

2025-2026 F-1 STUDENT VISA PACKET

WELCOME TO WCC!

Please carefully read, download, and save this packet.
Complete the items below to join WCC!

**Apply and submit the required documents below.
Once they have been received and reviewed, we will
begin the processing of your initial acceptance letter
and Form I-20**

First, submit a free application at wccnet.edu/apply to begin the admissions process.

Applicants must submit the following documents*:

1. **Copy of Passport** - if you are currently in the U.S., submit a copy of your visa, I-94, and other visa-related documents.
2. **F-1 Applicant Signature Form** - see page 7
3. **Certified Original Transcripts** - see page 8
4. **Proof of English Language Proficiency** - see page 9
5. **Notarized Financial Support Form and official bank letter/statement** - see pages 10, 11, and 12

If you would like a third party to receive information about your F-1 admissions requirements and submit documents on your behalf, please fill out the Personal Representative Form on page 13 and send it to intl@wccnet.edu.

**Please keep copies of all documents you submit to the college as you may need them later.*

These documents must be completed and satisfactorily received by the following dates:

Fall 2025 Admission: July 15, 2025
Winter 2026 Admission: November 15, 2025

Disclaimer: All submitted documents become permanent property of Washtenaw Community College. WCC reserves the right to request original documents if unable to verify authenticity.

SUBMITTING DOCUMENTS

Documents that can be emailed by the student:

- Copy of passport
 - Visa, I-94, other visa-related documents if applicable
- Applicant Signature form
- TOEFL or IELTS results (appointment number must be included)

Documents that cannot be emailed by the student*:

- Certified original transcripts
- Bank statement or letter
- Notarized financial support form
- English proficiency letters (for TOEFL/IELTS exemption)

*Since these documents **must be official and original**, they must be sent as follows:

- The issuing institution may email the document from an official email address.
 - The email should include the name and title of the representative.
 - Transcripts from U.S. colleges/universities may be sent through Parchment or National Clearinghouse.
- Physical document(s) may be mailed to us by post.
- Physical document(s) in sealed envelope(s) may be submitted in-person at the Student Welcome Center (Student Center Building, 2nd floor).
- *Physical documents must have an original signature, stamp, or seal to verify authenticity.*

Official English Translations:

- The official translation agency may email the document from an official email address.
 - The original document must be included with the English translation. The translation agency must state that they have translated and attached the original document.

Photocopies and faxed documents will not be accepted.

All signatures, stamps, or seals must be original.

SUBMITTING DOCUMENTS

Please mail documents to:

Washtenaw Community College
Attn: Office of Admissions/International
4800 East Huron River Drive
Ann Arbor, MI 48105 USA

Email documents as detailed in this packet to:

intl@wccnet.edu

ACADEMIC CALENDAR

Fall semester: Classes run from August 25, 2025 through December 14, 2025.

Winter semester: Classes run from January 12, 2026 through May 4, 2026.

Summer semester: WCC does not admit F-1 students to begin their studies in the summer semester.

**AFTER RECEIVING THE
FORM I-20****Next Steps:**

- Pay the I-901 SEVIS fee at fmjfee.com
- Schedule your visa interview at the nearest U.S. embassy or consulate
- Complete the remaining items on your WCC checklist, if you have not completed them already
 - [Entry assessment testing](#)
 - Virtual F-1 orientation (sent by email)
 - [ID Verification Steps 1 and 2](#)

Prepare to register for classes:

- Submit proof of health insurance
- Submit a Registration Request form
- Meet with your Academic Advisor

You must have submitted all required documents on [page 2](#) before you will be permitted to register for classes.

F-1 STATUS AND VISAS

TO LEARN ABOUT F-1 STATUS:

Please visit the [Study in the States website](#) to learn about F-1 status.

TO LEARN ABOUT F-1 VISAS:

Please visit the [Department of State website](#) for more information about F-1 visas and [visa wait times](#).

F-1 RULES AND REGULATIONS

CREDIT REQUIREMENT:

F-1 students must be enrolled in at least 12 credits per semester. Of the required 12 credit hours, only one 3 credit hour class can be online or virtual.

WORK ALLOWANCES:

F-1 students are only permitted to work on-campus part-time. Off-campus work or training would only be permitted if it is required to complete the program.

