



**INTERNATIONAL STUDENT APPLICATION**

Tompkins  
Cortland  
Community  
College

*A College of the State University of New York*

170 North Street, P.O. Box 139  
Dryden, New York 13053-0139  
607/844-6580

Fax: 607/844-6541  
E-Mail: [admissions@sunytccc.edu](mailto:admissions@sunytccc.edu)

**[www.TC3.edu](http://www.TC3.edu)**

## Student Information

It is important that you submit applications containing complete and accurate credentials. Please follow these procedures:

1. Read and fill out the application completely and accurately. Forms FSA-1, FSA-2, FSA-3, and FSA-4 are returned directly to the Office of Admissions at Tompkins Cortland Community College. Please make sure all forms have been properly completed and signed.
2. Submit evidence of your ability to read, write, and speak English sufficiently to pursue college-level work. The results of the Test of English as a Foreign Language (TOEFL) must be received from all students of non-English speaking countries. A minimum score of 450 (paper-based) or 133 (computer-based) must be achieved on this test. General Certificate of Education (GCE) results may be submitted in place of the TOEFL. The GCE must have five passes, including English. The College may waive TOEFL requirements for students already residing in the United States.

Depending on your skills at entrance, and your progress in the ESOL courses, you may be required to take as many as four semesters of ESOL courses before taking ENGL 101, a course required for graduation from the College.

3. All candidates are required to submit official transcripts from all schools, universities, and colleges attended. It is your responsibility to provide a certified translation of each transcript into English.
4. All candidates must return a completed International Student Financial Statement (FSA-4), with the application. Refer to Student Budget Estimate on next column for estimated costs. Financial aid is not available for international students.

The College reserves the right to require a deposit equal to one year's tuition. This deposit will be forfeited if a student fails to complete enrollment as outlined in the letter of acceptance. Upon receipt of the tuition deposit, the required visa authorizations will be forwarded to the student.

## Health and Immunization

New York State requires that all students demonstrate proof of immunity against measles, mumps, and rubella. You may have this certified prior to arrival or have the immunizations performed by a physician here at your cost.

## Insurance

Health insurance policies are mandatory for students at the College. Information about the cost and coverage is available in the Office of the Dean of Students.

## Student Budget Estimate

The estimated cost per year (12 months) for an international student enrolled at the College is \$18,100. An itemized estimate is provided below. Costs are subject to change without notice. As an open admission institution, we encourage those students who do not meet traditional entrance requirements to apply.

Tuition for two semesters (estimated rate) .....	\$6,000
Fees .....	500
Books .....	1,000
Personal/Incidental .....	2,000
Food .....	2,600
Room (on-campus/12 months) .....	5,500
Room (off-campus/12 months)(estimate) .....	6,000
Total (w/on-campus housing) .....	\$17,600
Total (w/off-campus housing) .....	\$18,100

This estimate does not include round trip transportation to Dryden, NY, USA.

## Application Deadline

To ensure a thorough review of each candidate's application for admission to the College, the following deadlines have been established for the submission of all required documents.

Semester	Application Deadline
Fall (August)	July 1
Spring (January)	November 15
Summer (May)*	April 1

Students who are offered admission to the College will be notified of their appointment date for testing and/or registration. Students should plan to arrive at least three weeks before classes. This notification will accompany the letter of acceptance.

*\*Summer admission will be limited to international students with English proficiency that exceeds ESOL level. There are limited ESOL classes in the summer.*

## Services

Tompkins Cortland offers a full range of services to help you reach your career goals. The Counseling, Career and Transfer Services Office provides personal advice in placement and transfer, career planning, nontraditional careers, test anxiety, and other topics requested by students.

The Baker Center for Learning offers personal tutoring for students in mathematics, writing, reading, accounting, economics, and business mathematics. The Center's goal is to help each student achieve academic success.

