

# Prospective F-1 Visa International Student Letter

## Introduction

Dear Student,

We are pleased that you wish to enroll in a program of study at Blue Ridge Community College. Blue Ridge is a two-year, non-residential college located in the beautiful Shenandoah Valley of Virginia. We welcome applications from qualified international students who meet our academic, financial, and language requirements.

Please note that the College does not operate dormitories, nor does it assume responsibility for locating and securing adequate housing for students.

International students are classified as out-of-state students for tuition payment purposes. Funds must be readily available for tuition payment at time of course enrollment. Please keep in mind that BRCC does not offer international student scholarships. Nor do we offer on-campus employment opportunities for F-1 visa students. In addition, typically, F-1 visa students are not eligible for off-campus employment due to Federal regulations.

As of June 24, 2019, SEVIS (Student Exchange & Visitor Information System) will be collecting a \$350.00 fee before issuing an F-1 Visa. If you receive an I-20 from BRCC, you must visit the website to file and pay the [SEVIS 1-901](#) fee.

Our Admissions and Records Office must comply fully with federal law and regulations regarding admission of non-immigrant students. College policies and procedures apply equally to all students regardless of immigration status.

## Deadlines for F-1 Student Applications

- Fall semester-April 1
- Spring semester-October 1

## Steps for F-1 Visa International Student Application Process

1. Submit an online [BRCC application](#) for admission.
2. Submit a completed [Supplemental Form for I-20 Application](#).
3. Submit a completed [Maintaining F-1 Visa Status Form](#).
4. Have a letter mailed directly to BRCC from an approved credentialing service stating that you have the equivalent of an American high school diploma, regardless of your country of origin. A list is attached at the end of this letter for information pertaining to “approved credentialing services.”
5. Have an evaluation of foreign college or university transcripts sent to BRCC. Submit your official foreign transcript to an approved credentialing service. Request a “course-by-course evaluation” of the transcript and instruct the evaluation agency to send an official report directly to BRCC. Do not send or bring foreign transcripts directly to the Admissions and Records Office. A list is attached at the end of this letter pertaining to approved credentialing services.
6. Submit official TOEFL (Test of English as a Foreign Language) scores with a minimum score of 90 internet-based. (Scores of 80-89 will be considered on a case-by-case basis in conjunction with a student’s educational evaluation from an approved credentialing service.) For more information on this test contact: [ETS/TOEFL](#). Please request that your official scores be sent directly to Blue Ridge Community College in Weyers Cave, VA. Our college code is 5083. (Official SAT or ACT testing may be submitted instead, if applicable. Please contact Kathy McDaniel at BRCC for more information concerning acceptable SAT or ACT testing.) Submitted testing may not be more than five years old.

7. Verification of financial support sufficient to enroll as a full-time student without the need to work. Please read and complete our [Financial Information Form for F-1 Visa International Students](#). All financial information must be in English and U.S. dollars. This information must be original documentation and may not be faxed or emailed. It is important that monies be readily available to students at time of registration. Please be sure to retain copies of the documentation you provide BRCC for your visa interview process at your local U.S. consulate's office.

## Transfer Process from Another U.S.-based College or University

In addition to all the documents and requirements listed above, students who are already studying at a college or university in the United States must submit the following documentation to BRCC, as well:

- [International Student Transfer Information Request Form](#) to be completed and mailed directly to BRCC from your current school.
- A copy of your current I-20 from transferring school.
- An official academic transcript from transferring school as well as any other U.S.-based colleges or universities you may have attended.

Your transfer request and all documentation will be reviewed. If you are deemed eligible to enroll at BRCC, your current school will receive a Transfer Acceptance/Clearance Letter requesting that your SEVIS record be transferred to BRCC.

## Additional Information Concerning Admission to BRCC

- If you are issued an I-20 by BRCC, you must make an appointment with Kathy McDaniel in our Admissions & Records Office as soon as possible upon entry to the U.S.
- You must present your original Passport, F-1 Visa, and I-94 stamp with expiration date to the BRCC Admissions and Records Office.
- You must be accepted into and pursuing an eligible F-1 Visa Associate's Degree program here at BRCC. Please keep in mind that submitting an online application to BRCC does **not guarantee admission** as an international student needing an F-1 Visa to study in the United States.
- While enrolled at BRCC, you must be registered for at least 12 credit hours for each semester. You may not take more than one online/virtual course per semester.
- You must be prepared to pay your tuition in full by semester payment deadlines. View current [Tuition Rates and Fees for Out-Of-State Students](#). View current and upcoming [Tuition Payment Deadlines](#).
- Government regulations require that you file any change of address or phone number with your Designated School Official (DSO) in the BRCC Admissions & Records Office within 10 days of your change.
- Government regulations require that you must demonstrate your ability to pay medical expenses while attending school in the United States. You will be required to purchase international student health insurance. BRCC does not have a preferred insurer. You may obtain insurance from the vendor or company of your choice.

- Once you begin your education at BRCC you must have your Designated School Official (DSO) at BRCC sign your form I-20 travel section at least two weeks in advance of traveling outside the United States. This must be completed to allow reentry to the U.S.
- You must remain in good academic standing with a cumulative GPA of at least a 2.0.

If you have any questions, please do not hesitate to contact Kathy McDaniel, Primary Designated School Official (PDSO), in the BRCC Admissions & Record Office at (540) 453-2595 or email [mcdanielk@brcc.edu](mailto:mcdanielk@brcc.edu).

Mailed documents may be sent to:  
Blue Ridge Community College  
International Admissions  
ATTN: PDSO  
P.O. Box 80  
Weyers Cave, VA 24486

Sincerely,  
Kathy McDaniel  
Primary Designated School Official (PDSO)  
Blue Ridge Community College

## Information on Approved U.S.-Based Credential Evaluation Services

Please keep the following information in mind:

- An evaluation of foreign high school transcripts is required for F-1 students.
- An evaluation of foreign college/university transcripts is required for F-1 students.
- Submit your official foreign transcript to an approved credentialing service. (See information below.) Request a “course-by-course evaluation” of the transcript. “Summary evaluations” cannot be used to enter transfer credit. Instruct the evaluation agency to mail an official report directly to:

Blue Ridge Community College  
International Admissions  
Attn: PDSO  
P.O. Box 80  
Weyers Cave, VA 24486-0080

Please do not send or bring foreign transcripts directly to the BRCC Admissions & Records Office. Please note that BRCC does not endorse any specific company. The information below is provided for your convenience only. For a full list of approved agencies, please visit [National Association of Credential Evaluation Services](#) (NACES) and view a list of all members.

[Global Credential Evaluators, Inc.](#)

[International Consultants of Delaware, Inc.](#)

[Spantran](#)

[World Education Services, Inc.](#)