

Chemeketa International Admissions Information

Thank you for your interest in attending Chemeketa. All documents can be sent by fax or scanned and e-mailed sent by postal mail, or faxed to our office.

The following checklist is designed to help you complete our application.

Application forms and documents to submit:

All new students:

- Complete the International Admission Application pages (1–4)
- A copy of your passport and any previous US visas
- All required financial documents:
 - Bank Statements, signed by a bank official, indicating the name of the account holder and the amount of funds available. All statements must be dated within the last 60 days
 - Submit a copy of your Scholarship Award Letter, signed by an official of the sponsoring agency, indicating support guaranteed
 - If anyone has agreed to sponsor you, please have them complete the International Student Letter of Support (page 4)

Transfer students in the US:

- If you are transferring from a school in the United States in addition to the items above you must–
 - Have your current International Student Advisor fill out the International Student Transfer Form (page 5) and return it to Chemeketa
 - Submit a transcript
 - Submit copies of your I-20 from your current school

English language requirements:

NO TOEFL or IELTS scores are required for admissions.

Chemeketa offers comprehensive language and college level studies and can accept students at all levels.

- *All students who enter Chemeketa will take required English and/or college placement tests during orientation.*
- *Test scores submitted during the admissions process are used for advising placement purposes only.*
- This process provides the student with successful class selection.
- Contact us if you, your family, or your advisors have questions regarding our placement process

IP 2015–2016 deadlines and dates

Academic year programs

	Fall 2015	Winter 2015	Spring 2016
Overseas	August 1	November 1	February 1
In-country transfer	September 1	December 1	March 1
Visa appointment	September 1	December 1	March 1
Arrival	September 17 & 18	December 10 & 11	March 17 & 18
Orientation	September 23–25	December 14-16	March 21-23

Summer program 2016

Chemeketa offers exciting short term summer programs through our Language and Culture Institute.

	Session I	Session II
Overseas	May 1	June 1
In-country transfer	June 1	July 1
Visa appointment	June 1	July 1
Arrival	June 23 & 24	July 20 & 21
Orientation	June 27-29	July 25-27

Summer students learn about American culture and language while exploring and improving English skills. International students can choose to attend a variety of classes, activities and excursions over the six weeks.

For more information visit our website or contact us.

E-mail, fax or mail all application documents to International Programs.

Notification of acceptance-

When your application is approved we will send you an acceptance e-mail and then mail you a packet that will help you with the next steps, including-

- Acceptance letter and U.S. Immigration form I-20. Transfer students from schools in the US will get their new I-20 after registering.
- F-1 visa and I-901 (Fee Remittance Form) assistance
- Orientation and registration workshop information
- Housing and arrival assistance

US government regulations require that all international students have-

- Proof that you have the financial ability to pay for the length of your program.
 - Financial documentation for intensive English and Academic degree programs needs to be for a budget of one year. Documentation for summer programs varies based on length.
 - If you plan to study at Chemeketa for a shorter length of time please indicate that on your application.
 - These will be the same documents that you will need to take to your visa appointment.
 - If you have been awarded a loan, please submit a copy.
- A health insurance plan that meets specific requirements. Do not purchase any other medical insurance plan.
 - Chemeketa has chosen a high quality, reasonably priced insurance policy that meets the requirements. (See application form page 2 for details.) Chemeketa requires international students to purchase this policy. This policy is administered by HTH Worldwide Insurance Services and is underwritten by AET-NA.
 - If your spouse and/or family is entering the U.S. with an F-2 visa, they will also need health insurance coverage.
 - This policy does not cover travel insurance, routine physical exams, or regular eye and dental care. Contact us if you have questions or concerns regarding this policy.

If you, your family, or your advisors have any questions please contact:

Chemeketa International Programs

Internationaladmissions@chemeketa.edu | 1.503.399.2527 Desk | 1.503.428.0399 Cell | 1.503.365.4768 Fax
www.chemeketa.edu/international | 4000 Lancaster Dr. NE, PO Box 14007, Salem, Oregon 97309 USA

ACADEMIC PROGRAMS

KEY

A – Associate of Applied Science degree

C – Certificate

T – Transfer

O – Other

* Programs of other colleges located at Chemeketa.

