



BELLINGHAM TECHNICAL COLLEGE

INTERNATIONAL STUDENT

INFORMATION PACKET

Thank you for your interest in Bellingham Technical College. Bellingham Technical College has over fifty excellent programs for students covering multiple industries, including Engineering & Industrial Technology, Transportation & Mechanical, Business, Management & Computer Technology, Health Sciences & Human Services, Fisheries & Aquaculture and Culinary Arts.

Bellingham Technical College promotes a hands-on learning approach where students will apply the knowledge gained in lecture to practical lab and field projects. Students also gain practical experience in their chosen fields, working with faculty and other professionals within our community.

We hope you choose to pursue an education with us. The following documents will provide important information and the forms you will need as a prospective international student.

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Missions Statement: Bellingham Technical College delivers superior professional technical education for today’s needs and tomorrow’s opportunities

Equal Opportunity College: Bellingham Technical College provides equal opportunity in education, employment and access to all persons. Inquiries regarding compliance with access, equal opportunity and/or grievance procedures should be directed to Human Resources, Building A, Room 2, 360.752.8354 or 752.8515/TTY.



INTERNATIONAL STUDENT ADMISSIONS INFORMATION

Before you can be admitted to Bellingham Technical College (BTC) as an international student or issued a Certificate of Eligibility Form (I-20) for a student VISA, there are several admissions steps that must be completed. Please review the following directions and submit admissions requirements to:

BELLINGHAM TECHNICAL COLLEGE, ATTN: INTERNATIONAL ADMISSIONS,
3208 LINDBERGH AVENUE, BELLINGHAM, WA 98225-1599

ADMISSIONS REQUIREMENTS:

- **Age Restriction:** Applicants must be 16 years of age before enrollment.
- **Assessment Testing:** Applicants must demonstrate competency in English and Math **before** an application can be accepted for program entry and the issuing of the I-20. To meet math and reading score requirements, BTC accepts equivalent college placement scores to the Accuplacer Assessment Test, the TOEFL for English (contact BTC Admissions for the acceptable score), or certain college coursework for test waiver. Student may will be required to take the Accuplacer Assessment Test when arriving to the college, also.
- **Admissions Application:** Applicants must complete the paper application and submit by one of the following:
 1. Mail to: **BELLINGHAM TECHNICAL COLLEGE, ATTN: INTERNATIONAL ADMISSIONS, 3208 LINDBERGH AVENUE, BELLINGHAM, WA 98225-1599,**
 2. Scan and email to: admissions@btc.edu, or
 3. Fax to: 360-752-7124

The following programs have additional prerequisites or admissions requirements: Civil & Mechanical Engineering, Surveying & Mapping, Practical Nursing, Radiologic Technology, Surgery Technology, Nursing, Veterinary Technician, Process Technology, Dental Hygiene and Dental Assisting. Applicants to these programs should contact Admissions at admissions@btc.edu or 360-752-8345 regarding requirements **before** sending an application.

When the admissions process is complete and when space is available, applicants are accepted into their program of study. Program start times vary depending on the program and space availability. Some programs have waiting lists of one to several quarters long, which can impact the VISA application timeframe. Once confirmation of start date and a registration appointment has been received, international program students must make an appointment with Admissions to be issued an I-20 to begin the VISA application process. The following items are required for issuance of an I-20:

- **Financial Responsibility:** Applicants must provide evidence of ability to finance educational and living costs while in attendance. Students independently supporting themselves must submit the “International Student Verification of Funds” form with the appropriate signatures. If the applicant is being supported by family funds or other patron, the party who provides the support should sign the “Sponsor’s Statement of Support” form. **Bank verification showing the availability of funds meeting or exceeding annual program costs is also required.**
- **Student Agreement:** Applicants are required to read and sign and adhere to the “International Student Agreement.”



VISA INFORMATION

VISA PROGRAMS

Bellingham Technical College (BTC) issues the M-1 and F-1 Certificates of Eligibility for technical professional program students. Based on program and length of study, the International Advisor will determine which VISA is most appropriate for international applicants.

