

# International Student Admissions Guide

(For students needing an F or M student visa)



SGTC Admissions Office  
South Georgia Technical  
College  
900 South Georgia Tech  
Parkway  
Americus, GA 31709

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## **Welcome to South Georgia Technical College!**

### **Congratulations on your decision to further your education!**

South Georgia Technical College welcomes students from around the world and values the diversity that international students can bring to our campus. A vibrant international student population translates to a stronger multicultural experience for all students.

For over 70 years, South Georgia Technical College has provided quality educational programs to the surrounding area. South Georgia Technical College enrolls approximately 3500 students each year and offers over 90 different associate degree, diploma, and technical certificate of credit educational programs of study in the fields of business, health, technical, and manufacturing-related areas.

Faculty and staff focus on meeting the academic support needs of our students by providing an array of support services including advising, career counseling, and library services. Visit the South Georgia Technical College website at [www.southgatech.edu](http://www.southgatech.edu) for more information.

South Georgia Technical College is located in Americus, Georgia. The college and its surrounding communities have a very rich history. Americus is located in Sumter County, Georgia, which is home to Jimmy Carter, the 39<sup>th</sup> President of the United States of America. Americus is also the birthplace of the Habitat for Humanity International and the Fuller Center for Housing.

South Georgia Technical College offers students a complete college experience with on-campus housing, nationally ranked college athletics and outstanding clubs and organizations. The Americus area is home to two nationally historic parks, a vibrant downtown area with unique shops and restaurants. English is the predominate language spoken and the cultural experience is truly American!

As a prospective student, this packet provides all the information needed to apply for admission. Please feel welcome to contact the Admissions Office if you have any questions. The Director of Admissions is Whitney Crisp and she will be delighted to guide you through the admissions process, serve as your DSO for SEVIS, and help you transition to American culture. You may contact our office at 229-931-2394 or [cwalters@southgatech.edu](mailto:cwalters@southgatech.edu).

Sincerely,

Candie Walters

South Georgia Technical College

# Admissions Checklist for Applicants Requesting a Student Visa

Due to the amount of time required for gathering, preparing, and processing the immigration paperwork, SGTC encourages all international applicants to **apply at least 3 months prior to their desired start date**. For example, if you want to attend classes for the fall semester, you should submit all required documents in May.

- 1. **Submit a complete application for admission** (and choose only one program of study).
  - Prospective students who have applied previously but did not get accepted or register for classes must reapply for admission **every** term they wish to attend SGTC until they get accepted AND register for classes.
- 2. **Pay a \$25 non-refundable application fee** online in U.S. currency or by money order or check drawn from a U.S. bank payable to South Georgia Technical College.
  - Credit card payments in U.S. currency are also accepted by phone with the Business Office at 229-931-2381. You will need to notify the Admissions Office if you have made a payment via phone.
- 3. **Submit official transcripts from your high school (or GED) and all colleges attended by the application deadline.**

All transcripts must be received in envelopes sealed by the sending institution. Applicants with at least 30 semester credit hours or 45 quarter credit hours of study at one or more colleges do not need to submit a high school or GED transcript.

  - All international transcripts must be evaluated by an approved evaluation service and sent directly to SGTC. The contact information for the accepted evaluation agencies is listed on the next page.
  - Order a document-by-document evaluation for high school evaluations and order a course-by-course evaluation for college evaluations.
  - For any U.S. schools attended, an evaluation is not needed, but official transcripts must be submitted.
- 4. **Submit official entrance exam scores from either ACT, SAT, or NextGen Accuplacer.**
- 5. **Submit financial statements.**
  - The student or sponsor must provide documentation verifying a minimum of \$18662.00 USD is available to finance the first year of education and cost-of-living expenses. Please follow the instructions for submitting financial documentation that is listed in this packet.
- 6. **Submit a photocopy of the page in your passport that shows your full name. (List your name on the application as it is written on your passport.)**
- 7. **If you are transferring to SGTC from another school in the U.S., notify the DSO from the transfer-out school that you want to transfer your SEVIS record and submit a completed SGTC Transfer Clearance Form. You must also provide a copy of your current I-20 form, I-94 form, and current visa.**

❖ Submitting proof of health insurance is not required for admission; however, South Georgia Technical College encourages students to have health insurance.