ARTS AND COMMUNICATION

Art, T

Communication, T

English, T

Film Arts, T

Foreign Languages, T

Humanities, T

Journalism, T

Music, T

Philosophy, T

Religion, T

Visual Communications

- Graphic Design, A
- Interactive Media, A

Writing, T

BUSINESS AND MANAGEMENT

Accounting, A, C

- Tax Preparation, C

Business Administration, T

Business Technology, C

- Accounting Administrative Assistant, A
- Administrative Office Professional, A
- Business Software, C
- Medical Administrative Assistant, A
- Office Fundamentals, C
- Virtual Office Assistant, C, A

Entrepreneurship, T

Hospitality Management, A, C

- Event Management, C

Management, A

- Procurement Management, C
- Retail Management, C

Tourism and Travel Management, A, C

- Destination Marketing, C

Wine Business, A

HEALTH SCIENCES

Chiropractic*, O

Computer Information Systems–Health Informatics, A

Dental Assisting, C

Dental Hygiene*, T

Emergency Medical Technology—Paramedic, A

Health Education, T

Health Information Management, A

Hemodialysis Technician, C

Massage Therapy*, O

Medical Assistant, C

Nursing, A, C, T

Nutrition and Food Management, T

Pharmacy

- Pharmacy Management, A
- Pharmacy Technician, C

Physical Education and Human Performance, T

Pre-Professional Study (Medicine, Dentistry, Pharmacy, Veterinary), T

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HUMAN SERVICES AND SOCIAL SCIENCES

Anthropology, T

Chicano/Latino Studies, T

Counseling and Guidance, T

Criminal Justice, A, T

- Basic Corrections, C
- Basic Law Enforcement, C
- Juvenile Corrections, C
- Juvenile Justice, A
- Law Enforcement, A

Early Childhood Education, A, C

- Infant/Toddler, C
- Preschool, C

Economics, T

Fire Protection Technology

- Fire Prevention, A
- Fire Suppression, A, T
- Fire Service Supervision and Management, C

Geography, T

History, T

Human Services

- Addiction Counselor Certification Preparation, C
- Addiction Studies, A
- Social Services—Non-Traditional Healthcare, C

Political Science, T

Psychology, T

Pre-Law, T

Social Science, T

Sociology, T

Speech-Language Pathology Assistant, A, C

Women's Studies, T

INDUSTRIAL AND ENGINEERING TECHNOLOGY

Apprenticeship Trades

- HVAC/R, A, C, T
- Plumber, A, C, T
- Sheet Metal, A, C, T
- Inside Electrician, A, C, T

Automotive Technology, A

- Body Repair, C
- Entry Level Technician, C
- Machining, C

Computer Information Systems, A

- Computer Programming, C
- Computer Support Specialist, C
- Computer Systems Administration, C
- Database Developer, C
- Network Management and Systems Security, C
- Web Developer, C

Computer Science, T

Drafting Technology

- Architectural Drafting, C
- Computer-Assisted Drafting (CAD), A, C

Electronics Technologies

• Computer Electronics, A

• Electronic Engineering, A

• Electronics, C

• Industrial Electronics, A

• Process Control, C

• Process Control Technology, A

• Renewable Energy Management, A

Engineering, T

Geomatics and Engineering Technology

- Survey Technology, C

Machining Technology

• Basic Manufacturing Technician, C

• Computer-Aided Design/Computer-Aided Manufacturing, A

• Computer-Aided Manufacturing (CAM) Fundamentals, C

• Computer Numerically Controlled (CNC) Operator, C

• Manual Machine Operator, C

Welding, C

- Welding Fabrication, A

MATHEMATICS, SCIENCE AND NATURAL RESOURCES

Agribusiness Management, O

- Horticulture, A

Biology, T

Chemistry, T

Geology, T

Mathematics, T

Oceanography, T

Physics, T

Wine Studies

• Vineyard Management, A, C

• Wine Business, A

• Winemaking, A

Chemeketa International Admission Application

1

General information Please type or print

Start term: Fall (Sept.–Dec.) Winter (Jan–March) Spring (April–June) Summer (June–Aug.) Year _____

Family Name _____ **First Name** _____

Male Female **Date of Birth: Month/Day/Year** _____ **Citizenship: Country** _____

Place of Birth: City & Country _____ **Native Language** _____

Passport # _____ Have you already applied for a visa to study in the US? Yes No

Visa type awarded F J M other _____ **Date awarded** _____

Please include a copy of your passport and any previous visas with your application.