M-1: The M-1 Certificate of Eligibility is issued for a period of 12 months. If enrolled in a program longer than 1 year, an Extension of Stay I-538 or application for new M-1 VISA is required. M-1 students must be enrolled full-time every quarter, may not change their program of study, and may not hold employment while in attendance at BTC.

F-1: The F-1 Certificate of Eligibility is issued for the duration of a student's attendance in a qualified program of study. F-1 students must be enrolled full-time. F-1 students are allowed to take regularly scheduled school breaks and may obtain authorization for employment on-campus during school breaks, as well as during the school year. Optional practical training or off-campus employment related to a student's course of study may be authorized during or after a student's program of study. F-3 is a designation noted only on I-20s for Canadian commuter students who have been approved to attend BTC on a part-time basis. Canadian commuter students attending part-time must enroll each quarter to maintain status.

APPLYING FOR A STUDENT VISA

When all admissions criteria have been satisfied **and** acceptance has been extended, the Certificate of Eligibility Form I-20, will be issued by Admissions. Students should present the following documents to the nearest U.S.A. embassy or consulate in their country for processing (Canadian students may apply at a Canadian/U.S.A. Border Crossing):

1. The original signed I-20 form documenting college acceptance/attendance
2. A statement of financial responsibility from their bank or bank statement showing ability to afford college costs.
3. Receipt of payment for the SEVIS (Student & Exchange Visitor Information System) fee or "I-901 fee" of \$200.00. Students can complete the I901 form and pay online with credit card and print the receipt of payment at: www.fmjfee.com

Students will be issued the I-94 card at the border or consulate permitting students to enter the U.S.A. for an authorized period of stay. If planning to leave the U.S.A., students must carry the student VISA, I-20, I-94, and financial papers for reentry.

CONTACT INFORMATION

For further information, please contact:

Bellingham Technical College, Admissions
3028 Lindbergh Avenue
Bellingham, WA 98225-1599
360-752-8345
admissions@btc.edu

INDEPENDENT CREDIT EVALUATION SERVICES

World Education Services

www.wes.org

Foundation for International Services

www.fis-web.com



GENERAL INFORMATION

ATTENDANCE

BTC's school year consists of three quarters and a summer quarter. Each quarter lasts approximately 12 weeks. Summer quarter is 6 weeks. Attendance during the summer session is mandatory **if** it constitutes an integral part of the training program. Regular attendance at full-time status (minimum of 12 credits) is required.

EXPENSES AND FINANCIAL INFORMATION

Non-residents will be charged per credit hour for tuition and fees per quarter. Students will be responsible to show an ability to afford program tuition and costs for one year.

Rates per Credit*	Non-Resident
1-10 Credits (first 10 credits)	\$281.24
11-18 Credits (next 8 credits)	\$ 62.87
19+ Credits (all credits over 18 credits)	\$275.77

* these rates are according to the 2017-2018 academic year.

U.S. federal financial aid is not available to international students. Bellingham Technical College does not offer other forms of institution aid for international students.

HEALTH INFORMATION/INSURANCE

Bellingham Technical College does not have medical facilities. Student insurance is available at a nominal cost. Applications for student health insurance are available in Admissions.

HOUSING

Bellingham Technical College does not maintain residence facilities. Bellingham Technical College does not arrange housing for students. Many rooms and apartments for rent are located near the college and can be investigated for availability. Students seeking housing should plan to arrive in Bellingham in time to arrange for housing.

CHILD CARE

Bellingham Technical College does not have an on-campus child-care program.

EMPLOYMENT

Only F-1 students are allowed to pursue authorization for employment while attending Bellingham Technical College on a student VISA. F-1 students may apply for a work permit (Work Authorization Document, form I-765) while in attendance. Visit the USCIS website at www.uscis.gov for additional information and forms.

TRANSPORTATION

Bus service is available to all parts of the city and directly to the college, 7:00am -7:00pm every half hour. Student carpools may be organized on a quarterly basis depending on students' schedules.

ABOUT BELLINGHAM

For additional information on the City of Bellingham and city resources, visit the City of Bellingham website at www.cob.org



INTERNATIONAL STUDENT AGREEMENT

Please read the following information and guidelines carefully. Your signature agreeing to abide by these regulations is required for attendance at Bellingham Technical College.

