



International Admissions
301 Largo Road
Largo, MD 20774-2199
301.546.7422
Internationalgroup@pgcc.edu

Dear Prospective International Student:

Thank you for your interest in Prince George's Community College! We are delighted you are considering an undergraduate program with us.

We are prepared to assist you with the application process and making the most of your academic experience. Applicants and sponsors must first carefully read the information provided in this packet in order to fully understand the admissions requirements and process. This packet contains:

- A - Detailed instructions and admissions requirements
- B - Checklist of admissions and document requirements
- C - The application for admission
- D - Sponsors' affidavit of financial support
- E - Sponsors' affidavit of room and board

Please carefully read all instructions to ensure timely completion and submission of your application and avoid any oversights that may delay the consideration of your file. Timely completion of the admissions process will result in the issuance of an I-20, the document required to apply for the F-1 visa/visa status.

Below are the application and document submission deadlines which are strictly enforced. Please ensure that all of your materials are submitted accordingly. Please allow 10 to 14 business days following submission of all materials, for a review of your completed application file.

Fall application deadline	May 1
Spring application deadline	October 1

Please note that applications for Summer and Intersession admission are **NOT** accepted.

Applications for admission must be completed, signed and returned directly to the College by the applicant – either in person or via mail without third-party intervention. Should you require additional assistance please contact us on internationalgroup@pgcc.edu or on 301.546.0864 to request an appointment to meet with an admissions specialist. We wish you the best as you consider continuing your education at Prince George's Community College.

Sincerely,
International Student Admissions
Office of Recruitment
301 Largo Road
Bladen Hall, room 125
Largo, MD 20774

A - INTERNATIONAL (F-1) APPLICATION ADMISSIONS REQUIREMENTS AND GENERAL INFORMATION

All Applicants and Sponsors are responsible for reading this page carefully before completing and submitting the application for admission.

International Visa (F-1) students are advised to only enter the United States with an approved Certificate of Eligibility (Form I-20) from the school at which admitted and will attend. U.S. Citizenship & Immigration Services may not approve individuals with visitor visas changing to an F-1 status without first returning to the home country. International students are required to initially attend the college indicated on the F-1 visa. International Students who decide to transfer to another college should attempt to do so only after discussing this process in detail with an International Student Advisor at the College listed on the current I-20. If you have any questions about the required documents, please contact internationalgroup@pgcc.edu or call 301.546.0864 to request an appointment to speak with admission specialist.

1. ENGLISH PROFICIENCY: Applicants are required to provide the following documentation. Threshold scores are indicated:

- Official TOEFL (Test of English as a Foreign Language) score report (Please use PGCC's Inst. Code of 5545 to have scores sent directly to the College).
- Students must achieve:
 - An equated score of 91 or higher on the Michigan Test and an acceptable evaluation of a writing sample, or
 - 99 or higher on the internet based TOEFL, or
 - 550 or higher on the paper based TOEFL, or
 - 213 or higher on the computer based TOEFL.

To qualify for English as a Second Language (ESL courses) as an F-1 student, applicants must achieve:

- An equated score of 65 or higher on the Michigan Test, or
- 46 or higher on the internet based TOEFL, or
- 450 or higher on the paper based TOEFL, or
- 133 or higher on the computer based TOEFL.

Scores below this level would not allow a student to attend full-time, a requirement of F-1 status. All International (F-1) Students must take the college-administered Michigan Test which will be used to determine the level of course placement.

2. ACADEMIC CREDENTIALS:

- **High School:** Official secondary school transcripts verifying high school attendance and completion are **required**. The College will only accept original documents or certified copies. Uncertified photo copies will not be accepted. Any documents not issued in English must be translated by an official third party agency.
- **College/University:** The College will only accept original documents or certified copies. Uncertified photo copies will not be accepted.

Students seeking to transfer college credit must have all non-U.S. college credentials evaluated by an accredited transcript evaluation agency prior to submission to Prince George's Community College. Please email internationalgroup@pgcc.edu for a list of approved credentialing services.