## Program Degree List

### Career (A.A.S)

Program	Code
Accounting	3AC
Business Administration	3BA
Chemical Dependency Counseling	3CD
Computer Forensics	3CF
Computer Information Systems	3CI
Construction Technology	3CT
Criminal Justice	3CJ
Early Childhood	3EC
Electrical Technology	3ET
Graphic Design and Computer Graphics	3GD
Hotel and Restaurant Management	3HR
Human Services	3HS
Office Management and Administration	3OM
Paralegal	3PL
Registered Nursing	3NU

### University (A.S.)

Program	Code
Aviation Science	5AS
Business Administration	5BA
Communications and Media Arts	5CM
Computer Science	5CS
Engineering Science	5ES
Environmental Studies	5EN
International Business	5IB
Liberal Arts and Sciences – General Studies	5GS
Liberal Arts and Sciences – Humanities	6HU
Liberal Arts and Sciences – Math/Science	5MS
Liberal Arts and Sciences – Social Science	5SS
Photography	5PH
Recreation Leadership	5RL
Sport Management	5SM
Women's Studies	5WS

### Certificate

Program	Code
Accounting	2AC
Building Construction	2BC
Business Management	2BM
Criminal Justice	2CJ
Electrical Technology	2ET
Executive Office Assistant	2OT
General Studies	2GS
Human Services	2HS
Manufacturing Management Technology	2MM

## Transfer

Approximately thirty percent of our graduates transfer to four-year colleges. The Admissions Office hosts a College Day/ Night program each year, which brings representatives from more than 125 colleges to campus. The transfer office also sponsors many individual college visits. Our graduates transfer to four-year public and private colleges and universities throughout the United States. TC3 has transfer agreements with:

### SUNY Institutions

- Alfred State – Medical Laboratory Technology
- Binghamton, Harpur College, School of Education and Human Development, Watson School of Engineering, Applied Science & Technology, School of Management, and Decker School of Nursing
- Brockport – Department of Social Work, Recreation and Leisure Studies, College of Environment Science and Forestry
- Buffalo State College
- Cornell - College of Human Ecology and College of Agriculture and Life Sciences
- Cortland – Secondary Education, Elementary Education, Recreation Leadership, Women's Studies, English, Psychology, Sociology, Human Services
- Empire State College - Parallel A.A.S., A.A., A.S. Programs
- Health Science Center at Syracuse – Cytotechnology, Medical Technology, Physical Therapy, Respiratory Therapy
- Oneonta – Parallel A.A. and A.S. degree programs
- Oswego – Parallel A.A. and A.S. degree programs
- Potsdam - Parallel A.A. and A.S. degree programs
- Purchase – Liberal Arts
- Stony Brook – School for Management and Policy
- Utica/Rome Institute of Technology – Parallel Programs

### Private Colleges

- Alfred University – College of Business Administration
- Cazenovia College – Retail Business Management, Applied Arts and Sciences, Liberal and Professional Studies, Fine Arts in Visual Communications
- Clarkson University – School of Management
- Hilbert College – Business Administration, Criminal Justice, English, Human Services, Legal Assistant, Psychology
- Ithaca College – School of Business, School of Health Sciences and Human Performance, School of Communications, School of Humanities and Sciences
- Keuka College – Nursing Division
- New York Chiropractic College
- New York University School of Education, Health, Nursing, and Arts Professions
- Purdue University – Restaurant, Hotel, and Institutional Management
- Rochester Institute of Technology  
College of Business, School of Food, Hotel, and Travel Management, School of Engineering Technology, College of Fine and Applied Arts
- Syracuse University, School of Social Work, College of Nursing
- Trinity College of Vermont – Accounting, Communications, Public Relations and Corporate Communications, Business Administration, Sociology, Criminal Justice, Liberal Arts, Human Services
- University of Massachusetts at Amherst – School of Public Health
- University of New Haven – Department of Hotel and Restaurant Management
- University of Phoenix – Accounting, Administration, Management Information Systems
- University of Rochester – College of Arts and Sciences
- Wells College – Liberal Arts

*Please Note: transfer agreements are subject to change.*

## Local Cultural Resources

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Our campus is located in a rich cultural and educational area that includes four neighboring colleges: the State University of New York at Cortland, Cornell University, Ithaca College, and Wells College. Theater, stimulating lectures, big-name bands and performers, talented local performers, exciting clubs, excellent restaurants – all are available throughout Tompkins and Cortland Counties

## Activities

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**Entertainment:** The student activities office sponsors many activities on campus. The college entertainment board brings rock bands, musicians, and comedians to campus for free performances. There are more than a dozen clubs at the College, but if none suit your interests, you are invited to start your own organization.

