



International Student Instructions



Ocean County College Office of Registration & Records

Ocean County College is authorized under Federal law to enroll nonimmigrant students.

In addition to the general requirements for admission, an international student seeking admission to Ocean is required to submit additional documentation to secure an I-20: 'Certificate of Eligibility for Nonimmigrant Status' through Ocean to apply for an F-1 Visa to study in the U.S.

PLEASE BE AWARE OF THE FOLLOWING BEFORE BEGINNING THE APPLICATION PROCESS:

1. Do not make travel arrangements or register for classes until your F-1 visa has been approved
2. When receiving an F-1 visa, it is expected that your primary purpose for attending Ocean County College is to **study**. International Students are only eligible for on-campus employment, which is limited and reserved for students eligible for financial aid
3. Ocean County College is a non-residential institution, we do not offer housing to our students
4. Wait-times for change of visa status requests are no longer being published by the government. Students residing in the U.S. with a Visa other than an F-1 status may be required to do a change of status; to determine if a change of status is required please email our office
5. We only offer I-20s to full-time, degree seeking students. We do not offer I-20s to prospective students looking to take English Language Learning courses

Overview of Steps to Admission, prior to entering the U.S.:

1. Student applies to Ocean County College (OCC)
 - *If transferring: Submit transfer form to current school for SEVIS record transfer*
2. Student submits required documents to Registration and Records Department (see below)
3. Institution creates 'Certificate of Eligibility' (I-20) and provides signed copy to student
4. Student pays SEVIS I-901 fee at <https://www.ice.gov/sevis/i901>
5. Student then applies to one of the following:
 - The local U.S. consulate or embassy for a visa
 - See the Department of State website for more information at <https://travel.state.gov/content/travel/en/us-visas.html>
 - If the prospective student is in the United States in another nonimmigrant status, contact USCIS for a change of status to F-1 or M-1
 - File I-539 through USCIS (at uscis.gov)
 - If the student is a citizen of a visa exempt country (Canada, Bermuda, etc.), contact the U.S. POE directly

Once in U.S. international students will:

The same steps apply to students who are already in the country or are transferring in from other schools

1. Take the Accuplacer to be placed into the appropriate math & English courses (unless the student has qualifying exemption scores)
2. Meet with an advisor to review their degree program and register for courses
3. Check in with International Designated School Official (DSO) on campus upon arrival

We recommend you begin the application process at least 6 months before the start of the semester.

All students must adhere to the deadlines posted.

All documents must be submitted by the following dates for consideration of Admission:

Fall semester September start	New student deadline June 1st	Transfer student deadline August 15th
Spring semester January start	New student deadline October 1st	Transfer student deadline January 3rd

ADMISSION REQUIREMENTS:

The documents outlined below must be submitted prior to issuance of the “Certificate of Eligibility for Nonimmigrant Student Status” form, the I-20.

Requirements are subject to change. All documents are subject to approval.

- Final review of documents will be done by the Designated School Official (DSO).
- The final review of a student’s eligibility for an I-20 will occur only once all required documents have been submitted to the Records and Registration Office.
- If approved, the institution will email the Certificate of Eligibility (Form I-20) or make available for pick up on campus – indicating admission as a full-time degree student.

List of Required Documents for All Prospective Students

- Submission of a completed [Application for Admissions](#) on Ocean.edu
- Photocopy of Valid Passport
 - Pages including picture, signature, name and date of birth
- Proof of International Address (from the student’s native country)
 - Acceptable documents include:
 1. Passport with international address shown
 2. Statement of address
 3. Document from outside source showing home address (state issued identification card, school transcripts, utility bill, etc.)
- Proof of Intended Local Address

Ocean County College is a **non-residential institution**, which means we do not offer housing to students. Students must arrange for room, board, and transportation. It is the responsibility of the student to arrange this prior to the start of classes.

 - Please share US address intended for studies with school official. Acceptable documentation includes:
 1. State issued identification card
 2. Utility bill in student’s name
 3. Copy of rental lease agreement
 4. Letter from sponsor of room & board that the student lives with at a local address
 5. Sponsor driver’s license required for confirmation of address

- Proof of Cost of Attendance – \$39,398 (2024 - 2025 rate – subject to change)
 - Documented funds for educational and living expenses must be shown in a bank account or among other readily convertible assets excluding real estate and other fixed assets. *All funds must be translated to US Dollars by a bank or reputable source.*
 - If funds are not the student's, a **notarized** affidavit of financial support must be completed by the sponsor.
 - This statement documents the assumption of financial responsibility for the international student during the period the individual intends to remain in the United States

Out-of Country Budget* (Full time, Full year based on 15 credits per semester)	
\$8,430	tuition and fees (\$270.00 per credit)
\$438	supplies
\$2,174	miscellaneous
\$3,960	transportation
\$24,396	housing/living expenses
\$39,398	total cost of attendance
<p><i>* The cost of tuition for an international student will be the same as that of an out of country student regardless of residency</i></p>	

- Proof of English Proficiency
 - Applicants must demonstrate proficiency in English. An additional test of language skills may be required, this is the college's Accuplacer.
 - Acceptable documentation includes:
 1. Satisfactory TOEFL, SAT/ACT scores, etc.
 - TOEFL scores:
 - iBT – 61 (or higher)
 - Computer-based – 173 (or higher)
 - Paper-based – 500 (or higher)
 2. Two or more years of instruction at a high school or college where English is the primary language
 - Full-time status within the last five years in the U.S., United Kingdom, Ireland, Australia, New Zealand or other English medium universities in Canada or South Africa.
 3. Previous completion of *for-credit* English coursework in the U.S for a year or more

For more information concerning the TOEFL exam and the location of the nearest testing center, contact them online at toefl.org. If you don't have access to the web you can write or call the Educational Testing Service, P.O.Box 6151, Princeton NJ 08541, telephone number: 1.609.771.7714.