Home country: Number and Street _____

City _____ **Province/State** _____

Country _____ **Postal Code** _____

E-mail _____ **Phone Number** _____ **Fax Number** _____

Salem area or overseas advisor contact person: Name _____

Phone _____ **E-mail** _____

Address _____

Please indicate if your I-20 should be mailed to a different address:

Home country: Number and Street _____

City _____ **Province/State** _____

Country _____ **Postal Code** _____

E-mail _____ **Phone Number** _____ **Fax Number** _____

What is the highest education level you have completed and where? _____

Chemeketa offers all levels of study including intensive English and over 130 college degrees and certificates. Test scores are not required for admissions. If submitted with application, they will be used for placement purposes only.

What do you plan to study at Chemeketa?

Intensive English studies

Degree studies (please indicate which Chemeketa degree you are seeking) _____

What do you plan to do after completing your studies at Chemeketa?

Transfer to a 4 year bachelor's program

Graduate school studies

Return home

Undecided

Are you transferring from another college or language institute in the U.S.?

Yes

No

Name of institution _____

International advisor name _____

Advisor phone and e-mail _____

How did you learn about Chemeketa? Friend or relative

Advisor

Agent

Brochure

Web site

Other _____

Chemeketa International Programs

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Chemeketa requirements statement

Please read and sign

International programs will be allowed to use the above information for purposes of processing the following services: admissions, immigration, medical and/or other items provided by the program.

The college is obligated to disclose information to the U.S. Immigration and Customs Enforcement Agency through the electronic system called SEVIS (Student and Exchange Visitor Information System).

Academic Requirements

The following academic requirements are based on college and federal policy governing international students on an F-1 visa. They apply to you once you are admitted. If you do not meet these requirements, it may result in academic probation or dismissal. Failure to comply with items related to the USCIS ruling governing F-1 student status could affect your status with the U.S. Department of Immigration.

1. Each student must complete a minimum of 12 credit hours with a 2.0 GPA each term or 18 hours per week (non-credit), with the exception of one term a year which is considered a vacation term. A vacation term only occurs after three (3) full-time consecutive terms. Chemeketa recognizes summer as an official vacation term. Challenge and online courses may not apply.
2. Each student must complete his/her study in an appropriate timeline, as printed on the I-20, or request an extension.
3. Each student must inform Chemeketa of his/her current address, phone and e-mail within one week of change.
4. Each student must participate in the orientation and Student Success process, which will include a registration workshop, classes, and supplemental instruction advising. All international students will take placement testing upon arrival. All students will take or successfully challenge required Orientation classes.

Health Insurance Requirements

Each student is required to obtain illness and accident insurance through Chemeketa that meets the requirements listed below. Prior to registration the insurance premium must be paid in full. No insurance coverage is provided until full payment is received:

- \$250,000 benefit per accident or illness (\$1,000,000 lifetime maximum: Coverage payable at 100% after \$15 co-pay.)
- \$50,000 for medical evacuation: (If you become ill or have an accident and need to be sent home for care, this will pay for your transportation.)
- \$25,000 for repatriation of remains: (If you die because of an accident or illness, this pays for the return of your body to your country.)
- Insurance coverage is applicable anywhere in the world including the student's home country.
- Insurance must remain active from date of arrival in the U.S. until date of departure or transfer.
- All funds payable in the U.S.

By signing this form, I certify that I have read, understood and agree to the terms and conditions listed:

- Academic requirements: (see above)
- Health insurance requirements: (see above)
- Chemeketa Community College release of information: Chemeketa releases only very limited information regarding a student's: enrollment status, dates of enrollment, degree or certificate, program of study, athletic status, or honors awarded. (If you do NOT want any person outside the college, including prospective employers, to know any of this information, you must file a Request for Non-Disclosure of Student Information Form with Admissions. This form can be completed once you arrive on campus).
- I certify that all statements on this application are complete and true.
- I understand that if I am admitted and do not enroll for the term for which I am admitted, I will need to reapply for admission. Submitted materials will not be returned nor duplicated.

