INTERNATIONAL STUDENT APPLICATION INSTRUCTION SHEET

Checklist of Required Documents

We accept scanned documents for application purposes, but original or certified documents must be mailed to the International Student Program Office at the college of your choice. **Only applications with all of the supporting documents will be considered.** **Please Note:** Students **under the age of 18** will need to show proof of high school graduation or the equivalent and complete the Authorization for a Minor Student form (smccd.edu/international/minorconsent).

- Select college of your choice and major (smccd.edu/international/majors):
 - Cañada College
 - College of San Mateo
 - Skyline College
- Complete, sign and return **Application for Admission – International Students**
- Submit proof of English proficiency. A minimum score or higher on any of the following examinations is required for admission: **TOEFL – 480** (paper based) or **56 iBT** (internet based) or **IELTS Band 5.5**
- Complete the Financial Data Form and submit an official Bank Verification of Funds document in U.S. dollars
- Submit original or certified English translations of your high school/university transcripts
- Submit a non-refundable \$50.00 USD application fee by: international money order, bank draft (payable through a U.S. branch), or credit card authorization form (smccd.edu/international/fee/). No cash.
- Submit copy of Passport

Mail documents to **only one** college:

Cañada College

Attn: International Student Program
4200 Farm Hill Boulevard
Redwood City, CA 94061
caninternational@smccd.edu



College of San Mateo

Attn: International Student Program
1700 West Hillsdale Boulevard
San Mateo, CA 94402
csminternational@smccd.edu



Skyline College

Attn: International Student Program
3300 College Drive
San Bruno, CA 94066
skyinternational@smccd.edu



International Student Scholarship

A limited number of scholarships are available to new international students. Find out how to apply:
smccd.edu/international/scholarships/

Transfer Pathway Program-these instructions are for applicants filling out paper application/pdf only

The following universities offer conditional admission to international students at the San Mateo Colleges through our Transfer Pathway Program. If you are interested in receiving a letter of conditional admission to one of our partner universities, enter the college/university code in Question #23 of the paper application.

CODE	University/College Partner	CODE	University/College Partner
UCD	University of California, Davis	IPIU	Indiana University, Purdue University Indianapolis
UCI	University of California, Irvine	UNC	University of Cincinnati
UCM	University of California, Merced	UNO	University of Oregon
UCR	University of California, Riverside	UWT	University of Washington, Tacoma
UCSB	University of California, Santa Barbara	NDNU	Notre Dame de Namur University
UCSC	University of California, Santa Cruz		
SFSU	San Francisco State University		
SJSU	San Jose State University		

14. Primary Language* (What language is primarily spoken in your home?): _____

15. Dependents: Please list the names of your spouse and any children who will accompany you to the U.S. as your dependents.

Dependent 1 Name:	Birthdate (mm/dd/yyyy)	Relationship	Country of Birth
Dependent 2 Name:	Birthdate (mm/dd/yyyy)	Relationship	Country of Birth
Dependent 3 Name:	Birthdate (mm/dd/yyyy)	Relationship	Country of Birth

16. Your Mother: *

Mother's Name	Address	Telephone
Occupation	Employer	Deceased

17. Your Father: *

Father's Name	Address	Telephone
Occupation	Employer	Deceased

18. If you have a guardian, sponsor, or contact person in the United States, please list the following:

Name	Relationship to you	
Address	Telephone	Email

19. San Mateo Colleges does not provide housing on campus, but off campus housing is available. Will you need help in finding a place to live? *

Yes No

To see a list of housing options, visit our website at smccd.edu/international/housing

20. What are your educational plans? *

- Obtain a bachelor's degree at a university after earning an AA/AS degree
- Obtain a bachelor's degree after transferring, but without earning an AA/AS degree
- Obtain an AA/AS degree

21. What is your intended major field of study? * _____

***Note:** You must select a major because it will appear on your official document. Go to smccd.edu/international/majors and select a major from the Associate Degree column. International students cannot major in a certificate program, but you have an option to include certificate courses in your Associate Degree program.*

22. Transfer Pathway Program

Certain universities offer conditional admission to international students through our Transfer Pathway Program. If you are interested in receiving a letter of conditional admission to one of our partner universities, please select one of the universities listed on the International Student Application Instruction Sheet (see application instruction sheet) and enter the college/university code here: _____

Please Note: By agreeing to participate in the International Transfer Pathway Program, your contact information will be forwarded to the university so that they may communicate with you in the future.

23. Academic History: *

List the names of schools and institutes you have attended. Begin with your secondary or high school and finish with your latest school, including language institutes or ESL programs in the United States.

High School/Secondary School	City/State/Country
Dates of Attendance (e.g. 2000-2002)	Graduation Date
School 2	City/State/Country
Dates of Attendance (e.g. 2000-2002)	Diploma Earned
School 3	City/State/Country
Dates of Attendance (e.g. 2000-2002)	Diploma Earned

If you have a gap in your education, please explain:

24. English Proficiency: *Complete at least one of the following:

Note: Proof of English proficiency is required of all international applicants whose native language is not English. Certain exceptions apply. (See Other below.) Please have your official TOEFL or IELTS test results sent directly to the International Student Center at your chosen college.

TOEFL: Date of Test: _____ Score _____

or

IELTS: Date of Test _____ Band _____

or

I am applying to attend/currently attending one of your partner English language schools. Please send me a Conditional Letter of Admission.

