

Northwood Technical College welcomes international students! The College has been approved by the Bureau of Citizenship and Immigration Services (BCIS) to admit international students and issue I-20 forms for F-1 student visas.

F-1 Category

An F-1 student is a nonimmigrant who is pursuing a “full course of study” toward a specific educational or professional objective, at an *academic institution* in the United States that has been designated by the Bureau of Citizenship and Immigration to offer courses to such students. Once the educational or professional objectives have been attained, the F-1 student is expected by the U.S. government to return to his or her residence abroad.

To comply with the Department of Homeland Security, Bureau of Citizenship and Immigration Services (BCIS) and College guidelines, the applicant must have the following documents on file with the Registrar’s Office at Northwood Tech:

- 1. International Student Admission Application.** The applicant must complete and sign an International Student Admission Application. The applicant should apply early since the application is processed in the order it is received. Note: application acceptance is based on the state technical college system’s Administrative Code, Section 10.06 and 10.07. The code ensures that all district residents receive priority admission over non-district state residents, reciprocity students, and non-residents.
- 2. Applicant Name.** It is extremely important that the applicant write their name the same on all application materials so that we can match the records with the applicant’s file. If the applicant’s name is written differently on the application, test score reports, financial documents, or academic records, it is very likely that we will not be able to match these credentials with the applicant’s file. This means that the applicant’s file will remain incomplete, and we will be unable to make an admission decision. If the applicant has name variations on their credentials, please give us the exact spelling of all the variations. This is especially crucial if the applicant has used an English name in addition to a native language name.
- 3. Academic Documentation.** Applicants must submit official certificates and grade reports for each year of secondary work beginning with year nine and each year of postsecondary work. These credentials must include a list of the subjects studied, the minimum passing grade, the maximum grade possible in each subject, and the grades attained. All documents must bear the original seal or signature of the registrar of the institution attended. If a photocopy of a document is sent, the institution issuing the document must certify it. Credentials written in languages other than English must be submitted along with a certified translation (NOTE: a translation alone is not sufficient). Any translation should be literal and not interpretive. Credentials submitted to Northwood Tech become the property of the College. Photocopies that are not certified by the institution that issued them or photocopies with the seal of a notary public are NOT acceptable. Official records must be sent directly to Northwood Tech from the institution or examination authority unless the institution or examination authority does not offer this service.
- 4. Proof of English Proficiency.** All applicants whose native language is not English are required to meet the College’s English language proficiency requirement. Applicants must submit an official score report from the Test of English as a Foreign Language (TOEFL) that meets the minimum requirements below:
 - TOEFL IBT – 61 (with a minimum speaking and writing score of 17)
 - IELTS – 5.5
 - Duolingo – 95 or higher

Please note: An English proficiency score of less than the required minimum will not meet the minimum English proficiency requirement for any academic program at Northwood Tech and therefore does not qualify an applicant for admission.

The test of English as a Foreign Language is usually administered several times each year in most countries of the world. Information and application forms for TOEFL may be obtained from international centers by writing to TOEFL, Box 6151, Princeton, NJ 08541-6151, U.S.A., or by visiting their website at <http://www.toefl.org>. Northwood Tech's TOEFL designated institution (DI) number is: 1580. Applicants should enter this number on their answer sheets when they sit for the exam to ensure that the test results are sent directly to Northwood Tech.

- 5. Financial Certification.** All applicants must provide evidence of sufficient funds to pay for college matriculation and nonresident fees, textbooks, living expenses, and other incidental expenses for the duration of their studies at Northwood Tech. Applicants who expect to hold an F-1 visa must provide proof of adequate funds to live and study full-time at Northwood Tech. A completed Confidential Financial Statement accompanied by an original bank verification letter must be submitted. Estimated costs of studying at Northwood Tech are included in the Confidential Financial Statement. Financial certification is required before Northwood Tech can issue an I-20 necessary to obtain a visa at a U.S. embassy or consulate abroad.

The college can review the application for academic admissibility before receiving the applicant's financial certification. However, late submission of this item will delay issuance of your I-20 (if admitted).

Upon arrival at Northwood Tech, the applicant must register and pay for the first semester tuition, books, materials, and other fees required by the scheduled due dates.

- 6. Sponsorship Agreement Form.** It is an admission's requirement that the applicant's sponsor meet with the Principal Designated School Official (PDSO) to assure the conditions of sponsorship are met. A completed Sponsorship Agreement Form and Form I-134 are required as part of the application packet.
- 7. Transfer Information Form.** Applicants who currently reside in the United States, regardless of their current immigration status are required to complete and submit the Transfer Information Form.
- 8. Health Insurance.** Students are required to participate in the Student Health and Accident Insurance Plan as offered through a local insurance agency or evidence of comparable health insurance coverage (to include repatriation of body). Proof of insurance coverage must be given to the College within 30 days of being in the United States.
- 9. Housing.** Northwood Technical College does not provide on-campus housing for students. Some campuses may be able to offer suggestions or information regarding housing; however, it is the student's responsibility to secure housing 30 days prior to entering the United States.

Application materials must be postmarked by May 1 for fall semester or October 1 for spring semester. Students who will be sponsored by residents of the Northwood Tech district must also submit a sponsor interview form prior to arrival in the United States.

Please note that international students will be admitted to Associate Degree or Technical Diploma programs on a space available basis. **Wisconsin residents will be given preference in admissions to all programs.**

If the training program choice has a waiting list, Northwood Tech cannot guarantee acceptance unless openings occur one month prior to the start of the semester, in accordance with Wisconsin enrollment guidelines. If no openings exist, the applicant will be notified.

International students are not eligible for financial aid or paid employment through the College while pursuing educational goals.

Questions pertaining to program information should be directed to the Admissions Advisor at the campus the applicant plans to attend:

Ashland campus	Jennifer Bednarik	jennifer.bednarik@northwoodtech.edu	715-685-3039
New Richmond campus	Sherry Rehnelt	sherry.rehnelt@northwoodtech.edu	715-752-8136
Rice Lake campus	Nicole Messicci	nicole.messicci@northwoodtech.edu	715-788-7144
Superior campus	Anna Kalin	anna.kalin@northwoodtech.edu	715-319-7331

Pre-entry Assessment Test. Upon acceptance and arrival at Northwood Tech, the applicant will need to schedule a time to complete an assessment and meet with a counselor by calling the Student Services office on the campus the applicant plans to attend.

Please mail all application materials to the following address:

Northwood Technical College
Attn: Designated School Official
600 N. 21st Street
Superior, WI 54880

When we receive the above items, we will review all documents and inform the applicant whether or not the admission requirements are met. If all requirements are met, and space is available in the program, Northwood Tech will reserve a place in the program and issue the Form I-20.

If there are any questions, please contact me.

Allison Carroll

Designated School Official

715-319-7337

allison.carroll@northwoodtech.edu