Authorization from the Office of Admissions is required prior to beginning the off-campus work or training experience.

On-campus work:

Students may work up to 20 hours per week when classes are in session, and up to 40 hours per week when classes are not in session.

Off-campus work:

- Students may request Curricular Practical Training (CPT) if, and only if, it is required to complete the program.
- All F-1 students may request Optional Practical Training (OPT) in a field directly related to their program of study after the student completes their program.
 - F-1 students in the English as a Second Language (ESL) program are not eligible for OPT.
 - F-1 students who were already approved for OPT at the associate level or higher (Bachelors, Masters, etc.) are not eligible for OPT.

APPLICANT SIGNATURE FORM**APPLICANT INFORMATION**

FULL NAME

WCC STUDENT ID NUMBER

DATE OF BIRTH

CITY OF BIRTH

COUNTRY OF BIRTH

COUNTRY OF CITIZENSHIP

PERMANENT HOME COUNTRY ADDRESS

STREET ADDRESS (P.O. BOX NOT ACCEPTABLE)

CITY/TOWN

PROVINCE/TERRITORY

POSTAL CODE

COUNTRY

*I CERTIFY THAT THE INFORMATION I SUBMITTED ON MY APPLICATION IS CORRECT AND
COMPLETE TO THE BEST OF MY KNOWLEDGE*

APPLICANT SIGNATURE

DATE

This form must be completed and signed by the **student applicant**. Submit the completed form along with a copy of your passport either by mail or email. See above pages for our mailing and email address. If emailing, this form must be received from the email address provided on your admissions application.

CERTIFIED ORIGINAL TRANSCRIPTS

Students with no prior college

- Secondary (high school) transcripts required from each school attended and must provide at least 3-4 years of the courses taken and the marks/grades received for each term. If you are currently in high school, we will require final transcripts (no “in-progress” grades).
- Students under the age of 18 must show proof of secondary/high school graduation or GED completion. If you have completed the GED in the U.S., please have your official GED scores sent to WCC.

University/College Transfer F-1 Applicants

- Secondary (high school) transcripts required from each school attended and at least 3-4 years of the courses taken and the marks/grades received for each term.
- Transcripts from all universities/colleges attended will be required if you are currently enrolled at a university/college.

University/College Graduates

- Transcripts from all universities/colleges attended will be required and must show proof of completion.
- Secondary (high school) transcripts will not be required from college graduates if acceptable graduated college transcripts are received.

ENGLISH TRANSLATIONS

- If the transcripts are not in English, official translations by an official translation agency will be required. Translations will not be accepted when completed by the student.
- The original transcript from which the translation was completed must also be included with the translations.
- **Emailed translations must be received directly from the translation agency. Translations will not be accepted when emailed by the student.**
- **Original translations may be sent by post or hand delivered in a sealed envelope. Must include the original transcript and the translation. See page 3 for delivery details.**

PROOF OF ENGLISH PROFICIENCY

WCC ACCEPTS OFFICIAL SCORES FROM:

- **TOEFL (iBT)** - Test of English as a Foreign Language. Internet-Based Test (iBT) only.
- Our TOEFL school code is **1935**
- **IELTS (Academic Test)** - International English Language Testing Systems. Academic test only.

TWO YEAR ASSOCIATE DEGREE	
TOEFL (iBT)	61
IELTS (Academic)	5.5

ENGLISH AS A SECOND LANGUAGE CERTIFICATE	
TOEFL (iBT)	Reading: 10 Writing: 10 Listening/Speaking Average: 10
IELTS (Academic)	Reading: 4.5 Writing: 4.5 Listening/Speaking Average: 4.5

- Scores may be determined to be too high to enroll in our ESL Certificate program.
- Test scores must be less than 2 years old from the start of the semester the applicant has applied for.

Exemptions:

- **Letters from schools (KG-12):** Applicants who have been English educated their entire lives may ask their school(s) to submit official original letters on official school letterhead verifying that all of their courses were taught in English
 - Letters must be sent directly from the school by email, or original letters (with a stamp, signature, or seal) may be mailed by post.
 - Letters must include: The student's name, the dates of attendance (example: "2012 to 2017"), and that the medium of instruction of the school was English.
- **Proof of graduation from a U.S. college/university:** Students who have received an associate's degree or higher from an accredited U.S. institution may be exempt from the English language testing requirement. Official original transcripts will be required to determine whether the student is eligible to be exempt from testing.

