

## Lincoln Land Community College International F-1 Visa Overview

We are excited you are considering attending Lincoln Land Community College (LLCC). Be sure to visit our website for the most up to date information.

The graphic on the righthand side of this page gives a quick overview of all the steps necessary to receive a visa and attend classes at LLCC.

Here are a few other important things you should know before beginning this process:

1. Students must have a proficiency in English by showing a TOEFL score or be coming from an English-speaking country. There are no exceptions.
2. Students must demonstrate proof of financial ability to pay \$43,100 over two years. This can be either through a student's financial records or through a sponsor.
3. A student must be outside of the USA to be issued their first I-20. If a student is in the USA right now, they will need to leave the country and re-enter on the newly issued F-1 Visa.
4. It takes time to go through all these steps. A student should start this process no later than six months prior to the start of the semester they are wanting to take classes at LLCC.

### MEET ALL LLCC'S REQUIREMENTS

- Language Proficiency, Funding and Deadlines

### APPLY TO LLCC

- Apply to LLCC via the LLCC International Student Application [www.llcc.edu/apply-llcc](http://www.llcc.edu/apply-llcc)

### Complete the Packet

- Submit the International Student Admissions Packet (with documents) to LLCC

### Receive I 20

- LLCC sends the student their Form I-20

### I 901 Fee

- Student Pays the I 901 SEVIS Fee

### Apply for Visa

- Student applies for visa with Form I-20 and other documents through the U.S. State Department and interviews at their local embassy

### Enter USA

- Student **arrives** no more than 30 days before classes start with I-20 and Visa

## International Student Admissions Packet

Thank you for your interest in Lincoln Land Community College. Our goal is to assist and advise incoming international students on U.S. immigration related issues and regulations. F-1 Visa international students are admitted for fall/spring/summer terms to begin a two-year (four-semester) associate degree program.

Please review the information in this packet carefully. Complete each of the sections and return it via email or mail to us. If at any point you have questions, contact us at [admissions@llcc.edu](mailto:admissions@llcc.edu).

### CHECKLIST FOR DOCUMENTS TO BE COMPLETED

- ☐ 1. Complete the **international student online application** at:  
[www.llcc.edu/apply-llcc](http://www.llcc.edu/apply-llcc) (This step can be completed at any time)
- ☐ 2. Send scanned copies of your **passport** by email or mail to LLCC (see page 8)
- 3. Complete every part of this packet. The information you provide will be used for your I-20 application.
  - ☐ **Personal Information Form** – Page 2: Provide accurate information about you and your family.
  - ☐ **Language Proficiency and Educational Preparation** – Page 3: Provide information about your past education and English Proficiency.
  - ☐ **Conditions of Enrollment Form** – Page 4: Carefully read the Conditions of Enrollment and sign. You will be asked to sign this each semester.
  - ☐ **International Student Financial Affidavit** – Page 5, 6 and 7: Fill this section out completely. You will need to have other people complete parts of this Affidavit.
- ☐ 4. **Send Proof of Financial Ability** (documents need to be mailed to LLCC)  
Financial documents must be originals and cannot be scanned/faxed.
- ☐ 5. **Send \$75** to LLCC for I-20 application. Do not send cash. (see page 8)
- ☐ 6. **Review** all the information carefully, sign page 8 and submit this packet by email.
- ☐ 7. After LLCC reviews your information provided in this packet and when prompted, mail the signed copy of this packet and all original financial documents to LLCC.

## Personal Information Form

INTENDED START TERM (select one) <div style="display: flex; justify-content: space-around; font-weight: bold;"> <span>Spring</span> <span>Summer</span> <span>Fall</span> </div>			INTENDED START YEAR (YYYY) <i>Cannot be within 6 months of today</i>		
COMPLETE LEGAL NAME					
FAMILY (LAST) NAME		GIVEN (FIRST) NAME		MIDDLE NAME	
BIRTH DAY (DD)	BIRTH MONTH (MM)	BIRTH YEAR (YYYY)	<div style="display: flex; justify-content: space-around; font-weight: bold;"> <span>MALE</span> <span>FEMALE</span> </div>		
COUNTRY OF BIRTH			COUNTRY OF CITIZENSHIP		
EMAIL ADDRESS			PHONE NUMBER		
INTENDED MAJOR / AREA OF STUDY					

