



APPLICATION PROCEDURES FOR INTERNATIONAL STUDENTS

International students applying for admission to BridgeValley Community and Technical College must submit the following:

1. Completed International Admission Application. Please read instructions carefully and complete all appropriate sections of the application. Applications must be signed and dated. Applications can also be downloaded or submitted online at www.bridgevalley.edu.
2. Results of the Test of English as a Foreign Language (TOEFL) or International English language Testing Service (IELTS). TOEFL results must be sent directly from the TOEFL/TSE Services. IELTS results must be sent directly from the University of Cambridge Local Examinations Syndicate (Please see section on English language Proficiency).
3. Original or certified copies of all Official Academic records in original language of issue (please see section on Required Academic Credentials). Applicants who have studied in the U.S. are required to have the institution(s) in the U.S. send their official transcript directly to BridgeValley.
4. Original or certified copies of all academic Certificates or Diplomas in original language of issue (please see section on Required Academic Credentials).
5. Official English translations of Academic Records and Certificates/Diplomas.
6. For VISA documents: ~~Certification~~ Certification of Financial Support and a copy of current passport (Please see Financial Support Section).

PLEASE NOTE: the above items should be sent to Admissions, BridgeValley Community and Technical College, 619 2nd Avenue, Montgomery, WV 25136, USA. Items 1 through 6 must be received by this office by the application deadline (please see section on Application Deadlines). It is strongly recommended that the certification of financial support be submitted at the same time as other application materials; this will help speed the issuance of documents necessary for student visa. Wherever possible, all application material should be submitted at one time (TOEFL scores and official transcripts from U.S. institutions should be requested so that all material arrives at BridgeValley close to the same date). Late or incomplete applications cannot be guaranteed consideration for the desired semester/term. Some graduate academic programs require applicants to submit other test scores, letters of recommendation or other material.

ENGLISH LANGUAGE PROFICIENCY

All applicants whose first language is not English must provide proof of English language proficiency. BridgeValley Community and Technical College accepts either the Test of English as a Foreign Language (TOEFL) or the International English Language Testing Service (IELTS) as the measure of English language proficiency. A score of 173 on the Computer-Based TOEFL or 500 on the Paper-Based TOEFL, or a 6 on the IELTS is required of all Undergraduate applicants. Information about registration for the TOEFL can be obtained by writing to the TOEFL/TSE Services, PO Box 6151, Princeton, NJ 08541-6151, USA or by contacting the local office of the United States Information Service (USIS). Information about registration for the IELTS can be obtained by accessing the IELTS website at <http://www.ielts.org>. Applicants must request that TOEFL/TSE Services or IELTS send an official score report to BridgeValley Community and Technical College, Office of Admissions. Photocopies of score reports are not acceptable. The TOEFL or IELTS score must be received by the application deadline. (College Code - TOEFL 5902)

REQUIRED ACADEMIC CREDENTIALS

BridgeValley Community and Technical College requires that original or certified (attested) copies of all original academic documents from non-U.S. institutions be submitted. The required documents include the official academic record (showing course titles, dates taken and grades received), and academic Diploma(s) or certificate(s) awarded. These documents must be in original language of issue. Official English translations must be provided as well as the official academic credentials in the original language. Any translation of a document must be a literal, word-for-word translation and must indicate actual grades received, not an interpretation of the grades. Please note that photocopies that have not been certified as true copies of the original or English translations alone are not acceptable. Applicants who have attended any U.S. institutions must request that official transcripts be sent from those institutions; certified copies or student copies of U.S. transcripts are not acceptable. Applicants must submit all secondary school records as well as records from any university-level work evaluated by World Education Services that may have been completed. Freshmen applicants who have or will receive a U.S. High School Diploma must submit official results from either ACT or SAT Transfer applicants must also provide course descriptions or syllabi for all completed coursework. Transfer credit evaluations are done after registration for the first semester/term of study. Please note that documents received by BridgeValley Community and Technical College cannot be returned to the applicant. It is therefore recommended that students who receive only one original copy of their credentials submit official or attested copies with their application.

BridgeValley Community and Technical College Application for International Admission

(Please read the instructions carefully, and type or print to expedite the processing of your application.)