## Accepted Credential Evaluation Services

**1. World Education Services, Inc.**

P.O. Box 5087  
Bowling Green Station  
New York, NY 10274-5087  
Email: [support@wes.org](mailto:support@wes.org)  
Web: <http://www.wes.org>  
Phone: (212) 966-6311

**2. Josef Silny & Associates International Educational Consultants**

7101 SW 102<sup>nd</sup> Avenue  
Miami, FL 33173  
Email: [info@jsilny.com](mailto:info@jsilny.com)  
Web: <http://www.jsilny.com>  
Phone: (305) 273-1616

**3. Lisano International**

P.O. Box 407  
Auburn, AL. 36831-0407  
E-mail: [LisanoINTL@AOL.com](mailto:LisanoINTL@AOL.com)  
Web: <http://www.lisano-intl.com>  
Phone: (334) 745-0425

### If transferring from another college in the U.S.

If you are currently attending another college in the United States and wish to transfer to SGTC, notify your college's international office of your desire to transfer. Ask them to fill out the SGTC Transfer Clearance Form and send it to the SGTC Admissions Office.

Transfer students must:

- Complete all admissions requirements for international students
- Complete 1-901 (for F and M visa students) and payment of SEVIS fee
- Provide a copy of current visa documentation: passport, I-20, I-94, and current visa
- Submit a Transfer Clearance Form

## **Financial Documentation**

South Georgia Technical College will review the documents to determine that the applicant has enough funding to pay for all educational and living expenses for one academic year (9 months / 2 semesters), which is at a minimum of \$18662.00 USD. Student (and/or sponsors) must show that funds are available to support the student while in the United States.

Financial documentation must be original documents, dated within the last six months, and funds must be stated in the U.S. currency equivalent. (If faxed or e-mailed documents are submitted, no I-20 can be issued.) All documents must be written in English. If the document is not in the English language, then a certified translation will need to be submitted with the document.

The student (and/or sponsor) must show that funds are available by submitting the documents below.

- **A bank statement or bank letter** verifying a minimum of \$18662.00 USD is available to finance the first year of education and cost-of-living expenses. The bank letter or account statement should be certified with the signature and stamp of a bank official.
- **Submitting any other official documents** that prove that the student (and/or sponsor) could support the cost of tuition and cost of living.
- **If the student has a sponsor, the sponsor(s) permanently residing in the U.S. must complete the Form I-134 Affidavit of Support and have it properly notarized, along with providing the above documents. Sponsor(s) abroad are required to submit a notarized letter of support, along with providing the above documents.**

Financial documentation is required in all of these situations: applying for a student visa, transferring to SGTC from another school, requesting a program extension, requesting a reinstatement, or when changing your visa status from F to M.

## Estimated Cost of Tuition and Living Expenses

Tuition and Registration Fee Expenses:

**Immigration law states that international students must take a full-time course load each academic term. A full-time course load at South Georgia Technical College is considered 12 credit hours or more.** Fees are capped at the 15 credit hour mark meaning that any credit hours above 15 are free to students. A credit hour for an international student is \$400.00. International Student fees for 12 credit hours is as follows: Tuition (\$4,800) + Registration (\$55.00) + Student Activity Fee (\$50.00) + Accident Insurance Fee (\$6.00) + Technology Fee (\$105.00) + Athletic Fee (\$35.00) + Instructional Fee (\$55.00) + Campus Safety Fee (\$25.00) = \$5,131.00.

\* Cost of tuition and fees are subject to increase annually. Federal financial aid is not available to international students but students are welcome to apply for outside scholarships. All South Georgia Technical College students are expected to pay their tuition and registration fees in full when they register for classes.

Living Expenses:

South Georgia Technical College has on-campus dormitories at a cost of \$2700.00 per semester.

\*The conservative figures below represent the minimal costs of living in Americus for one semester. Cost of living depends on the situation of the student.

South Georgia Technical College accepts no personal liability for student's conduct, health, or off-campus activities.