1. All students are required to pay all quarterly charges prior to the start of classes. Financial aid is not available for international students.
2. International students must provide the International Admissions Advisor with a current address and telephone number. Students are required to notify the college within 10 days of changing residence to update address and contact information.
3. International students must enroll in and attend a full-time program of study each quarter. If a reduction of course load becomes necessary for any reason, international students are required to inform the International Advisor of changes to their schedule.
4. International students must enroll in courses appropriate to selected course of study, as agreed upon with the International Advisor. Students must obtain approval from the International Advisor to change program of study.
5. International students must adhere to the Student Code of Conduct and Student Standards of Progress and Attendance at Bellingham Technical College. Students must maintain satisfactory progress at all times or face possible probation or withdrawal from the college.
6. International students must maintain VISA status and comply with all regulations regarding their VISA status or face possible withdrawal from the college.
7. International students must have the ability to maintain finances, to secure living expenses, tuition and program costs for the length of time necessary to complete the selected program of study at Bellingham Technical College.

I understand that if I fail to meet the above requirements or if I fail to maintain passing grades and good standing, Bellingham Technical College is required to notify the United States Immigration and Naturalization Services/Homeland Security.

I further understand that it is my responsibility to keep the college advised of each change to my address and that should I decide to visit outside the United States for any reason I must have page 3 of my I-20 endorsed by an International Advisor at Bellingham Technical College.

I have read the above conditions. I fully understand and agree to the same.

Student Name (print)

Student Signature

Date: _____



INTERNATIONAL STUDENT VERIFICATION OF FUNDS

I. STUDENT VERIFICATION OF FUNDS

(Please print full name)

I, _____, understand that the total amount of funds required for one year of study at Bellingham Technical College (including funds for spouse and children if applicable) is estimated to be \$ **18, 225**. I understand that these funds will cover the cost of tuition, books, supplies, tools (if required), transportation, as well as personal and living expenses*, as determined by the U.S. federal financial aid budget guidelines. I will notify Bellingham Technical College of any changes in my current financial situation.

*Living expenses are **not** calculated for Canadian commuter students in the above estimate.

(Student Signature)

(Date)

II. BANK CERTIFICATION OF FUNDS

INSTRUCTIONS TO STUDENT: You are required to present this form to your U.S. bank official (Canadian commuter students – Canadian bank official) for verification, signature, and seal. Or you may request and provide an official bank statement signed by your bank official verifying the amount of funds currently available.

INSTRUCTIONS TO BANK OFFICIAL: Please verify the above mentioned individual has the required funds required for one year of attendance.

This is to certify that I have read the information given by the applicant on this form, and that the funds listed above are on deposit on this date.

(Bank Official's Signature)

(Bank Official's Printed Name)

(Name of Bank)

(Bank Official's Title)

(Bank Address)

(Date)

SEAL



SPONSOR'S STATEMENT OF SUPPORT

INSTRUCTIONS TO THE SPONSOR: Please read and complete the following form. Your answers should be complete and accurate. If the student is accepted for admission to Bellingham Technical College, a copy of this form will be kept with the student's I-20 form and it will be subject to review by the United States Immigration Authorities when the student applies for a student VISA.

I _____ residing at
(Full name printed)

(Number, street, city, state/province, postal code)

(Country)

Agree to be the sponsor of _____
(Applicant name)

and while said applicant is enrolled at Bellingham Technical College I hereby agree as follows,

1. To pay all educational expenses, including tuition, books, supplies, transportation, clothing, room and board, and medical expenses of said individual. I understand that approximate costs are as follows:

EXPENSE ITEM	RESIDING IN U.S.
Tuition (based on 15 credits)	\$ 10,000_____
Books, Supplies, Tools*	_____ 900_____
Transportation	___ 6,450_____
Food and Lodging	_____ 875_____
Total Approx. Expenses	\$18,225_____

*This can vary depending on the technical professional program requirements

2. To meet the cost of the applicant's travel from the United States at the conclusion of his/her course of study.
3. To arrange for and meet the cost of the applicant's immediate recall from the United States should it become necessary for any reason.
4. To provide required bank verification of the availability of the above mentioned funds.

(Sponsor's signature)

(Date)