### Home, Non-U.S., Permanent Address - Required for I-20

LINE 1	
LINE 2	
CITY	PROVINCE / TERRITORY
POSTAL CODE	COUNTRY

### Current U.S. Address (if applicable)

NUMBER, STREET, APT		
CITY	STATE	ZIP CODE

### Family Information

MARITAL STATUS <input type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED		NAME OF SPOUSE (if married)
DO YOU INTEND TO BRING ANY FAMILY MEMBERS WITH YOU? <input type="checkbox"/> YES <input type="checkbox"/> NO		
if yes, provide the following information for each family member you intend to bring		
NAME	BIRTH DATE (DD-MM-YYY)	RELATIONSHIP TO YOU
NAME	BIRTH DATE (DD-MM-YYY)	RELATIONSHIP TO YOU
NAME	BIRTH DATE (DD-MM-YYY)	RELATIONSHIP TO YOU
NAME	BIRTH DATE (DD-MM-YYY)	RELATIONSHIP TO YOU

## LANGUAGE PROFICIENCY

Check one of the following: \_\_\_\_\_

- ☐ I will provide one of the following scores:
- TOEFL Score: \_\_\_\_\_  
(minimum of 550-written, 173-computer, 61-internet based)
  - APIEL Score: \_\_\_\_\_  
(minimum of 3)
  - IELTS Exam: \_\_\_\_\_  
(minimum of 6)
- ☐ I am coming to US from an English-speaking country

*LLCC School Code 007170. LLCC does not issue I-20s for ESL programs.*

## EDUCATIONAL PREPARATION

List every school and college you have attended or are now attending. Provide exact dates of attendance:

### Secondary School / Professional or Vocational Schools

NAME OF SCHOOL	DATES (BEGINNING – ENDING)	NAME OF DEGREE/DIPLOMA

### COLLEGES, UNIVERSITIES OR OTHER INSTITUTIONS

NAME OF SCHOOL	DATES (BEGINNING – ENDING)	DEGREE/DIPLOMA/CERTIFICATION

If you have previously attended a college or university in the United States and did not complete your studies, indicate the school, provide reason for leaving and dates:

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## CONDITIONS OF ENROLLMENT

1. Acceptance to LLCC does not guarantee an I-20 or student VISA, final decision is made by USCIS.
2. Students must be enrolled in a degree 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 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 their own housing and transportation.
7. Students should arrive 10 days before the beginning of the semester and follow check-in procedures.
8. Health insurance is required for athletes and recommended for all international students.
9. 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.
10. Students will be charged fees as outlined on the College website.
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 10 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.
13. Students must discuss their class schedule with a DSO prior to enrolling and dropping.
14. Students must complete an employment, OPT or CPT form and meet with a DSO before pursuing work opportunities (on-campus, for CPT, OPT).
15. International students do not qualify for federal financial aid or federal work-study programs but may apply for scholarships.
16. Students must arrange to ship and pay for their I-20 if requested to do so.
17. Students may not drop a main-semester class and enroll in a second eight-week semester class.
18. Students must meet regularly with a DSO (at least three times per semester).
19. Students must maintain contact and respond to Designated Student Officers by checking LLCC email regularly and reporting changes of contact information, such as phone numbers and addresses.

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

I, (name) \_\_\_\_\_, fully understand the above conditions of enrollment and agree to comply with Lincoln Land Community College student policies. I further understand that I will be subject to suspension from the college should I fail to complete a minimum of 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 LLCC Course Catalog.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*Original signature required.*

## International Student Financial Affidavit

U.S. Citizenship and Immigration Services (USCIS) regulations require that Lincoln Land Community College obtain reliable documentation that an F-1 applicant has sufficient funds to adequately pay all expenses while studying. Lincoln Land may issue a form I-20 only after evaluating and authenticating proof of financial capability. Students must prove that they have **\$43,100** of available funds, either personally or through a sponsor, to attend two years of study and that there is a likelihood that the finances will exist for subsequent years, if necessary. The sponsorship information provided below will be stated on Form I-20.

The student is considered the “Sponsor” if they are paying for all classes yourself.

### **SPONSOR INFORMATION (to be completed by sponsor)**

Sponsor may be the student’s parent(s), other family members/relatives, etc. Please provide the following information regarding your demographics and personal finances.

FAMILY (LAST) NAME	GIVEN (FIRST) NAME	MIDDLE NAME
YOUR RELATIONSHIP TO APPLICANT		
ADDRESS		
TELEPHONE	EMAIL	
PLACE OF EMPLOYMENT		
POSITION	ANNUAL SALARY OF SPONSOR IN USD \$	YEARS OF EMPLOYMENT

### **SPONSOR EMPLOYMENT VERIFICATION**

***(This section to be completed by sponsor’s employer)***

I certify that the information provided above regarding employment and salary is true and correct.

