ST. CHARLES COMMUNITY COLLEGE

CHECKLIST FOR DOCUMENTS TO BE COMPLETED AND SENT TOGETHER TO ISS@STCHAS.EDU IN A SINGLE EMAIL, OR AS FEW EMAILS AS POSSIBLE

☐ 1. Scanned copies of your **passport** to email or mail (see address and email address below)

☐ 2. **Send High school transcripts:** Submit copies of official transcripts of high school and college work to iss@stchas.edu or mail to St. Charles Community College at the address at the bottom of this page. The transcripts must be translated into English and include course descriptions and final grades with an explanation of the grading system

3. **Proof of Financial Ability (documents will be presented to International Student Services and at the Visa interview)**

   ☐ a. **Part 1: Financial documents** (bank statement, retirement fund, or savings account stamped if from outside the US in English and less than one year old) to accompany the forms on pages 4 and 5 of this packet.

   ☐ b. **Part 2:** Completed **"Financial Information and Agreement Form"** (See Page 4 below) **with an official stamp from a notary official and "Affidavit of Financial Support)"** (see Page 5 below). Note: If you are unable to access a notary official near you, please contact the closest American embassy if you are outside of the United States and in need of a notary official. Please be sure to take your financial forms with you when you visit the notary official.

☐ 4. Non-native language proficiency test results: Non-native English speakers (*please see the Language Proficiency Form, Page 1, below, for native speaker and test information*), will kindly send English **Language Proficiency Test Results** to determine placement into an intensive, pathway, or degree program upon admissions. Note: Course schedules will be based on an assessment that will be completed after admission to the College. Send results to St. Charles Community College or iss@stchas.edu.

☐ 5. **Conditions of Enrollment Form:** Carefully read the **Conditions of Enrollment** (page 2, below) and sign (download and sign with a digital signature, or print, sign and email to iss@stchas.edu). You will be asked to sign this each semester.

☐ 6. **The Biographical Statement Form:** Complete the Biographical Statement form in this packet (Page 3, below) and email or mail it to International Student Services.

Email address for scanned forms: iss@stchas.edu

Mailing Address:
INTERNATIONAL STUDENT SERVICES **c/o Brian Wiltowski**
4601 Mid Rivers Mall Dr.
Cottleville, MO 63376

(636) 922-8611 • iss@stchas.edu • stchas.edu/international

ST. CHARLES COMMUNITY COLLEGE

LANGUAGE PROFICIENCY (check one):

☐ **Advanced ESL Test-Out Information: To potentially having bypass English Language Instruction, students must achieve any of the following:***

- A 79 or higher on the TOEFL IBT; 4.5 or higher on TOEFL IBT 2026 or later; 550 on the TOEFL paper-based; minimum 6.5 on the IELTS; minimum 59 on Pearson PTE Academic; minimum C on the Cambridge CPE; Minimum B on the Cambridge CAE; minimum 110 on the Duolingo online; or minimum 1200 on GTEC CBT. Email results to iss@stchas.edu. *Students must attain all subscores of more than 18 (4.0) on the TOEFL or the equivalent subscores on other exams.
- Score at least 5 on International Baccalaureate (1B) English A: Language & Literature HL exam
- Complete English Composition with a C or better at an accredited two- or four-year post-secondary institution **in the United States**
- Graduate from a U.S. high school and earn one of the following: a 19 or higher on the ACT in Reading and English, or an Advanced Placement (AP) score of 4 or 5 on either the English: Language and Composition or English: Literature and Composition exams (either of these AP scores will enable students to test into English Composition 102)
- Graduate from a U.S. high school, currently live in the U.S., and place out with the SCC ESL (English as a Second Language) assessment, including interview/writing and ESLAccuplacer.

***All students, even those from English-dominant countries, may require assessment/interviews to confirm placement. Write ISS@stchas.edu or elci@stchas.edu with questions/requests.**

☐ **ESL Support/Preparation: for Associate degree-seeking students:**

Those under 79 TOEFL (or 4.5 TOEFL 2026 or later) and subscores of 18 (4.0) or equivalent will complete the SCC ESL assessment (oral interview/writing sample), ideally before coming to SCC. To be admitted for an Associate degree-seeking program starting with Intensive English Level 2, ESL pre-requisites, or partial ESL support, students must achieve any of the following:

- Test of English as a Foreign Language (TOEFL): 323 on the paper-based version, or 50 on the TOEFL IBT online test
- International English Language Testing System (IELTS) exam: Minimum score of 5.5 or
- Duolingo: Minimum score of 85

Students *may* earn an English Fundamentals and/or ESL Certificate of Specialization from the SCC English Language and Culture Institute (ELCI) on the way to their degree programs.