3. FINANCIAL REQUIREMENTS:

- All international students must have sufficient funds to cover college tuition fees, textbooks, living expenses, transportation expenses, and other personal expenses while attending college in the United States. Documentary proof (Declaration of Support & supporting documents) of means of financial support must be provided to the College for the student to be admitted and to receive the Certificate of Eligibility (Form I-20).

- All supporting documents must be dated within thirty (30) days of submission to the College for consideration.
- The College will only accept bank statements (showing debits and credits). Account summaries, affidavits or attestations are not acceptable.
- Estimated costs per academic year include costs for Fall and Spring sessions only and are subject to change. The summer session is optional for International Students and is not included in this budget.

	Tuition	Fees	Housing	Books	Transportation	Personal	Total
Annual Cost	8640	1350	8000	1200	850	850	20890

- Dependent Information – students accompanied by a spouse and/or child must provide proof of additional financial support:
 - Additional \$6,000 per year of support for a spouse,
 - Additional \$3,000 per year of support for each child.
- **SCHOLARSHIPS AND FINANCIAL AID:** Prince George's Community College does not offer any federal or state financial aid to International (F-1) students. All international (F-1) students should make arrangements for financial obligations prior to applying for admission and entering the United States.
- **EMPLOYMENT:** Immigration regulations restrict work options for F-1 students. Students wishing to discuss employment options must first meet with an International Student Advisor prior to seeking employment.
- **HOUSING:** Prince George's Community College does not provide housing facilities for students. International students must arrange for housing and provide a letter from a local sponsor which verifies the local address.

4. VISA/IMMIGRATION DOCUMENTS:

- All applicants must provide a copy of the passport ID page. Applicants currently in the United States must also submit copies of all documents relating to U.S. visas or immigration to the United States including:
 - Previous/current I-20s,
 - Copy of current Visa.
- **Important Note to All B-1 and B-2 Visa Holders:** Visitors on B-1 or B-2 visas are prohibited from pursuing a course of study at a school in the United States prior to receiving U.S.C.I.S. approval to change to F-1 status. B-1 and B-2 visa holders must meet with a Prince George's Community College International Student Advisor prior to applying for admission to discuss individual circumstances. The Academic Advising Office may be contacted at (301) 546-7422 or advising@pgcc.edu.

5. GENERAL INFORMATION

- **ATTENDANCE:** International Students are **required** to attend college full time (register for and complete 12 or more credit hours each Fall and Spring term) and make satisfactory progress each term toward their degree objective as stipulated in the college catalog. Courses dropped with a 'W' are not included in this full time computation. Students may only take courses which apply to their degree program.
- **INTERNATIONAL STUDENT ADVISING:** Students currently in the United States on an F-1 visa should contact the Academic Advising Office for academic advising or visa related counseling prior to submitting an application for admission. Call (301) 546-7422 or email advising@pgcc.edu to reach an advisor.

B - DOCUMENTS REQUIRED FOR SUBMISSION WITH INTERNATIONAL APPLICATION FOR ADMISSION

Please ensure that the following documents are included with the completed application for admission:

- A completed Application for Admission for International (F-1 Visa) Students (**Form B - enclosed**). This application is also available at www.pgcc.edu by clicking on “Admissions and Registration.”

Note: Applications for admission must be completed, signed and returned directly to the College by the applicant – either in person or via mail without third-party intervention.