1. Social Security Number. _____ (This will be kept confidential.)

2. Name (Please print your name as it appears or will appear on your passport)

(Surname or Family Name)

(First Name or Given Name)

(Middle)

3. If your name appears differently on any other academic credentials, test scores or other documents, please indicate below:

4. Have you ever applied to BridgeValley before? ___ Yes ___ No If YES, for which semester/year? _____

5. Have you ever attended BridgeValley before? ___ Yes ___ No If YES, for which semester/year? _____

6. Mailing address: (MA) Please print your address as it should appear for mailing:

(Address Line 1)

(Address Line 2)

(City)

(State)

(Zip Code, if any)

For Non-U.S. Addresses Only: _____
(Country)

7. Telephone: _____
(Complete phone number, including city code or area code)

8. E-mail address: _____
(We may communicate with you via e-mail if provided)

9. Name of person to contact in case of emergency (this can be your parent or guardian):

(Surname or Family Name)

(First Name or Given Name)

(Middle)

Emergency Address (EM) Please print emergency contact as it should appear for mailing.

(Address Line 1)

(Address Line 2)

(City)

(State)

(Zip Code, if any)

For Non-U.S. addresses only: _____
(Country)

Telephone (EM): _____
(Complete phone number, including city code or area code)

10. Please indicate semester/ year for which you are applying: _____ Year
_____ Fall (August - December) _____ Spring (January - May) _____ Summer (May - August)

11. Please indicate Admission Type (See later page for definition)

Freshman ___ Non-Degree (Students with F-1 visa status may not enroll in Non-Degree programs.)
Transfer ___ Visiting ___ Readmit

12. Intended Program of Study: _____ (See list of undergraduate major codes.)

13. Gender: ___(M)ale ___(F)emale

14. Date of Birth: ___/___/_____
month/day/year
(e.g., 01/30/1983)

15. Ethnic Group(s)*: ___ American Indian or Alaskan Native ___ Hispanic/Latino ___ Asian or Pacific Islander
___ White, Non-Hispanic ___ Black ___ Other

*Required for federal reporting.

16 Type of visa you have or will require:

___ Student (F1) ___ Dependent of F-1 (F2)

___ Other (please specify) _____

*If you are a U.S. Permanent Resident, you must enclose a copy of both sides of your Resident Alien card.

17. Nation/Country of Birth: _____ City of Birth: _____

Nation/Country of Citizenship: _____

Nation/Country of legal permanent residence if different from country of citizenship: _____

18 Native Language: _____

(TOEFL or IELTS scores are required for all applicants whose native language is not English. See instructions on English Language Proficiency inside front cover.)

19. List chronologically each educational institution you have attended. This information must be provided by all applicants beginning with the first year of secondary education and ending with the institution you most recently attended or are currently attending. All institutions must be reported whether or not credit was earned or transfer credit to BridgeValley is desired.

Print the name of each certificate, diploma, or title in English and the original language. Please attach an extra sheet if necessary. If your education has been interrupted for any reason, please attach a summary of your activities.

Complete Name of Institution	Country	Degree, Title, Diploma or level completed or expected	Graduation Date or Expected Date	Attendance Dates From To MM/YY

20. Are you currently enrolled in any institution listed above? Yes No

21. What was your career position in your home country? _____
 (This information is required for students on F-1 Visas.)

22. Write your score in the blank provided if you have taken any of the following:

___ ORE ___ GMAT ___ TOEFL ___ IELTS

IT IS THE STUDENT'S RESPONSIBILITY TO HAVE TEST SCORES SENT TO BRIDGEVALLEY

I affirm that the information I have provided on this application form and all other admission application materials is complete, accurate, and true to the best of my knowledge. Providing false information can lead to non-acceptance, the nullification of credit and/or dismissal.

Student Signature: _____ Date: _____

BridgeValley Community and Technical College is an Affirmative Action/Equal Opportunity Institution. The College does not discriminate on the basis of race, sex, age, disability, veteran status, religion, sexual orientation, color, or national origin in the administration of any of its educational programs or activities, or with respect to admission or employment. Further, faculty, staff, students, and applicants are protected from retaliation for college's filing complaints or assisting in an investigation under the Equal Opportunity/Affirmative Action Plan. Inquiries regarding the College's non-discrimination policy may be directed to the Director, Affirmative Action Office/Equal Employment Opportunity Programs.

PLEASE USE THE FOLLOWING CHECKLIST TO BE SURE YOUR APPLICATION IS COMPLETE

- Application (signed and dated)
- Official TOEFL or IELTS score (See section on English Language Proficiency)
- Official Academic Record in original language of issue (See section on Required Academic Credentials)
- Diploma(s) or Certificate(s) in original language of issue (See section on Required Academic Credentials)
- English Translations of Academic Records and/or Degree (See section on Required Academic Credentials)
- Certification of Financial Support (See Information Regarding Financial Support)
- Evaluation of post-secondary work which has been completed by the World Education Services submitted to BridgeValley