Student signature _____ Date _____

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International Student Affidavit of Financial Resources 3

Name of student: _____

To verify that you have sufficient funds to meet your expenses, complete the following section. If you are married and plan to bring your spouse and any children, a proportionately larger amount must be certified. Please contact us for additional amounts required.

If married, will your family accompany you to the U.S.? Yes No List the name(s) and relationships below:

Name _____ **Date of Birth** _____ **Relationship** _____
Name _____ **Date of Birth** _____ **Relationship** _____
Name _____ **Date of Birth** _____ **Relationship** _____

Required information and documentation:

Financial responsibility for 2014–2015, demonstrated funding must equal program totals below. Please list amount of financial support in US dollars.

	One term (3 months)	Academic year (9 months)
Tuition and fees	\$3,000	\$9,000
Books and supplies (does not include a computer)	\$300	\$900
Housing, food, transportation and other personal expenses	\$2,600	\$7,800
<small>(estimated housing costs based on host family or roommate, transportation does not include the purchase of a car)</small>		
Health insurance	\$500	\$1,500
TOTALS	\$6,400	\$19,200

*Tuition estimates are subject to change. Estimates are based on average full-time registration with a mix of college and English classes. Credit level programs require a min. of 12 credits per term at \$256 per credit. Intensive English study is charged at a lower rate. Required fees will include health insurance. Academic & technology fees vary depending on course registration. For more specific information contact International Admissions.

Personal Funds

Name on account: _____ Guaranteed Support \$ _____ USD

Family Funds

List name: _____ Guaranteed Support \$ _____ USD

Relationship to you _____

Submit all required bank statements, signed by bank official, indicating the name of the account holder and the amount of funds available. All statements must be dated within the last 60 days.

Scholarship, grant or loan _____

Name of Agency _____ Guaranteed Support \$ _____ USD

Address: _____

Submit a copy of your award letter, signed by an official of the sponsoring agency, indicating support guaranteed.

Sponsor or other source (specify) Name of grantor: _____ Guaranteed Support \$ _____ USD

Address: _____

Submit a letter of support and a bank statement, signed by bank official, indicating the name of the account holder and the amount of funds available. All statements must be dated within the last 60 days.

I certify that the information given in this affidavit is true to the best of my knowledge. I understand that Chemeketa Community College may either reject my application or terminate my enrollment if these resources are found to be inadequate. I authorize Chemeketa to release my enrollment information to any person or official listed on this affidavit.

Student signature _____ **Date** _____

International Student Letter of Support

Please copy this letter then type or print information. Submit one letter for each sponsor.

To Whom It May Concern:

I, _____
 (name of parent or sponsor)

will be financially responsible for _____
 (student's family name, first name)

while he or she studies at Chemeketa Community College.

Estimated Budget

	One term (3 months)	Academic year (9 months)
Tuition and fees	\$3,000	\$9,000
Books and supplies (does not include a computer)	\$300	\$900
Housing, Food, transportation and other personal expenses (estimated housing costs based on host family or roommate, transportation does not include the purchase of a car)	\$2,600	\$7,800
Health insurance	\$500	\$1,500
TOTALS	\$6,400	\$19,200

*Tuition estimates are subject to change. Estimates are based on average full-time registration with a mix of college and English classes. Credit level programs require a min. of 12 credits per term at \$256 per credit. Intensive English study is charged at a lower rate. Required fees will include health insurance. Academic & technology fees vary depending on course registration.

For more specific information contact International Admissions.

Financial responsibility includes (please check all that apply):

- Tuition and fees _____
- Health Insurance _____
- Books and supplies _____
- Housing, food, transport and other personal expenses _____

Signature of parent or sponsor: _____

Date: _____ Relationship to student: _____



Chemeketa Community College is an equal opportunity/affirmative action employer and educational institution. To request this publication in an alternative format, please call 503.399.5192.