☐ **Intensive English:** Students whose scores are below those listed directly above for admission to degree-seeking programs may apply to the English Language and Culture Institute (ELCI) for language instruction. In this case, they should take an SCC ESL assessment (ESL interview/writing sample) for placement into the Intensive English levels of the ELCI program.
These students should earn an English Fundamentals and/or ESL Certificate of Specialization.

☐ **English Language Learning (other purposes):** Students applying to ELCI to take English classes without pursuing a degree, such as for English certification, career enhancement, or entry into graduate school, may do so regardless of their English proficiency scores.ELCI may ask any students take the ESLAccuplacer to confirm placement. For information on ESL assessment, levels, and pathways, go to the site: https://www.stchas.edu/academics/departments/English-Language-and-Culture-Institute

ST. CHARLES COMMUNITY COLLEGE

CONDITIONS OF ENROLLMENT

1. Acceptance to SCC does not guarantee an I-20 or student VISA, final decision is made by USCIS.
2. Students must be enrolled in a degree or certificate program, maintain a minimum of 2.0 GPA, and make academic progress in their degree program to complete by the end date listed on their I-20.
3. To apply for an extension, students must provide documentation of the reason to extend the program and submit it in writing for approval to a Designated Student Officer (DSO).
4. All International Students must be enrolled in (12) credit hours to remain in status and enrolled at the College.
5. Students must attend class regularly and follow each professor's attendance policy, and students who are reported as not attending may be administratively withdrawn from course, resulting in the cancellation of their I-20 if they fall below a full course of study.
6. Students are responsible for housing, transportation, textbooks, health insurance, and TB test.
7. Students should arrive ten days before the beginning of the semester and follow check-in procedures.
8. Students must complete the TB Screening Form and Test by the end of the first semester. TB testing must be done in the U.S. within the past five years.
9. International Students are required to purchase health insurance from an approved vendor, and ISS will provide students with purchase information. Insurance must be purchased by the semester.
10. Students will be charged "out of state" tuition rates, and students are required to pay or make payment arrangements by the due date each semester.
11. Changes of information such as address or course of study changes must be reported to a DSO within five days of the change, and students should allow DSOs ten days to complete the update to their I-20.
12. Students must fill out a travel form and obtain a DSO's signature before traveling outside of the United States. Students must complete a travel form a minimum of ten days before traveling and send to iss@stchas.edu.
13. Students must register for classes with an advisor.
14. Students will be charged fees as outlined on the College website and in publications.
15. Students must complete an employment, OPT, or CPT form and meet with a DSO before pursuing work opportunities (on-campus, for CPT, OPT).
16. International students do not qualify for federal financial aid or federal work-study programs, but may apply for scholarships.
17. Online courses are allowed in compliance with SEVIS policies. Only one online course (3 credits or less) counts toward the 12-credit minimum. Additional online courses may be allowed if taking more than 12 credits
18. Students may not drop a main-semester class and enroll in a second eight-week semester class.
19. First semester students must meet regularly with a DSO.
20. Students must maintain contact and respond to Designated Student Officers by checking SCC email regularly and reporting changes of contact information, such as phone numbers and addresses.
21. As part of the ISS Honor Code, students must treat themselves and others with respect, and students who violate SCC policies and procedures, or the State or federal law, or who fail to maintain agreements with SCC and SCC affiliates (including Campus Lake Housing and insurance affiliates) are subject to suspension or disciplinary action.

Failure to abide by the above-stated policies can result in the student's probation from SCC and termination of the student's I-20.

I, (name)_____, fully understand the above conditions of enrollment and agree to comply with St. Charles Community College international student policies. I further understand that **I will be subject to suspension from the college** should I fail to complete a minimum of twelve (12) credit hours over the fall/spring semester, fail to make academic progress in my program, and/or fail to complete the Associate Degree requirements within the time allotted for program completion in the SCC Course Catalog. I will not be eligible to re-apply until one main (Fall or Spring) semester has passed.

Student Signature: _____ Date: _____

INTERNATIONAL STUDENT SERVICES

4601 Mid Rivers Mall Dr. • CC Room 102E • Cottleville, MO 63376

(636) 922-8611 • iss@stchas.edu • stchas.edu/international

ST. CHARLES COMMUNITY COLLEGE

REQUIRED BIOGRAPHICAL AND VISA INFORMATION FORM

The following must be submitted before an I-20 will be requested.