NAME OF EMPLOYER (PRINT)	POSITION TITLE
EMPLOYER’S SIGNATURE	DATE
EMPLOYER’S CONTACT INFORMATION	

## International Student Financial Affidavit (continued)

### SPONSOR'S BANK ACCOUNT INFORMATION

**(to be completed by sponsor)**

ACCOUNT NUMBER	TYPE OF ACCOUNT
DATE ACCOUNT WAS OPENED	

### BANK ACCOUNT VERIFICATION

***(This section to be completed by bank official)***

DEPOSITS FOR THE PAST YEAR (USD)	CURRENT BALANCE (USD)	DATE
I certify that the information provided above is true and correct.		
BANK OFFICIAL'S SIGNATURE	NAME OF BANK OFFICIAL (PRINT)	
BANK OFFICIAL'S POSITION		
BANK'S ADDRESS		
STAMP/SEAL		

### SPONSOR INFORMATION CONTINUED

**(to be completed by sponsor)**

SPONSOR'S SPOUSE NAME (if applicable)	ANNUAL SALARY OF SPONSOR'S SPOUSE IN USD \$ (if applicable)	SPONSOR'S SPOUSE YEARS OF EMPLOYMENT (if applicable)
NUMBER OF CHILDREN RECEIVING SUPPORT	OTHER DEPENDENTS	

Sponsor must also attach a notarized bank statement or letter from a bank official on bank letterhead dated within the past two months. If a sponsor has more than one account, please provide the information required above for each account by copying or printing this page multiple times.



## International Student Financial Affidavit (continued)

**SPONSORSHIP AGREEMENT** *This section to be completed by person who is serving as the educational sponsor for the applicant (leave blank if student is paying for self):*

I hereby declare that the contents of this Financial Affidavit are true and correct. I understand that, by signing this document, I am affirming that I intend to serve as the student's educational sponsor for the amount listed below. I understand that signing this document without intention of providing support is considered fraud, and will negatively affect the applicant's immigration status in the future if it becomes clear that the Financial Affidavit was falsified.

I will provide (applicant's name) \_\_\_\_\_ with

U.S. \$ \_\_\_\_\_ yearly beginning \_\_\_\_\_ until \_\_\_\_\_.

I certify that the information provided above is true and correct.

NAME OF SPONSOR (PRINT):

DATE

SIGNATURE

**PROSPECTIVE STUDENT: Please read and sign this statement:**

I have read this Financial Affidavit and understand that my sponsor and/or I are responsible for paying the educational expenses while at Lincoln Land Community College, and that federal and state financial aid will not be available. I further understand that I may not work without USCIS approval. I will be responsible for meeting educational expenses, for knowing my government's regulations on foreign exchange (if any), and for requesting, completing, and submitting appropriate documents which are needed to enable transfer of funds from my country to the United States.

I have read this statement of responsibilities and I agree to do what is required.

APPLICANT'S NAME (PRINT)

SIGNATURE

DATE

*Original signature required.*

See the next page for details on where to send documents.



## Signature and Forwarding Instructions

**APPLICATION FEE:** A \$75.00 USD application fee must accompany this document. Applications received without application fee will not be processed. Do not send cash. Make money order out to LLCC International Admissions. A student wishing to change start terms after receipt of completed I-20 must submit an additional application fee.

Any errors on application or poor handwriting can cause a denial of VISA issue or entry at USA port of entry. Review for accuracy and clear readability. Keep a copy of this document for your records!

- I understand that withholding information requested on this application or giving false information may make me ineligible for admissions to LLCC. I certify that all statements are correct and complete and,
- I understand that when my I-20 F-1 VISA process is complete I must be in attendance and enrolled full time for the beginning of the fall semester, or my F-1 VISA may be terminated:
- I understand that LLCC does not offer student dormitories, housing, or apartments. I am responsible for all housing arrangements, contracts, and transportation.

Signature (*Original signature required*): \_\_\_\_\_

Printed name: \_\_\_\_\_ Date: \_\_\_\_\_



Send all completed pages of this document and a *copy of your passport* by email for review **BEFORE** mailing the original copies:

Email to: [admissions@llcc.edu](mailto:admissions@llcc.edu)

When directed, mail **original financial documents** (bank statements and/or tax returns) and **\$75 money order** to:

Lincoln Land Community College  
International Admissions  
5250 Shepherd Rd.  
Springfield, IL. USA 62703

**Receiving your I-20:** Your I-20 will be mailed to the Home address you listed on page 2.

If you want your I-20 admissions package sent to a different address please provide full mailing address in the box on the right. This must appear exactly as it should on a mailing label to you. Include street address, city, province / territory, country, postal code etc. This will be the exact shipping address used to send your completed I-20.

<p>If you want your I-20 admissions package sent to a different address please provide full mailing address in the box on the right. This must appear exactly as it should on a mailing label to you. Include street address, city, province / territory, country, postal code etc. This will be the exact shipping address used to send your completed I-20.</p>	
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