Chemeketa International Programs

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 www.chemeketa.edu/international | 4000 Lancaster Dr. NE, PO Box 14007, Salem, Oregon 97309 USA

International Student Transfer Form

If you have been attending school in the United States, please have the appropriate office or person (International Student Advisor) from the last school you were authorized to attend complete this form. Your signature below indicates that you give that person permission to answer the following questions. We must also receive a transcript from most recent school attended in the U.S. **before** we will process your application.

Student Name (print) _____ **Date** _____

Signature _____

To be completed and mailed, faxed or scanned to Chemeketa by your current international student advisor.*

1. Is this student enrolled in your school? _____
2. How long has this student been attending your institution? _____
 Date student first attended _____
 Date student last attended _____
 Has the student recently taken a vacation term? _____
 If the student is currently not attending, is this a vacation term? _____
3. How many credit hours is this student currently taking? _____
4. Has this student maintained legal status with U.S. Immigration regulations? _____
 If no, please explain circumstances _____
5. Type of Visa _____
6. Has this student experienced academic difficulties? _____
 If yes, in what areas? _____
7. Did this student use practical training while at your institution? _____
 If yes, how many hours? _____
8. Is this student embassy sponsored? _____
9. Do you recommend the student for transfer to Chemeketa Community College? _____
 If no, please explain _____
10. SEVIS ID#: _____ SEVIS Release Date: _____

Print Advisor Name _____

Title _____

Signature _____

Date _____

Name of School _____

Phone _____ **Fax** _____ **E-mail** _____

*School Officials please fax or send a scanned e-mail copy of this form to:
International Programs, Chemeketa - Attention International Admissions

Fax: 1.503.365.4768; e-mail: Internationaladmissions@chemeketa.edu



Information on Transferring Credits to Chemeketa

Transferring Credits to Chemeketa from a College or University Outside of the United States

To receive credit from an international institution toward a Chemeketa degree or certificate, it is your responsibility to have your transcripts translated into English and a course-by-course evaluation completed. The translation and evaluation must be completed by a service that is a member of the National Association of Credential Evaluation Services. We recommend [Academic Credentials Evaluation Institute, Inc. \(ACEI\)](http://www.acei1.com)

Note: international credits most often transfer into Chemeketa as elective credits for various subject areas.

Step 1: Complete the [Application for Evaluation of Foreign Educational Credentials](#). You will need to obtain three official copies of your transcript. Two copies will need to be sent to ACEI (address below) with your application (step 2 below) and one copy to Chemeketa.

Academic Credentials Evaluation, Inc.
280 South Beverly Drive, Suite 312
Beverly Hills, CA 90212
Telephone: 1.310.275.3530
Fax: 1.310.275.3528
Web: www.acei1.com

Step 2: Complete the application and request a “comprehensive report” (course-by-course with grades and course levels). The cost for a course-by-course evaluation is included in the application material. Be sure to include the fee for this service. Allow one month for the company to complete the evaluation. Request that the company send the results and your transcripts to–

Chemeketa Community College
Enrollment Center
P.O. Box 14007
Salem, OR 97309-7070
Telephone: 503.399.6589
Fax: 503.399.3918

Step 3: Complete a [Request for Evaluation and Transfer of Previous Credit](#) form and turn in to the Enrollment Center (Building 2, Room 200). There is no fee for this service. Allow for 4-6 weeks for processing.

Step 4: Once your transcripts are evaluated, you will receive an e-mail in your My Chemeketa student e-mail account informing you that the process is complete and how to view the courses transferred on your Chemeketa transcripts.

Transferring Credits From Another U.S. College or University to Chemeketa

Step 1: Send official, sealed U.S. transcripts to Chemeketa’s Enrollment Center at the following address–

Chemeketa Community College
Enrollment Center
P.O. Box 14007
Salem, OR 97309-7070

Step 2: Complete a [Request for Evaluation and Transfer of Previous Credit](#) form and submit to the Enrollment Center (Building 2, Room 200.) There is no fee for this service. Allow for 4-6 weeks for processing.

Step 3: Once your transcripts are evaluated, you will receive an e-mail in your My Chemeketa student e-mail account informing you that the process is complete and how to view the courses transferred on your Chemeketa transcripts.

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