- The non-refundable application fee for international (F-1) students is \$50.00 (payable by check or money order). The application will not be reviewed until the fee is paid.
- Official school documents of all previous study (both high school and post-high school levels). The College will only accept original documents or certified copies. Uncertified photo copies will not be accepted.
- Students transferring from another U.S. college or university **MUST**, in addition to providing official transcripts, submit a statement from the International Student advisor (at the previous institution) which verifies compliance with U.S. Citizenship & Immigration Services F-1 visa regulations.
- Students seeking transfer credit must have all non-U.S. college credentials evaluated by an accredited transcript evaluation agency prior to submission to Prince George’s Community College. Please email internationalgroup@pgcc.edu for a list of approved credentialing services.
- A completed Declaration of Support form signed by financial sponsor (**Form C - enclosed**).
- Financial sponsors’ Bank Statement, showing financial resources to cover the first years' estimated expenses (\$20,890). These statements must show actual account details (e.g. debits and credits) and be dated within the last thirty (30) days. Certificates, attestations or affidavits will not be accepted.
- A letter from the sponsor's employer verifying position held employment status (full or part time), duration of employment and annual salary.
- If already in the United States, present your current passport and visa to the Office of Admissions and Records.
- Official TOEFL results (Test of English as a Foreign Language). Local applicants may take the Michigan Test at the College after applying for admission. Applicants admitted based upon TOEFL results will be re-tested upon arrival using the Michigan Test. The Michigan Test results will establish final assessment of English skills to determine course placement.
- A letter from the individual(s) with whom you will be living, verifying local United States address (**Form D – enclosed**).

Mailing Address for Applications & Transcripts:

**International Student Admission
Prince George's Community College
301 Largo Road
Bladen Hall,
room 125
Largo, MD 20774-2199**

PRINCE GEORGE'S COMMUNITY COLLEGE
301 Largo Road, Largo
Bladen Hall, room 125
MD 20774-2199 internationalgroup@pgcc.edu

C - APPLICATION FOR ADMISSION FOR INTERNATIONAL (F-1) VISA STUDENTS

This form **MUST** be submitted with proper documentation for timely consideration and issuance of an offer of admission and an I-20. Please use the name stated on your passport and print clearly and legibly.

1. US Social Security #: _____ 2. When do you plan to enter Prince George's Community College: _____
Year & Semester

3. Name: _____ Suffix _____
Last/Family First/Given Middle (e.g. (Jr./ Sr./III))

Former Last name (if applicable) _____ 4. Date of Birth: _____
Month Date Year

5. Gender: _____ 6. What is your native language? _____
Male/ Female

7. Address (overseas): _____
Number and Street Apt. # City
State Zip/postal code Country

8. Local Address (in United States) _____
Number and Street Apt. # City
State Zip/postal code

9. Student phone number: _____ 10. E-mail address: _____

11. Birth Country: _____ 12. Country of citizenship: _____

13. If already in the United States, please indicate the type of visa you currently hold: _____

14. Date graduated or expected to graduate from high school: _____
Month and Year

15. High school from which you have (or will have) graduated: _____
High School Name

City State Zip/postal code Country

16. What is your intended program of study? _____
Please indicate abbreviation and long description from page 10

17. Have you previously attended a college other than Prince George's Community College? Yes No

If yes, list below with the most recent school first:

A. _____ Name
State/Country Last semester attended

B. _____ Name
State/Country Last semester attended

18. Please re-check all of your answers then read the statements below and affix your original signature and indicate the date.

- I:
- Am aware that I must satisfactorily document that I meet all admission requirements before I will be considered for admission to Prince George's Community College.
 - Understand that it is my responsibility to notify the Office of Admissions and Records of any changes in the information I have provided on this application.
 - Understand that I MUST enroll as a full-time student and successfully complete at least twelve (12) credits each Fall and Spring semester as long as I am present in the United States on an F-1 visa.
 - Understand that I will be charged at the out-of-state tuition rate for the duration of my enrollment as an F-1 visa student.
 - Understand that as an F-1 student I am not authorized to work off-campus without special permission and that on campus employment cannot be guaranteed and has certain restrictions.
 - Understand that the College does NOT provide housing or transportation for international students and that I will be responsible for these and all other personal and educational expenses.
 - Give permission to the College to release information regarding my academic record and enrollment status to the United States Immigration and Naturalization Service (USCIS).
 - Certify that the information provided in this application is correct and complete and that deliberate failure to provide accurate information may result in denial of admission or dismissal from the College.
 - Agree to abide by the rules, regulations and policies of Prince George's Community College and the United States Immigration and Naturalization Service (USCIS).