INFORMATION REGARDING FINANCIAL SUPPORT

Before BridgeValley Community and Technical College can issue the document necessary to apply for a student visa (Form 1-20) the student must provide proof that he or she has the adequate financial resources to provide for expenses incurred while studying at BridgeValley. All students requiring a 1-20 or DS-2019 must complete the Statement of Financial Obligation and submit adequate documentation of financial support. Documentation of financial support can take one or a combination of the following forms:

1. If the student, student's parent or spouse will fund the student's studies at BridgeValley, the student must provide an official bank statement showing the availability of the required amount in U.S. dollars. Bank statements can be no older than six months.
2. If the student will be supported by a private sponsor (relative, friend, etc.), the sponsor must provide a letter declaring intent of sponsorship AND an official bank statement showing the availability of the required amount in U.S. dollars. Bank statements can be no older than six months.
3. If the student will be sponsored by a government agency or a public or private institution, the agency or institution must provide official certification that the appropriate costs will be covered.

NOTE REGARDING OFFICIAL DOCUMENTS: BridgeValley Community and Technical College must have the original or a certified copy of the original certification of financial support in order to issue the form 1-20. Since the student may need to provide the same certification of financial support when applying for a student visa, it is recommended that the student obtain duplicate certifications or provide BridgeValley Community and Technical College with certified copies. Photocopies that are not certified as true copies of the original will not be considered as acceptable proof of financial support.

STATEMENT OF FINANCIAL OBLIGATION

Students requiring a 1-20 or DS-2019 must complete the Statement of Financial Obligation and supply appropriate documentation of financial support as indicated in Information Regarding Financial Support.

I, (print name), _____ certify that I have the financial resources to cover all expenses during my studies at BridgeValley Community and Technical College. I understand that, in addition to this statement, I must submit the required documentation showing ability to finance my studies. I also understand that BridgeValley Community and Technical College cannot issue the form 1-20 or DS-2019 until adequate certification of financial support is supplied.

Student's Signature _____ Date: _____

If spouse and/or children will be included on 1-20 please supply the following information:

Spouse's name: _____ Nation of birth: _____ Date of birth _____
(Family Name or Surname) (First Name)

Children's name: _____ Nation of birth: _____ Date of birth _____
(Family Name or Surname) (First Name)

_____ Nation of birth: _____ Date of birth _____
(Family Name or Surname) (First Name)

If you will be supported in part with funds other than personal funds, please supply the following information. If you have more than one sponsor, please give additional names:

Sponsor's name(s) > _____

Sponsor's relationship to student _____

DEFINITIONS OF ADMISSION TYPES

FRESHMAN-Applicants who have completed secondary school studies and who have not attended any university-level institution.

TRANSFER-Applicants who are applying to an undergraduate degree program and who have attended a university-level institution.

READMIT-Applicants who have previously attended BridgeValley Community and Technical College in an undergraduate program and who have left BridgeValley for at least one semester.

VISITING STUDENT-Applicants to undergraduate programs who wish to transfer academic credit from BridgeValley Community and Technical College to another institution. Also applicants participating in short-term (1 or 2 semesters) exchange programs where no BridgeValley degree will be awarded.

NON-DEGREE-Applicants who will not be enrolled in a degree program. Students with F-1 visa status may not enroll as non-degree students.

APPLICATION DEADLINES

The following deadlines are dates by which all required application materials must be submitted. While late applications will be processed, late or incomplete applications cannot be guaranteed consideration for the desired term.

FIRST SEMESTER (August to December-16 weeks)-Applicants must apply by April 1. Financial documents must be received by June 15.

SECOND SEMESTER (January to May-16 weeks)-Applicants must apply by October 1. Financial documents must be received by November 1.

SUMMER SESSION I (May to June-6 weeks)-Applicants must apply by February 15. Financial documents must be received by March 15.

OTHER IMPORTANT INFORMATION

Students holding an F-1 student visa must: a) maintain full-time student status; b) be enrolled in a specific degree program, and; c) maintain College requirements for good academic standing. All international students are required to possess and retain personal medical and hospital insurance for the duration of their studies at BridgeValley. Students cannot register for classes until adequate medical insurance is acquired. Students should be aware that even after final admission to BridgeValley Community and Technical College, and after arrival in the United States, the College reserves the right to require curricular adjustments to course schedules wherever deficiencies or needs are determined. Immigration regulations require F2 Visa holders to change status to F1 before pursuing any course work.

Inquiries regarding College campus housing should be directed to the Dean of Student Services, 619 2nd Avenue, Montgomery, WV, 25136, Telephone 304.734.6617, Fax 304.734.6630, or e-mail jsmith@bridemont.edu. Inquiries regarding off-campus housing should be directed to the Office of International Students at Telephone 304.734.6677 or e-mail tibbee@BridgeValley.edu.

We look forward to receiving your application and hope to see you soon! www.BridgeValley.edu