- ‘Let us Get to Know You’ page
 - At Ocean County College we are dedicated to your success. By getting to know your intentions during and after attending our school we can better connect you with resources on campus.

Other Requirements (if applicable):

- All minors, under 18 years of age, must show proof of a high school diploma or US equivalent
 - International transcripts must be translated by a member of the National Association of Credential Evaluation Services (NACES), commonly used members are World Education Services (WES) or International Education Research Foundation (IERF). For more information about transcript translation please visit naces.org, wes.org or www.ierf.org. If you intend to use the International Education Research Foundation to translate your transcripts please enter Ocean County College’s school code (00000244) on the www.ierf.org website.
- Photocopy of Current Visa (if applicable) with a copy of your I-94 Arrival/Departure Form
- Students looking to transfer IN or OUT of Ocean County College should contact internationalstudent@ocean.edu for further assistance
- Students currently in the US on another visa (J-1, B-1, etc.) must complete an [I-539 form](#) to change their non-immigrant status to an F-1 visa. A ‘**Change of Status I-539 Contract of Understanding**’ will be required to sign before an I-20 is issued. Once a **I-797, Notice of Action** is received a copy needs to be sent to Ocean County College to update the student’s record.
 - **Please note:** The I-539 form must be completed and submitted by the student, OCC does not assist students with this process or submit forms on their behalf

Documents should be emailed in or mailed to:

Ocean County College
ATTN: Registration & Records
1 College Drive
PO Box 2001
Toms River, NJ 08754-2001

Contact us with Questions:

P: 732 – 255 – 0400 x304

E: internationalstudent@ocean.edu

Name _____

OCC Student ID Number _____

Student Checklist I-20 Required Documents

Required Documents	
	Completed Application on Ocean.edu
	Complete the 'LET US GET TO KNOW YOU' Page
	Valid Passport <i>Pages including picture, signature, name and date of birth</i>
	Proof of International Address
	Proof of Intended Local Address
	Proof of Cost of Attendance / Notarized Affidavit
	Proof of English Proficiency <i>TOEFL: iBT61+, computer-based 173+, paper 500+ 2+years at a HS with English as primary language Previous for-credit English coursework in the US</i>
	International Student Contract
If applicable	
	High School Diploma <i>If 18 years old or younger</i>
	Current Visa with a copy of your I-94 Arrival/Departure Form <i>If currently in the United States on a Visa</i>
	Intent to Transfer Paperwork <i>If transferring from another US School with an F-1 Visa</i>
	Change of Status I-539 Contract of Understanding <i>If student is currently in on another visa (J-1, B-1, etc.). The Form I-797, Notice of Action should be provided to the DSO once the student receives it in the mail</i>

NOTES:

International Student Contract

Ocean County College abides by the Student and Exchange Visitor Information System (SEVIS) regulations regarding the reporting of international students. While attending Ocean County College, **you are responsible for maintaining your immigration status.**

To maintain your status, you must:

- Register for, attend, and maintain enrollment in a full course of study (at least 12 Credits)
- Consult with your DSO before dropping below a full course of study for any reason
- Report name or address changes to DSO within 10 days of the change
- Notify DSO prior to traveling outside the United States
- Report any change in sources of financial support to DSO
- Seek the approval of the DSO before engaging in employment* or practical training

Please note it is expected that your primary purpose for traveling to the US is to **study. International students are only eligible to work on campus and work-study positions are limited and reserved for FAFSA eligible students*

- Report any changes in program of study to DSO
- Report any change in academic status to DSO
- Notify DSO upon applying for change of nonimmigrant status
- Notify DSO upon approval of an adjustment of status to an immigrant
- Consult with DSO to extend program far in advance of I-20 expiration
- Notify DSO if intending to transfer out of OCC for any required forms
- Keep your passport valid
- Notify DSO about changes in dependent status
- You want to enroll in an online course or part-time at another institution

By signing below, you acknowledge the requirements above and assume full responsibility to maintain your immigration status for the duration of your study at Ocean County College:

X _____

Student's Signature

Date: _____

AFFIDAVIT OF CASH SUPPORT

Affidavit form must be notarized with the following supplemental documents:

1. Copy of sponsor's current bank statement
2. Proof of sponsor's employment – letter from employer
3. Proof of sponsor's yearly salary



Name of Sponsor: _____

Address of Sponsor: _____

Relationship to Student: _____

I hereby certify and promise that I am willing and able to provide funds in the amount of

U.S.D. \$ _____ each year for _____'s study at Ocean County
Community College (Name of Student)

I am employed with _____
(Name of Employer)

located at _____
(Address of Employer)

My annual salary in U.S.D. is \$ _____

The following person(s) is dependent upon me for their housing, food and/or financial support.
(Complete below with student's information)

Name	Relationship	Age

AFFIRMATION OF OATH

I hereby swear that the contents and statements within this affidavit are true and correct

Signature of Sponsor

LET US GET TO KNOW YOU

At Ocean County College (OCC) we are dedicated to your success. By getting to know your intentions during and after attending our school we can better connect you with resources on campus. Please answer the questions below to the best of your knowledge, if you are not sure please input N/A.



Student Name: _____ OCC Student ID #: _____

1. How did you hear about or find Ocean County College? _____

2. What interested you the most about OCC that made you want to study here?

3. What are you looking to study here at OCC? _____

4. Are you looking to Transfer to a 4-year University to complete a Bachelor's Degree? **Yes** or **No**

5. Do you already have a list of schools in mind? If so, what degrees are you interested in there?

6. Do you have an idea of what career you wish to pursue?