Student Signature: _____

Date: _____

Drug and Alcohol Related Policies and Regulations of Prince George's Community College

The College's Drug & Alcohol Abuse Prevention Program prohibits the illicit possession, use, or distribution of drugs and alcohol by employees and students on college property, or as a part of any college activity. In the event of any violation, the College will impose appropriate disciplinary sanctions on students under the Code of Conduct. The College's Office of Drug and Alcohol Abuse Prevention (ODAAP) identifies and advises employees and students about available drug or alcohol counseling, treatment or rehabilitation, or re-entry programs, informs employees and students about the health risks associated with the uses of illicit drugs and the abuse of alcohol, and informs employees and students about the legal and disciplinary sanctions that may be imposed on those who violate the standards of conduct established by the program. For more information, call 301-546-0845.

D- SPONSORS' DECLARATION OF FINANCIAL SUPPORT

If the applicant has more than one financial sponsor, this form must be copied for each sponsor to complete.

I, _____ reside at _____
Sponsor Name (First, Middle, Last) Sponsor street address
_____ affirm that I intend to sponsor
Street address cont'd City State Country

_____ who resides at _____
Applicant Name (First, Middle, Last) Applicant street address

_____ to enter the United States to study at Prince
Street address cont'd City State Country

George's Community College, Largo, Maryland. I also verify that I am able maintain and support _____

_____ whose financial expenses will be approximately \$20,890 annually.
Applicant Name (First, Middle, Last)

I declare this for the purpose of assuring Prince George's Community College that he/she will not find it necessary to appeal to the College for any type of financial aid, scholarships or other material aid or to become a public charge for the duration of his/her stay in the United States.

Sponsor Email address: _____ Sponsor phone number: _____

Relationship to Applicant: _____

Will the student be living in your home in the Washington D.C. metropolitan area during his/her course of study?
 Yes No

Sponsor Signature: _____ Date: _____

To the financial sponsor – in addition to completing this form you must also provide:

- 1) An original letter from your employer verifying employment, duration and salary
- 2) An original bank statement from your bank or savings institution (s) verifying account balances sufficient to finance the first year of study. Bank statements must bear the sponsors' name, and printed on bank letterhead dated within thirty (30) days of the date of submission to Prince George's Community College.

All documentation must be original and written in English (or include a certified translation showing amounts in USD). If funds from a joint account are to be used, all individuals whose name appears on the account must complete and sign a declaration of support (this form). Otherwise these funds will not be considered as available for support of the applicant.

Funds from Individual retirement accounts (IRAs) are not accepted for the purpose of financial sponsorship.

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PRINCE GEORGE'S COMMUNITY COLLEGE

301 Largo Road, Largo

Bladen Hall, room 125

MD 20774-2199

internationalgroup@pgcc.edu

E - U.S./LOCAL SPONSOR'S AFFIDAVIT OF ROOM AND BOARD

This form is for U.S sponsors with whom the applicant will be residing for the duration of their course of study.

I, _____, will be providing room and board (housing, meals and
Sponsor Name (First, Middle, Last)

transportation) for _____ at _____
Applicant Name (First, Middle, Last) Sponsor street address

_____ while he/she studies at Prince George's Community College.
City State Zip/Postal Code

Sponsor Email address: _____ Sponsor phone number: _____

Relationship to Applicant: _____

Sponsor Signature: _____ Date: _____

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CURRICULUM CODES

A.A.....Associate of Arts
A.S..... Associate of Science
A.A.S.....Associate of Applied Science
A.A.T.....Associate of Arts Teaching

Please indicate one of the curricula (courses of study) listed below by filling in the code in the blocks provided in Item 16 of the application (Form B – page 4). For example, Accounting Transfer Option would be ACCT.TRANSFER.AS.