**Athletics and Recreation:** As a member of Region III of the National Junior College Athletic Association, the College fields varsity teams of men and women in competition with teams from New York and Pennsylvania. The college fields intercollegiate teams in women's volleyball, women's softball, women's soccer, women's basketball, men's wrestling, men's basketball, men's soccer, and golf.

**Open Recreation:** This program provides everyone with an opportunity to participate in at least one leisure time activity on campus. Our athletics facilities include a pool, gym, conditioning equipment, and squash, racquetball, and tennis courts. The open recreation department runs tournaments and intramural teams in many co-ed activities such as volleyball, floor hockey, flag football, racquetball, and basketball.

## Housing and Transportation

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Residence halls are situated adjacent to campus and offer apartment style living. For more information, contact the Office of Residence Life at (607) 844-6589.

Apartments are also available in Dryden, Ithaca, Freeville, or Cortland, as well as other points on a bus line. Cortland and Ithaca, located approximately ten miles away, in opposite directions, are easily accessible by three different transportation services or by car.

An up-to-date housing list of students seeking roommates may be obtained by writing or telephoning the Dean of Student Services Office at (607) 844-8211, Extension 4316. Maps of the area, bus schedules, and brochures about area facilities are also available from this office.

## Local Recreation Facilities

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The Finger Lakes region offers recreational activities of every kind. Each season has its special attractions. There is water skiing, sailing, swimming, and windsurfing on Cayuga Lake, the largest of the Finger Lakes. In winter, you can ski at nearby Greek Peak, or cross-country ski on numerous maintained trails or in wilderness areas. Ice-skating is available at outdoor facilities or on area lakes and ponds. Hikers can take advantage of the nearby Finger Lakes Trail, and 13,000 acres of state forest lands adjacent to the campus. Bird watchers can visit the Sapsucker Woods Laboratory of Ornithology.

## Accreditation

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Tompkins Cortland Community College is fully accredited by the Board of Regents of the University of the State of New York and by the Commission of Higher Education of the Middle States Association of Colleges and Schools. Copies of the documents are on file in the Office of the President.

## For More Information

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We welcome inquiries about the College and encourage you to visit our campus. Call us at (607) 844-6580, or stop by the Admissions Office. We will be happy to answer your questions and help you decide whether Tompkins Cortland Community College is right for you.

## Equal Opportunity

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Tompkins Cortland Community College is committed to equal opportunity in employment, admissions, and treatment for all individuals without regard to race, color, creed, national origin, sex, age, marital status, disability, sexual orientation, veteran status, or any other basis as prohibited by federal or New York state Law. Any questions concerning the implementation of these policies should be directed to the Affirmative Action Officer.

[www.TC3.edu](http://www.TC3.edu)



# Personal Data Form

FSA-1

Application Fee: \$15  
Please make checks or money orders payable to TC3

**Return all forms to:**  
TC3, Office of Admissions  
170 North Street,  
P.O. Box 139  
Dryden, NY 13053-0139

### Personal Data

Name \_\_\_\_\_  
     Family/Last Name                                      Given Name/First Name                                      Middle Name

Social Security Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

Date of Birth \_\_\_\_\_  Male                                       Female

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

Phone in U.S. (Please include area code) \_\_\_\_\_

Have you applied for permanent resident status?     Yes     No

Indicate the visa type you hold:     F-1     F-2     J-1     J-2     B-1     H-1     H-4     none     Other

Visa Expiration Date (month/year) \_\_\_\_\_

If you wish to identify that English is not your native language, check here.

