

Explanation of Documents Required for F-1 Admission

If you have questions about the documents listed on the F-1 Admissions Checklist, this document explains each requirement in detail to help you understand the admissions process. We know there is a lot of information here, so read through the requirements carefully and use the links provided for additional information.

1. High School Diploma or Examination Results

Submit a photocopy of your high school diploma or examination results that you received when you completed secondary school. Examination results must be the equivalent of a US high school diploma. If the original document is not in English, submit **both** copies of the original and certified translation in English.

If you graduated from high school longer than 10 years ago and you are unable to retrieve a copy of your high school diploma/certificate **and** you have received a degree from a college or university, submit a photocopy of your degree in place of your high school diploma. ISS will do our best to verify that you have obtained a high school diploma, but we cannot guarantee verification if you cannot provide the required documentation.

IMPORTANT: Some programs at Columbus State have [selective or competitive admission](#). Applicants interested in these programs (i.e., Nursing) must meet additional admission requirements for the respective program. This includes, but is not limited to, a professional credential evaluation of your secondary school diploma or transcripts. [Click here](#) to learn more about approved professional credential evaluators.

2. Evidence of Financial Ability

A prospective F-1 student must have financial evidence showing that they or a sponsor has sufficient funds to cover tuition and living expenses for up to one year of study. This includes, but is not limited to, being financially prepared to cover the cost of tuition, books, living expenses, travel and health insurance. All prospective F-1 students at Columbus State must submit bank-issued financial documents (such as a current bank statement) showing at least \$25,897 USD or equivalent in foreign currency before being accepted as an F-1 student. Bank statements must be issued within the last 3 months from when you are applying and **only bank statements from checking or savings accounts will be accepted.** You can submit statements from multiple accounts if you need to. Investment accounts, tax returns, letters of employment or annual income will not be accepted.

For more information on providing evidence of financial ability, visit [Study in the States](#).

3. Financial Sponsor's Affidavit of Support

A prospective F-1 student must have financial evidence showing that they or a sponsor has sufficient funds to cover tuition and living expenses for up to one year of study. This includes, but is not limited to, being financially prepared to cover the cost of tuition, books, living expenses, travel and health insurance. All prospective F-1 students at Columbus State must submit bank-issued financial documents (such as a current bank statement) showing at least \$25,897 USD or equivalent in foreign currency.

You will need a financial sponsor if you do not have \$25,897 in a checking or savings account in your name. A financial sponsor assumes responsibility to pay for your tuition, books, lab fees, and living expenses while you are in the US. However, it is your responsibility as the student to ensure these fees are paid through CougarWeb. Failure to pay tuition in full or failure to sign up for a [payment plan](#) will result in your classes being dropped and may result in the violation of your F-1 status, resulting in the early termination of your SEVIS record/Form I-20.

Complete the Affidavit of Support Form with your sponsor and submit it **with bank statements** which lists your sponsor as the account holder. You can have more than one financial sponsor, but you will need to submit separate Affidavits of Support and bank statements for each sponsor you have.

Only bank statements from checking or savings accounts will be accepted. Investment accounts, tax returns, letters of employment or annual income will not be accepted.

For business accounts, bank statements must be accompanied by an additional letter of intent to financially support the applicant and must be on official business letterhead, signed and dated.

4. Immigration Documents

First time applicants should include a copy of the biographical information page of your current and valid passport.

Transfer students who already have an F-1 visa should submit a copy of their passport, F-1 visa, Form I-20 from their current school, and most recent [I-94](#) Arrival-Departure Record.

If you are currently in the US on a B1/B2 visa and want to study as an F-1 visa holder, please read "[Information for B1/B2 Visa Holders](#)"

5. English Proficiency Results

You must demonstrate an advanced level of English proficiency when applying as an F1 student. Columbus State cannot issue a Form I-20 for "ESL" or "Language Training." Applicants are required to submit English proficiency results *before* receiving an acceptance letter or Form I-20. (continued on page 3)

Submit a copy of official test results from **one** of the exams below with the minimum score or higher to meet the English proficiency requirement for F1 students:

TOEFL	79 overall	20 reading and writing
IELTS	6.5 overall	6.0 each band
SAT	480 Evidence Based Reading & Writing	
ACT	18 or higher in English	
Transfer Credit*	C or higher in English Composition	

**Receive transfer credit by requesting official transcripts from your college/university in the US to be sent directly to Columbus State Community College. Visit [Transferology](#) to determine if your course will transfer.*

F-1 Transfer Students

6. Transfer Eligibility Form

If you already have an F-1 visa and Form I-20 from another school/university, complete the Transfer Eligibility Form with your current international advisor/DSO. Part 1 needs to be completed by you, the student, and Part 2 needs to be completed by your advisor.

NOTE: The Transfer Eligibility Form must be completed *before* you are given an acceptance letter to Columbus State. **It is not a request to release your SEVIS record to Columbus State.** You will receive an acceptance letter with Columbus State's school code for your advisor to transfer your record *after* you have submitted all F-1 admission documents.

7. Official Transcripts

You must submit official transcripts from **all** colleges/universities you have attended in the US. If you attended a state (public) university or community college in Ohio, request that your transcript(s) be sent XML (electronically) when ordering from that institution. All public Ohio colleges and universities can send/receive an XML (electronic) transcript to/from each public Ohio institution's student information system. Sending paper transcripts by mail or overnight delivery will delay processing time. A hard copy/paper transcript is considered official when received in the original, sealed envelope from the issuing institution on official paper and/or with an official institutional seal. We will not accept faxed transcripts.

Do not submit transcripts to the ISS office!

If ordering a transcript online, select Columbus State Community College as the recipient. In the absence of a list of colleges to select, have your institution send your official PDF transcript directly to transcriptevaluation@csc.edu We do not accept PDF transcripts sent from a student's personal or CSCC student e-mail account. (continued on page 4)

If your institution does not offer XML (electronic) or PDF delivery, please have your official transcript(s) mailed to the address below by the issuing institution:

Columbus State Community College
ATTN: College Transcript Evaluation
550 East Spring Street
Columbus OH 43215

If you have questions regarding a transcript evaluation you may make an appointment with your Academic Advisor ([Advising Directory](#)) or send an e-mail to information@csc.edu. Please provide your name, Cougar ID number and the name of the institution from which you are seeking transfer credit. You also may appeal the course evaluations by contacting the [academic department](#).

Advisor Contact Information

Candace Allen

Email: istudent@csc.edu

Phone: 614-287-5422

When leaving a voice message for the advisor, leave your first and last name, Cougar ID number and the number where you can be reached for a callback.