FINANCIAL REQUIREMENT INSTRUCTIONS**Notarized Financial Support Form**

- The financial sponsor must complete the top section of the Notarized Financial Support Form. The **information and name must match exactly** what appears on the bank letter/statement.
- The financial sponsor must meet with a notary/attorney to complete the bottom section of the form. When in the presence of a notary/attorney, the sponsor must place their signature under Financial Sponsor Signature.
- The Notarized Financial Support Form and the supporting bank letter/statement are still required for self-sponsoring students. Please enter 'self' in the 'Relationship to Student' field if you are self-sponsoring.
- The notary/attorney may email us the form directly.
- The original form may be mailed to us by post or handed to us in-person in a sealed envelope.
- If the Notary stamp/seal is not in English, an official translation will be required.

SEE "SUBMITTING DOCUMENTS" ON PAGE 2 FOR INSTRUCTIONS ON SUBMITTING THE NOTARY FORM

Bank Statement/Letter

- Bank documents must be official and original and **dated within 6 months** of the start of the desired semester.
- The account balance must match or exceed the amount listed on the Notarized Financial Support Form.
- The information and **account holder name must match exactly** the name entered on the Notarized Financial Support Form.
- The bank letter/statement must confirm the type of account the financial sponsor holds. Required funds must be in a secure checking or savings account. Business accounts will require additional information.
- Statements/letters from non-U.S. banks are allowed and must state the type of currency in the account.
- Documents not accepted: Online bank statement print outs, investment or retirement accounts, photocopies, faxes. Bank statements printed by the financial institution should be branch stamped and/or signed by a bank representative in order to determine authenticity.
- Tuition, fees, and estimated expenses are subject to change. Students and sponsors are responsible for any increases.
- Applicants with dependents must show an additional \$8,000.00 per dependent and submit the required F-2 Dependent Information Form (page XX).

SEE "SUBMITTING DOCUMENTS" ON PAGE 2 FOR INSTRUCTIONS ON SUBMITTING BANK STATEMENTS/LETTERS

NOTARIZED FINANCIAL SUPPORT FORM**YOU MUST READ THE ENTIRE INSTRUCTION PAGE PRIOR TO COMPLETING THIS FORM****ESTIMATED STUDENT EXPENSES - 2025-2026 Academic Year**

Tuition, fees, and books for two semesters: \$8,600.00
Living expenses and medical insurance for two semesters: \$18,400.00
***Total U.S. Dollars Required: \$27,000.00**

FINANCIAL SPONSOR INFORMATION

FULL NAME OF SPONSOR (must match bank statement/letter)

PHONE NUMBER

ADDRESS (include city, state/province, and country)

STUDENT'S NAME (must match passport)

RELATIONSHIP TO STUDENT

***Total U.S. Dollars Available to
Student Per Year:**

\$

(Must match or exceed the amount required above)

VERIFICATION OF SPONSOR IDENTITY**FINANCIAL SPONSOR SIGNATURE:** Sign below in the presence of a notary/attorney.

*I certify that this form is signed by me, the financial sponsor, the information is true and accurate,
and that funds are available and will be provided as specified.*

SIGNATURE

DATE

(Must match date of attorney/notary signature)

ATTORNEY/NOTARY SIGNATURE: Please verify the Financial Sponsor's identity, provide your
information below and place your stamp/seal where indicated. Stamp/Seal must be in English or a translation by
an official translation agency will be required.

I certify that I have verified the identity of the financial sponsor and I am legally authorized to do so.

NAME

SIGNATURE

DATE

(Must match date of sponsor signature)

Place English
stamp/seal here. If
not in English, official
original translation
will be required.

F-2 DEPENDENT INFORMATION FORM

F-1 students who plan to bring their spouse and/or children to the U.S. as their dependents must provide the information below. **An additional \$8,000.00 per dependent** will be required and must be included on the Notarized Financial Support Form.

Please provide a copy of the following for each dependent:

- Proof of relationship to the student. Birth/Marriage certificates in English or an official translation will be required.
- Passport photo page, including the issue and expiration dates.
- A copy of the dependent's visa, I-94, and I-20, if applicable.

