How to Complete an F-1 Online Application to the Community College of Philadelphia

1. After you create a new account here: https://ccp.elluciancrmrecruit.com/Apply/Account/Login (remember the email you used to start the application and save your password), select the term you'd like to start classes and your area of interest. International Students MAY NOT select a Proficiency Certificate. You must be enrolled as a full-time, degree-seeking student.

2. Complete your demographic information on the "Personal" tab
   a) For "Permanent Address", be sure to check the box and complete your address in your home country (if you are a transfer student or on another visa and living in the US, do not list your current address as permanent). Permanent address = your address in your home country.

3. Complete the next step about your mailing address. If you are currently overseas, this is probably the same as your permanent address (select no). If you are in the US now, this is where you will input the information about your current location; select "yes" for the radio button "is your mailing address different than permanent address".

Mailing Address

Is your mailing address different than permanent address?

● Yes ○ No

☐ Is your mailing address outside the U.S. or Canada?

Address *

> 1700 Spring Garden Street

City *

> Philadelphia

State/Province

> Pennsylvania

ZIP/Postal Code

> 19130

4. On the "Demographics" tab, select "Non-US Citizen" and in the Visa Type box, select either "F1 (Have Student Visa)" or "FS (Seeking Student Visa)". ***Note: Even if you currently hold a different visa like J1 or B1/B2, if you plan to apply for a change of status, please select "FS".***
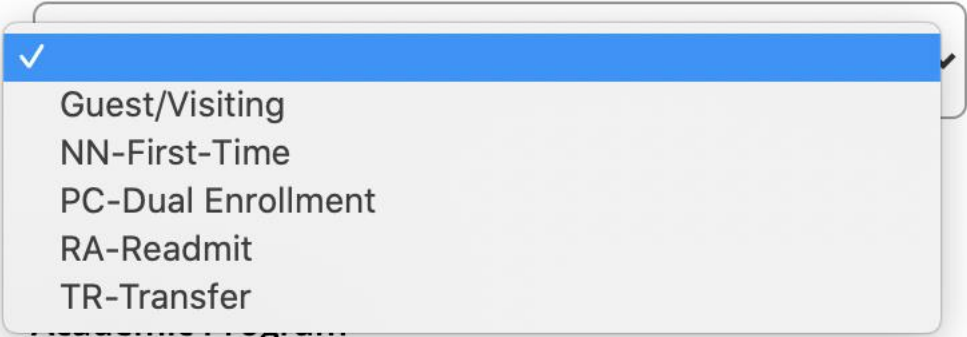
Visa Type *

✓
Asylum Status/Refugee
Diversity Visa
Employment Based Visa
F1 Have Student Visa
Family Preference Visa
FS Seeking Student Visa
Government Worker
H1-B Speciality Occupation
H1-B Spouse/Dependant
H2 Temporary Seasonal Worker
Immediate Relative Visa
J1 Exchange Visitor/Spouse or Dependent
K1 Fiancee/Spouse/Child of US Citizen
L1 Intracompany Transferee
NAFTA Professionals
O1 Worker Extraordinary Ability
P1 Performing Artist or Athlete
Q1 Cultural Exchange Visitor
R1 Religious Worker/Dependent
Temporary Protective Status
Tourist/Visitor-Business
▼

5. Input your Country of Citizenship and Country and City of Birth. Answer the rest of the questions on the Demographics page accordingly, Save and Continue.

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▪ Email: international@ccp.edu ▪ Tel.: 215.751.8863 ▪

2

6. Be sure to use the same email address for your communication preferences that you used to create your online application. This will prevent issues with missing important automated emails later.

7. On the "Plans" page read through the types of students and make a selection accordingly.

Student Type *

✓
Guest/Visiting
NN-First-Time
PC-Dual Enrollment
RA-Readmit
TR-Transfer

a) Be sure to check the radio button to confirm your choice.

You have chosen **First-Time Student.** You have not attended any college after graduating high school. Please confirm this choice.