Name of School: _____ Start Date: _____

or

Other: See smccd.edu/international/elp for a detailed list of criteria (which includes partner language schools) for applicants to demonstrate proof of English Proficiency, and enter the number of the option that best describes your situation. _____

25. If you are now living in the United States, what is your current U.S. visa classification? * _____
(For example, B-2, F-1, J-2)

Important: If you are in the United States on a visa, submit a copy of the visa page in your passport.
If you are an F-1 visa student at another institution, submit a copy of your current SEVIS Certificate of Eligibility.

Part 2 - Financial Data

U.S. Government Regulations on Financial Ability

Under U.S. Government regulations, any foreign national coming to the United States for full-time study, or transferring from one academic institution to another for the purpose of study, must have sufficient funds to meet all anticipated expenses for each year enrolled.

Financial Information

It is the student's responsibility to present acceptable proof of adequate financial support before requesting the SEVIS Certificate of Eligibility required for issuance of a student visa. Documentary proof of this support must be presented to the U.S. Consulate overseas when applying for an entry visa. It may also be requested by USCIS officials at the United States port of entry.

Required Minimum Support

The College's required minimum is considered sufficient to support a basic student lifestyle. It does not include expenses for travel, vacations, or luxury items such as automobiles or computers. A higher standard of living, inflation, and emergencies may require that you bring with you more personal funds than the minimum stated by San Mateo Colleges.

Name of Student:

Last (Family)

First (Given)

Middle

Identify the source from which you will receive the required minimum of US \$18,000 per year to attend San Mateo Colleges. If you are receiving funds from more than one source, please mark each appropriate line and write in how much, in U.S. dollars, you will receive from each source. *

Student's own funds \$ _____

A sponsor \$ _____

Other \$ _____

Specify source _____

Total amount * \$ _____

If you have a sponsor, please have them complete the following information:

This section is to be completed by your sponsor

Sponsor's Name: _____

Last (Family)

First (Given)

Middle

Sponsor's relationship to student: _____

Sponsor's Address: _____

Street and House Number

City

State or Province

Country

Postal Code

Telephone: _____ Email: _____

Sponsor's Employer: _____ Sponsor's Occupation/Title: _____

Sponsor's Average Annual Income: US \$ _____

I hereby certify that the above information is true and accurate, and that I am willing and able to provide at least US \$18,000 per year to support the above-named student while studying at San Mateo Colleges.

The following section is to be completed by the student:

CERTIFICATION BY STUDENT APPLICANT

- I hereby certify that the total amount of money I have available for my first academic year of study at San Mateo Colleges is at least US \$18,000. All information I have given in this form is correct and complete. I understand that a bank verification of funds is required (a formal letter from a bank which states the current balance of the student's or sponsor's personal savings or available financial resources). *

Part 3 - Personal Essay and Agreement

Personal Essay (recommended but not required)

Submit a personal essay as a separate document. Your essay can be an important part of your application and must be an authentic and original composition. Spend sufficient time drafting and writing your essay. About 300 words is an appropriate length. In your essay discuss your educational and career goals. Include why you have selected your major and why you believe you will be successful in that major and in your future career.

Be certain your name is on your essay. Email or print a copy of your essay and mail it with other supporting documents.

International Student Agreement

If admitted as a student, I agree that I will:

- Participate in a mandatory orientation program
- Enroll in courses recommended to me by the International Student Advisor
- Complete at least 12 semester units of classes each semester to maintain F-1 status. Change classes only with the approval of the International Student Advisor
- Accept employment only with the written approval of both the U.S. Department of Homeland Security and San Mateo Colleges
- Take any test required to determine my proficiency in English and mathematics
- Enroll in all English classes advised by San Mateo Colleges to improve my proficiency in English
- Pay the required tuition and fees each semester at the time of registration in classes
- Purchase required medical insurance through San Mateo Colleges each year or show proof of valid medical insurance coverage of at least US \$50,000
- Report immediately any changes in name, address, telephone number, and major field of study to the International Student Program Service Coordinator or International Student Advisor
- Maintain at least a "C" (2.00 GPA) average

- I understand that if I fail to meet any of the conditions in this agreement, I may be dismissed by San Mateo Colleges, and that the U.S. Department of Homeland Security will be notified. *

Please tell us how you heard about San Mateo Colleges . Check all that apply:

A San Mateo Colleges Website

English language school teacher/staff. Name of the school: _____

Someone from San Mateo Colleges visited my school. Date of visit: _____

My friend attended/attends San Mateo Colleges. His/her name is: _____

A family member attended/attends San Mateo Colleges

I have family members living near San Mateo Colleges

I visited San Mateo Colleges. Date of visit: _____

Other: (e.g. a website, advertisement, fair) _____

Agent Information

If this application is submitted by an advising agency, complete the following section. This section is to be completed by the counseling/advising agency only.

Agency's Name		Contact Person's Name
Telephone	Fax	Email
Address (Number and Street)	City	State/County/Province
Country	Postal Code	

STUDENT'S AGREEMENT OF TERMS

This certification must be accepted by checking this box. Accepting means you understand and agree with the following terms:

I understand that withholding information requested on this application or giving false information may make me ineligible for admission to the college or subject to dismissal. I certify the statements I have made on this online application are correct and complete. Further, I agree to maintain an accurate address to which my statement of account can be mailed and to make payment of all due amounts by published deadlines.

First & Last Name _____

Today's Date: _____

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