### Permanent Address—Home Country

Number/Street/Apt. \_\_\_\_\_

City/State/Province/Zip Code \_\_\_\_\_

Country \_\_\_\_\_

Phone \_\_\_\_\_

### Mailing Address (if different or if in U.S.)

Number/Street/Apt. \_\_\_\_\_

City/State/Province/Zip Code \_\_\_\_\_

Correspondence from the campus should be directed to     Mailing Address     Permanent Address

Date you took or will take the TOEFL:    Month/Year \_\_\_\_\_

Be sure to request that TOEFL scores be sent to the Admissions Office

### Name and address of relative/friend in the U.S.:

Name \_\_\_\_\_  
     Family/Last Name                                      Given Name/First Name                                      Middle Name

Relationship to you: \_\_\_\_\_

Address: Number/ Street/Apt. \_\_\_\_\_

City/State/Zip Code \_\_\_\_\_

### Program Selection

Curriculum Name \_\_\_\_\_ Code (see application guidebook) \_\_\_\_\_

Date you expect to begin study (Month/Year) \_\_\_\_\_

Have you previously applied?     No     Yes, Date of previous application \_\_\_\_\_

Will you be entering as a (Check Freshman or Transfer.)     Freshman     Transfer Student

### Transfer Data

If you have attended a post-secondary institution, give last institution attended.

College Name/State \_\_\_\_\_

Dates Attended From (month/year) to (month/year) \_\_\_\_\_

## Educational Data

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- Write the type of school you attended such as colegio, école secondaire, gymnasium, instituto, university, etc., using terminology of the educational system.
- Write the name of examinations passed, or of certificates, diplomas, or degrees earned, such as Certificate of Education (ordinary or advanced), Bachillerato, Abitur, Maturita, Baccalaureate, Studentereksmen, etc., using the terminology of the educational system.

## Secondary Education (High School) Information

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School Name \_\_\_\_\_

Date of Graduation (Diploma received) \_\_\_\_\_

Primary Language of Instruction \_\_\_\_\_

## Higher Education Information

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College name \_\_\_\_\_

Dates Attended (month/year to month/year) \_\_\_\_\_

Certificate/Diplomas/Degrees received \_\_\_\_\_

Primary Language of Instruction \_\_\_\_\_

**All candidates are required to submit official transcripts from all schools, universities, and colleges attended. It is your responsibility to provide a certified translation of each transcript in English.**

## Additional Areas of Interest

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- I am interested in on-campus housing. Please send me the appropriate information.
- I am interested in athletics. Please forward my name to the Athletics Director.

I certify that all information on both sides of this form is true to the best of my knowledge.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_



# Autobiographical Essay

FSA-2

**Instructions:** The autobiographical essay is to be written by the applicant in English. It should include information relevant to your admission application, but not already given on other forms, such as why you are applying for study in the United States, reasons for selecting the field of study chosen, work experience relevant to your field of study, the explanation for any extended interruption in your school attendance, special interests and abilities, plans for further study and/or employment after completion of your first degree, family background, etc. You may use two sides of paper. Return your essay with all other application forms.

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Applicants Family Name	First Name	Middle Name
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Permanent Address	Number and Street	Town/City/Province/State	Country
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**Part II *continued***

7. Please recommend an appropriate beginning course load at an American institution of higher education.

**This Student:**

- needs no additional language training; could carry a full academic program
- could carry  $\frac{3}{4}$  academic load, with  $\frac{1}{4}$  language training
- could carry  $\frac{1}{2}$  academic load, with  $\frac{1}{2}$  language training
- could carry  $\frac{1}{4}$  academic load, with  $\frac{3}{4}$  language training
- needs 6-10 weeks of intensive training prior to undertaking full-time study
- is unqualified for academic work

8. On what date will the applicant take TOEFL (month/year) \_\_\_\_\_ Location \_\_\_\_\_  
The applicant should arrange to have the scores sent to the campus named below.