☑

Students interested in the following programs should select **Health Care Studies** from the *Programs of Study* drop list:

- Dental Hygiene
- Diagnostic Medical Imaging
- Health Services Management
- Medical Assistant Proficiency Certificate

- Medical Laboratory Technician
- Nursing
- Ophthalmic Technician Proficiency Certificate
- Respiratory Care Technician

8. Select your major from the Academic Program drop-down menu. **Note: F1 international students MUST select a full-time, degree-seeking major. International students may not study a certificate program.**
   a) Answer the rest of the questions on the page; be sure to select full-time, as this is a requirement for staying in status as an international student.
   b) Click Save and Continue

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3

9. Follow the directions carefully to input your high school information, especially if you have attended a high school overseas:

> **Most Recent/Current High School Attended 1**
>
> This is a required field. *
>
> If you have/will graduate from an Out of State High School, but cannot find your school, please type OUT OF STATE in the School Name box below and select "Out of State School Not Listed-000007" from the search results.
>
> If you have/will graduate from a Foreign High School, please type FOREIGN in the School Name box below and select "Foreign HS-000005" from the search results.
>
> If you have/will earn a GED (General Education Development), please type GED in the School Name box below and select "GED (General Education Development)-000002" from the search results.
>
> **School Name or City (full or partial)**
> Enter at least 3 characters or keyword to search by school name.
>
> [   ]
>
> **Country**
>
> [∨]

10. Type in your high school information in the box that appears. <u>Be sure to select Yes to answer the question "Have you OR will you graduate from high school/earn GED".</u> A high school diploma (or equivalent) is required for admission, so if you select "no", you will be unable to complete the application.

> Please enter your information in each of the following sections. Fields with a red asterisk (*) are required.
>
> **Most Recent/Current High School Attended 1**
>
> [Foreign HS - 000005 - (All Countries) ×]
>
> ☑ Are you unable to find your high school?   ☐ **Home Schooled**
>
> **Have you OR will you graduate from high school/earn GED? ***
>
> [Yes   ∨]
>
> **What year have OR will you graduate from high school/earn GED? ***
>
> [2010   ]

   a) Input your test score information if applicable, Save and Continue.

11. Enter the certificate information, sign and date. Click on "Preview Before Submission"
    a) Review your application and correct any issues that were flagged for you. Review all of the information you have input and check for errors. When you are confident that your application is complete, please be sure to click "Submit Application". Note: if you only "Preview Before Submission" and do not click "Submit Application", the application is not complete!

> (**Edit Application**)   (**Submit Application**)

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Additional Application Q&A

Q: What happens after I submit an online application?

A: In 3-5 business days, you will receive an automated email from "CCP Recruit" with your J number (Student ID number) and next steps to submit your required documents. International students must submit additional paperwork to be considered for admissions. You may send documents electronically to the International Student Services Office via international@ccp.edu. Note: always check your SPAM/JUNK folder. Emails will only be sent to the email that you used for your online application!

You will also receive an email from welcome@ccp.edu shortly after you complete your online application (also check SPAM/JUNK for this communication). This email contains a VERY important link to complete your first-time login to your MyCCP Student portal and will then provide you with your username and password. Follow the instructions in this email carefully!

Q: What if I am no longer interested in applying?

A: Log back into your online application. In the top right, there is an option to withdraw your online application.

Q: What if I accidentally applied for the wrong semester, or need more time and want to apply for a different semester?

A: If this is the case, please login and defer your application to a different semester. Follow the following directions to do so:

1. Go back to your CCP Online Application: https://ccp.elluciancrmrecruit.com/Apply/Account/Login
   a) Sign-in to your account (if you forgot your password, you have the option here to reset it to log back in)
2. Go to your current term application and defer to the correct semester by following these steps:
   a) On your application home page, click on "Request Change of Start Term" at the top right menu:

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5

b) On the next page, select the semester you'd like to start and fill in the field with the reason you are deferring:

Please submit your request to change your start term.

Change Start Term To *

Spring 2023 (begins in January)

Reason (a short description is required)

Visa interview too late to attend in fall.

Submit

3. Click submit. Please allow 3-5 business days for the change to be reflected in your application when you log in again.
   Note: You may get another automated email from CCP Recruit (the same one you got when you first applied). ***Please ignore this email. You already have your J number from your first application.***

Q: Who should I contact if I have questions about my application or sending my documents?
A: Please email international@ccp.edu with your questions. **Automated emails (i.e. from CCP Recruit) are not monitored inboxes, and your email will not be received/a response may be delayed.** Please allow 24-48 hours during business days for a response to your email inquiry from international@ccp.edu.

Q: What documents do I need to submit for admission?
A: Please visit our website for our document/application checklist and required forms:
https://ccp.edu/getting-started/international-students/international-admissions-how-apply

Q: International students have to show $28,114 in financial support from personal funds or a sponsor. Do I have to pay that amount to the school?
A: No. This amount is an estimate of tuition, fees, housing and cost of living expenses for one year for an international student in the city of Philadelphia. Students may spend more or less depending on their living situation; students only pay tuition to the school after enrollment in courses. For a breakdown of fees, please see the chart at the bottom of our webpage: https://ccp.edu/getting-started/international-students/international-admissions-how-apply