Accounting Programs

Accounting Transfer Option (A.S.) - ACCT.TRANSFR.AS
Accounting Professional (A.A.S.) - ACCT.PROF.AAS

Business Admin. & Business Mgmt. Programs

Business Administration (A.S.) - BUAD.AS
Business Management (A.A.S.) - BMGT.AAS
Residential Property Mgmt. Option (A.A.S.) - BMGT.RPM.AAS

Computer Engineering Tech Program

Computer Engineering Technology (A.A.S.) - COMP.ENGR.AAS

Computer Science Programs

Information Science Option (A.S.) - COMP.INFOSCI.AS

Construction Management Program

Construction Mgmt. (A.A.S.) - CNST.AAS

Criminal Justice Programs

Criminal Justice Transfer Option (A.A.) - CRJU.AA
Criminal Justice (A.A.S.) - CRJU.AAS
Correctional Services Option (A.A.S.) - CORR.AAS
Cybercrime Investigation Option (A.A.S.) - CRJU.CYBER.AAS

Culinary Arts Program

Culinary Arts (A.A.S.) - FOOD.CULIN.AAS
Dietetics Option (A.A.) - FOOD.DIET.AA
Food Science Option (A.A.) - FOOD.SCI.AA

Cybersecurity Programs

Cybersecurity - COMP.SECUR.AAS

Early Childhood Education Programs

Early Childhood Education (A.A.T.)- TCHR.ECHILD.SPEC.AAT
Early Childhood Education (A.A.S.) - TCHR.ECHILD.AAS

Engineering Technology Programs

Electronic Engineering Tech. (A.A.S.) - ELEC.TECH.AAS
Engineering Technology (A.A.S.) - ENGR.TECH.AAS
Engineering (A.S.) - ENGR.AS

Fire & Forensic Science Program

Fire Science (A.A.S.) – FIRE.AAS
Forensic Science (A.S.) - FORS.AS

General Studies Programs

Art Option (A.A.) - ARTS.AA
Biology Option (A.A.) - BIOL.AA
Chemistry Option (A.A.) - CHEM.AA
Communication/PR Option (A.A.) – COMM.PR.AA
Economics Option (A.A.) - ECON.AA
English Option (A.A.) - ENGL.AA
General Studies (A.A.) - GENL.STUDIES.AA
Health Education Option (A.A.) - HLTH.ED.AA
Mass Communication Option (A.A.) - COMM.MASS.AA
Music Option (A.A.) - MUSI.AA
Philosophy Option (A.A.) – PHIL.AA
Physical Education Option (A.A.) - PHY.EDUC.AA
Pre-Law Option (A.A.) - PREP.LAW.AA
Psychology Option (A.A.) - PSYCH.AA
Sociology Option (A.A.) - SOCI.AA

Hospitality Management Program

Hospitality Services Management (A.A.S.) - HOSP.SERV.AAS

Human Services Program

Human Services (A.A.S.) - HUMN.SERV.AAS

Information Technology Program

Information Technology - COMP.INFOR.TECH.AAS

Meeting and Event Management Program

Meeting and Event Management (A.A.S.) –
HOSP.MTG.EVENT.AAS

Paralegal/Legal Assistant

Paralegal/Legal Assistant (A.A.S.) - PARA.AAS

Teacher Education Programs

Elem. Education/Elem. Special Education (A.A.T.) -
TCHR.ELEM.SPECED.AAT
Secondary Education–Chemistry (A.A.T.) - TCHR.CHEM.AAT
Secondary Education – English (A.A.T.)
Secondary Education–Physics (A.A.T.) - TCHR.PHYSICS.AAT
Secondary Education–Mathematics (A.A.T.) -
TCHR.MATH.AAT
Secondary Education–Spanish (A.A.T.) - TCHR.SPAN.AAT

Visual Communication Programs

Visual Communication/Graphic Design (A.A.S.) -
ARTS.GRAPHD.AAS