9. Remarks: (describe any additional language study candidate is planning to take before coming to the U.S.)

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Name of Person preparing report (please print) \_\_\_\_\_ Official Position \_\_\_\_\_

Signature of Person preparing report \_\_\_\_\_ Date \_\_\_\_\_

**The person completing this form should mail it directly to:**

Tompkins Cortland Community College  
170 North Street, P.O. Box 139  
Dryden, NY 13053-0139



# International Student Financial Statement

FSA-4

**Part I**

Name of Applicant \_\_\_\_\_  
 Family/Last Name \_\_\_\_\_ Given Name/First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

Permanent Address \_\_\_\_\_

Date of Birth \_\_\_\_\_  Male  Female

Country of Citizenship \_\_\_\_\_

I plan to come with dependents  Yes  No

The following dependents will accompany me: (please list their full names and their relationship to you)  
 \_\_\_\_\_  
 \_\_\_\_\_

Does your country restrict dollar exchange?  Yes  No

What is the maximum dollar amount permitted for a student? \_\_\_\_\_

Total amount of U.S. dollars you expect to bring with you upon arrival (tuition, room, meals, and books must be paid at the beginning of each semester) \$ \_\_\_\_\_

Do you have a source within the U.S. for emergency funds once you arrive in the country  Yes  No

If yes, name source and amount available in US: Source: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

**Part II**

Complete each relevant item below. Sign and date the form. **Enter amount of assured support in U.S. dollars available for each year of study.**

Source of Income	Amount	Required Verification
Personal Savings _____ Name of Bank _____ Account Holder _____	\$	Bank Statement
<b>Family/Relative/Sponsor</b> Name _____ Name of Bank _____ Name _____ Name of Bank _____		Letter of Support Bank Statement
Scholarship/Loan _____ Awarded by _____		Official Award Letter Loan Approval Letter
<b>Government/Employer/Other</b> Name of Sponsor _____ Other (please specify) _____		Official Letter of Support Bank Statements/Affidavits

This is to certify that the information given on this form is complete and accurate to the best of my knowledge. I am fully aware that any false or misleading statement will result in an automatic denial of admission, or cancellation of registration following enrollment.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**All international applicants must document their ability to meet all educational and living expenses for the entire period of their intended study before this College can issue a Certificate of Visa Eligibility (form I-20). Read the following instructions carefully before completing and submitting this form.**

## **Instructions**

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- Part I** Answer all questions completely.
- Part II** Indicate the source(s) of your funding. Indicate the amount (in U.S. dollars) available for each year of study. Each sponsor must verify these amounts by submitting verification of amounts with certification of accounts with official signature/seal. Be sure to include supplementary documents as indicated, and attach originals, not photocopies.
- All documentation must be dated **within one year** of the date of initial enrollment. You have an estimate of our annual education and living costs for international students. You must document financial support equal to or greater than this amount. This estimate is subject to change without notice and will usually increase each year.
- Personal/Family** Bank verification and separate statement of account
- Scholarship** Official scholarship letter from institution awarding the scholarship. The award letter must contain the name of the applicant, the amount of money available for each year of study, the duration of the award (including beginning and ending dates), the degree and major field of study for which the award is tenable, and the name of the campus to which the award is applicable.
- Government or Employer** Official letter indicating amount of support and containing the same information as for “scholarship” described above
- Loans** Official letter from credit institution indicating approval of loan and the amount of loan approved
- Dependent Support** A student wishing to have his/her family member(s) accompany him/her must document the following amounts for each family member per calendar year of intended study:
- For Spouse: \$3000 per calendar year  
For Child: \$1800 per calendar year

Tompkins Cortland Community College reserves the right to require additional financial documentation and/or pre-payment from applicants whose countries impose currency exchange restrictions or other obstacles to the transfer of currency. Applicants from such countries will be notified of specific requirements when they have submitted complete applications.

**Return this form with all additional financial documentation to:**

Office of Admissions  
Tompkins Cortland Community College  
170 North Street, P.O. Box 139  
Dryden, NY 13053-0139