**Total for 4 months (one semester) ----- \$9,331.00 x 2= \$18662.00 for one academic year**

|  |            |
|--|------------|
| Tuition and Fees (12 hours per semester for one semesters) | \$5,131.00 |
| Books and Supplies (estimated)                             | \$100.00   |
| Personal Expenses (estimated)                              | \$1,500.00 |
| Room and Board (estimated)                                 | \$2700.00  |

## Steps for Obtaining a Student Visa

- 1. Once official acceptance is granted, an acceptance letter is mailed to the applicant. The Acceptance Letter is our official notification that the student has been accepted to our school for the specified term. The letter will include an I-20 form, an assigned Student ID, your Program Advisor's contact information. The letter will also include a sealed envelope addressed to the U.S. consulate that you should take with you to your visa interview.
- 2. Find the U.S. Embassy closest to your home at <http://www.usembassy.gov/>. Make an appointment with the embassy for the visa interview. Check the consular site to see if there are any special instructions for the consulate you will be visiting. Students are encouraged to visit [http://travel.state.gov/visa/temp/types/types\\_1268.html](http://travel.state.gov/visa/temp/types/types_1268.html) for more information.
- 3. Please note that the interview will be conducted in English. During the interview, relax, speak clearly, and tell your story of why you want to study at South Georgia Tech!
- 4. Each applicant for a student visa **must** submit the forms and documentation below to his or her visa interview.
  - **A SEVIS generated Form, I-20**, which will be provided by South Georgia Tech once the student is admitted. The student and school official must sign the I-20 form.
  - **Online Nonimmigrant Visa Electronic Application, Form DS-160**. Visit the [DS-160](#) webpage to learn more about the DS-160 online process.
  - **A passport** valid for travel to the United States and with a validity date at least six months beyond the applicant's intended period of stay in the United States (unless country-specific agreements provide exemptions). If more than one person is included in the passport, each person desiring a visa must complete an application.
  - **One (1) 2x2 photograph**. See the required photo format explained in [Photograph Requirements](#).
  - **A MRV fee receipt** to show payment of the visa application fee.
  - **The SEVIS I-901 fee receipt**.

In the visa interview, all applicants should be prepared to provide the documents listed below.

1. Transcripts and diplomas from previous institutions attended (A copy of this document is sent, along with the admissions letter, in a sealed envelope that can be opened by the Embassy during the visa interview.);
2. Scores from standardized tests required by the educational institution such as the SAT or ACT. (A copy of this document is sent, along with the admissions letter, in a sealed envelope that can be opened by the Embassy during the visa interview.); and
3. Financial evidence that shows you or your parents who are sponsoring you has sufficient funds to cover tuition and living expenses during the period of your intended study. (A copy of this document is sent, along with the admissions letter, in a sealed envelope that can be opened by the Embassy during the visa interview.)

## **Upon Arrival to the United States**

At the port-of-entry to the U.S., the student will be interviewed again and the Arrival/Departure Form I-94 will be issued. The earliest date of entry into the U.S. allowed is 30 days prior to the start date indicated on the I-20 form. The student will not be allowed entry into the U.S. beyond the start date.

**It is *mandatory* that all arriving visa students check into the Admissions Office within 10 days of arriving to Americus, GA** to complete U.S. Citizenship and Immigration Service requirements. South Georgia Technical College will need to make a copy of the students passport picture, F-1 visa (stamped in passport), and I-94 form (obtained at Arrival/Departure in the airport). A new international student orientation will be provided before the term begins.

## **The SGTC Admissions Office**

***ALL* international admission documents should be sent to:**

**South Georgia Technical College**  
**Admissions Office**  
900 South Georgia Tech Parkway  
Americus, GA 31709

\*Admission status of an applicant cannot be determined until the Admissions Office has received ALL official documentation.

The Admissions Office is the resource center for international students to obtain information and student services that are specific to international students. Questions concerning international admissions, visa advisement and documents, and any other issue related to the international student can be addressed to our office at the contact information below.

Contact Information for Candie Walters, Director of Admissions:  
Email- [cwalters@southgatech.edu](mailto:cwalters@southgatech.edu)  
Phone- 229-931-2299

**We look forward to seeing you!**

South Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law).