

Office Use Only
V# _____
Date Received: _____

### Application for I-20 Form

- Submit your form through email to [Madelyne.Tolliver@VictoriaCollege.edu](mailto:Madelyne.Tolliver@VictoriaCollege.edu).
- Submission of the application does not guarantee an I-20. Additional documentation to go along with this form is also required.
- Once application and documentation are received, allow for a two-week processing time for the I-20.

**1. I am applying as:**

New/Initial F-1 Student	I live outside the U.S. and want to attend VC on an F-1 Visa
Transfer International Student	I am an F-12 student in the U.S., and I want to transfer to VC from ..... (Name of current institution)
Change-of-Status Student	I am in the U.S. and wish to change my status to F-1

**2. Specify your expected admission term/semester**

\_\_\_\_\_ Fall Year \_\_\_\_\_ Spring Year \_\_\_\_\_ Summer Year \_\_\_\_\_

**3. Program Information:** Type of degree you are seeking

- Associate of Arts (intend to transfer)  
 Associate of Science (intend to transfer)  
 Associate of Applied Science. \*Major/program of study \_\_\_\_\_

**4. Student Information**

*Please write your name exactly as it is shown on your passport.*

_____	_____	_____
Family (Last) Name	First Name	Middle Name
_____	_____	_____
Date of Birth (MM/DD/YYYY)	Age	City of Birth
_____	_____	_____
_____	_____	Country of Birth
_____	_____	Country of Citizenship
_____	_____	_____
Primary E-Mail	Telephone Number	

Address Outside the U.S. (Home Country):

_____	_____	_____
Street	City, Region, Postal Code	Country

U.S. Address:

*(If you do not have a U.S. address yet, leave blank)*

_____	_____	_____
Street	Apt #	City, Region, Postal Code

**5. Dependent Information: if no dependents please write N/A for each dependent.**  
(Only the student's spouse or children under the age of 21 are eligible for dependent status)

**Dependent 1:**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Relationship to Applicant: \_\_\_\_\_

Country of Birth: \_\_\_\_\_ Country of Citizenship: \_\_\_\_\_

*\*If you have more than 1 dependent, attach additional pages to this application.*

*\*Additional supporting documents for the dependents such as marriage certificate, birth certificates, and copy of passports will be required.*

**6. Financial Guarantor Information (Sponsor):**

*\*Statement of Financial Support Form is required.*

Guarantor's Name: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_

Guarantor's Contact Phone Number: \_\_\_\_\_

Guarantor's Contact Email Address: \_\_\_\_\_

**7. Permission to Release Information (optional)**

In order to protect your privacy, the Admissions Office requires that you give us the name of any person(s) who may access information concerning the status of your application and/or admission to Victoria College. If you wish to designate someone to have access to your application information, please complete the following:

I, \_\_\_\_\_, give \_\_\_\_\_ permission to request information concerning the status of my application and/or admission to Victoria College upon request of the named person. I understand that the named person must present picture identification when requesting information in person or, if requesting information by telephone, must be able to provide my full name, date of birth, and complete address.

**If this person is in the United States, please provide their contact information:**

E-mail \_\_\_\_\_ Phone Number \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**\*A PROXY CANNOT PICK-UP A STUDENT'S FORM I-20 (IMMIGRATION DOCUMENTS). DOCUMENTS ARE REQUIRED TO BE GIVEN OR SENT DIRECTLY TO THE STUDENT**

*My dated signature certifies that all information given on this application is complete and correct to the best of my knowledge.*

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## STATEMENT OF UNDERSTANDING

**Please read carefully. You must agree to each statement before being considered for admission.**

I understand and agree that:

- 1) If English is not my native language, I must take the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) in order to qualify for admission.
- 2) I understand that upon arriving to Victoria College, I must take the TSI Assessment (unless exempt), attend a Pirate Orientation session, meet with my academic advisor, and meet with either the Primary Designated School Official or the Designated School Official before being allowed to register.
- 3) I must make my own arrangements for housing.
- 4) I have read and understood all admissions procedures. I understand that all documents and materials relating to my admissions should be forwarded to the Admissions Office and must be received by the deadline.
- 5) I must give written permission (see above) to Victoria College for anyone other than myself to request information about the status of my application and/or admission.

**F-1 visa students must also agree to the following:**

I understand and agree that:

- 1) I will comply with visa restrictions, which prohibit any engagement in off-campus employment.
- 2) I must be enrolled in a degree-seeking program and make satisfactory academic progress toward completion of this program by following VC's degree plan. I must maintain a minimum GPA of 2.0.
- 3) I am only allowed to take one online course per semester.
- 4) I must retain full time status (12 hours) during the Fall and Spring semesters, unless *authorized in advance* to take a reduced course load.
- 5) Only the summer semester is considered a vacation semester. However, if the summer semester is the initial semester that I plan to enroll, then I must be enrolled in at least 9 semester hours.
- 6) Courses audited will not count towards enrollment.
- 7) I must be in Victoria on or before the date specified on the I-20 form. If I cannot arrive on time, I must request my application be considered for a subsequent semester and will send in another International Admissions Packet.
- 8) Personal (change of address, change of phone, etc.) and program (change of major, etc.) changes must be reported to the Admissions and Records Office within 10 days of the change. (I must identify myself as here on an F-1 visa when visiting the Admissions & Records Office.)
- 9) It is my responsibility to apply for an "Extension of Stay", through the Admissions and Records Office, if the program of student will not be completed by the time indicated on the I-20. This needs to be completed at least 5 months before the expiration date.
- 10) If I plan to travel outside the U.S., I must contact the Admissions & Records Office to have a valid travel signature/endorsement on my SEVIS Form I-20 before leaving and re-entering the U.S.
- 11) I will comply with all Victoria College policies. If I do not comply with all policies, I understand that my F-1 visa will be terminated.

\*\*\*Additional Requirement Specific to Those Filing a I-539 Change of Status \*\*\*

- 12) I understand that I will be prohibited from enrolling in classes at Victoria College until my I-539 Change of Status has been approved. I have been informed of my options and understand that, even if approved, my I-539 request may not be approved in time for the intended starting semester at Victoria College, in which case I would be unable to attend for that semester.

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Student Signature

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Date

For more information on maintaining status on F-1 Visa, visit <https://studyinthestates.dhs.gov/maintaining-your-status>.