Family Name _____ First Name: _____ Middle: _____

Gender: Male Female Prefer not to respond Date of Birth: _____
(mm/dd/yyyy)

SCC Student ID # Phone Number

Country and City of Birth: _____ Country of Citizenship: _____

Admissions Number (if you currently possess an I-94 entry document): _____

Visa you are currently on: _____ Issued Date: _____ Expiration: _____

Email: _____ Intended major: _____

Degree Program: _____

Foreign Address:

Address 1: _____

Address 2: _____

City: _____Province/Territory: _____

Postal Code: _____Country: _____

U.S. Address:

Address 1: _____

Address 2: _____

City: _____State: _____ Zip: _____

Please supply the following information on each dependent (spouse and/or children only) you will claim on your I-20.

Family Name			
First Name			
Middle Name			
Date of Birth			
Country of Citizenship			
Gender			
Relationship			

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ST. CHARLES COMMUNITY COLLEGE

FINANCIAL AGREEMENT AND INFORMATION

ESTIMATED COSTS PER 9 MONTH ACADEMIC YEAR	
Tuition and Fees (Fall and Spring Semester)	$8,184
Living Expenses	$5,841.00
Books, Supplies, Transportation and Insurance (1 year)	$6,470.00
Total	**$20,495.00**

All degree-seeking students who are requesting a Form I-20 must provide financial documentation (dated within one year) to prove student has sufficient funding to cover expenses for one academic year. The student or student's sponsor(s) should complete and sign this form in front of a notary official who can certify its validity. This form should be sent to iss@stchas.edu with stamped/notarized financial documents less than one year old.

AFFIDAVIT OF FINANCIAL SUPPORT:

Check the appropriate description or descriptions (more than one may apply) below for certification:

☐ **International students whose sponsor us providing support for room and board (sponsor signs below):**

The sponsor agrees that the student will reside with him or her at no cost, eliminating the housing cost of $5,841.00, which is based on the cost of affiliate campus housing. Both the sponsor and the student will sign this form. Both the student and sponsor will sign this form.

☐ **International students whose sponsor(s) are providing full support (sponsor signs below to agree):**
(this includes tuition, room and board, transportation, books, living expenses etc.)

The sponsor agrees to pay for the students full cost of living, including tuition, housing, supplies, transportation, books, and insurance for **$20,495.00**.

☐ **International student self-sponsored Financial Responsibilities (only the student signs below):**
(tuition, books, room and board, transportation and living expenses)

The student understands that they are responsible for being financially able to pay **$20,495.00** per year as an estimate for expenses associated with tuition, room and board, supplies, transportation, insurance, books, and daily life.

Note: International students with dependents must show an additional $3,600.00 per dependent (student or sponsor signs below).

Official Certification

I have read the above information regarding the funding of my studies at St. Charles Community College and selected the appropriate description above. I understand that I must provide funding for expenses described and indicated above while attending St. Charles Community College.

Student Name: _____ Signature: _____ Date: _____

Sponsor's Name: _____ Signature: _____ Date: _____

ST. CHARLES COMMUNITY COLLEGE

AFFIDAVIT OF FINANCIAL SUPPORT FORM

Submit completed, STAMPED/NOTARIZED form with official supporting financial documentation less than one year old upon intended date of enrollment.

STUDENT INFORMATION

Name: _____
Last/family first/given

SPONSOR INFORMATION

Name: _____
Last/family first/given

Address: _____

City: _____ State/province: _____ Postal code: _____ Country:_____

Email: _____ Relationship to Student_____

Phone: _____ Account Balance (in US Dollars): $_____

Country of Citizenship_____

CERTIFICATION

This affidavit is assuring the United States government that the student named_____ will not become a public charge while in the United States. I am willing and able to maintain and support the person listed above.

I intend to make specific financial contributions for the support of the person named above in the amount of $_____ per year for the period of _____.

I have attached an original financial statement/letter on official stationary, or a certified true copy, in English or accompanied by an official translation, indicating and exact amount of readily available funds to support the person named above. (Notarized stamp or Official Seal must be present on this document)

OATH/AFFIRMATION

I acknowledge that I am aware of my responsibilities as the sponsor of the person named above. I swear or affirm that I know the contents of the affidavit signed by me and the statements are true and correct.

Signature of sponsor: _____ Date: _____