F-1 APPLICANT INFORMATION

NAME OF F-1 APPLICANT

WCC ID NUMBER

EMAIL ADDRESS

PHONE NUMBER

DEPENDENT INFORMATION

PLEASE COMPLETE THE FOLLOWING INFORMATION FOR EACH DEPENDENT:

DEPENDENT 1: FULL LEGAL NAME

DATE OF BIRTH

COUNTRY OF BIRTH

COUNTRY OF CITIZENSHIP

RELATIONSHIP TO STUDENT

ARE THEY IN THE U.S.? YES ☐ NO ☐ IF YES, THEIR IMMIGRATION STATUS: _____

DEPENDENT 2: FULL LEGAL NAME

DATE OF BIRTH

COUNTRY OF BIRTH

COUNTRY OF CITIZENSHIP

RELATIONSHIP TO STUDENT

ARE THEY IN THE U.S.? YES ☐ NO ☐ IF YES, THEIR IMMIGRATION STATUS: _____

DEPENDENT 3: FULL LEGAL NAME

DATE OF BIRTH

COUNTRY OF BIRTH

COUNTRY OF CITIZENSHIP

RELATIONSHIP TO STUDENT

ARE THEY IN THE U.S.? YES ☐ NO ☐ IF YES, THEIR IMMIGRATION STATUS: _____

PERSONAL REPRESENTATIVE FORM

This form must be filled out by the student only if they would like WCC to release information about their admission to someone on their behalf. This form will not be accepted when completed by anyone other than the student applicant. **Without written consent, admission information will not be provided to anyone other than the student.**

APPLICANT INFORMATION

FULL NAME

WCC ID NUMBER

@00

EMAIL ADDRESS

DATE OF BIRTH

PERSONAL REPRESENTATIVE INFORMATION

NAME

RELATIONSHIP TO STUDENT

PHONE

EMAIL ADDRESS

STREET ADDRESS

CITY/TOWN

PROVINCE/TERRITORY

POSTAL CODE

COUNTRY

APPLICANT SIGNATURE

By signing this form, I authorize WCC to release information regarding the status of my admissions application to my personal representative named below. I certify that the information I have provided on this document is correct and complete. I will notify the Office of Admissions/International at WCC in writing of any changes in the information provided.

SIGNATURE

DATE

FREQUENTLY ASKED QUESTIONS

Can you email my Form I-20 to me?

- Yes, schools are now able to email the Form I-20 to students!

Can I fax my documents to WCC?

- WCC does not accept faxed documents. Emailed/Scanned documents must be received directly from the issuing party's official email, for example, transcripts emailed directly from the academic institution, or bank letters/statements emailed directly from the financial institution, if they are willing to do so. If not, the official original document must be mailed or dropped off to WCC.

What do I do if the bank will not stamp the Notarized Financial Support Form?

- A notary or attorney must witness your financial sponsor sign/date this form. The notary will then place their signature/date and stamp/seal where indicated. These services are available in all countries.

I am applying for a different term than the form indicates. Is that okay?

- The financial requirement is subject to change. Students will often submit this form with a higher amount than is required. That way if the requirement increases for the new academic year, they may not have to submit new documents.

What if my school no longer exists?

- Please submit in writing the necessary information regarding the status of your academic records. Provide details on why you are not able to obtain the required information. Students under the age of 18 years old will be required to provide proof of high school/secondary school completion. We will consider documents sent to us from other educational authorities, like a Ministry of Education, for example.

My bank won't send documents by email. Can my sponsor or I send them to you?

- No. We can accept bank documents by email directly from an official bank email or the original bank statement or letter by post/handed to us in-person.

I come from a country where English is the official language. Do I still need to take one of these exams?

- WCC requires proof of English proficiency. If you were English educated your entire life, you are welcome to have your schools send letters attesting to the fact that the medium of instruction was English. The letters must also list the years you attended their school. See page 8.

I have completed an English as a Second Language (ESL) program/taken English classes in the US.

Does this fulfill the requirement?

- No, one of the accepted English proficiency exams showing you have met the minimum necessary is required.

I took Duolingo. Do you accept this?

- No, WCC only accepts the TOEFL iBT and the IELTS Academic tests.