

Application Checklist

How to Begin:

- Applicants that require an I-20 must submit an online application, upload required documents and satisfy placement in order to be considered for admission. *An application is not considered complete until all of the items listed below, including test scores, are submitted.*
- Deadlines: Fall Semester: July 1; Spring Semester: November 1

Application Requirements:

1. Create an account by visiting ccp.edu and [clicking the "Apply" button](#) at the top right of the page
 - a. Follow the instructions to submit the online application (see "How Does an F1 Student Complete an Online Application" for detailed steps)
2. Once prompted, submit the following documents to the application portal:
 - a. High School Record: **OFFICIAL** secondary school (high school) completion/graduation certificate or diploma or official academic records/transcripts showing completion date. All documents must be translated into English.
 - i. For certain educational systems, qualifying exam scores will be accepted in place of a diploma (ex. WAEC and GCSE).
 - b. Affidavit of Support Form: This must be completed and signed by the student and sponsor. Please note that the name on the bank statement and the name on the Affidavit of Support must match.
 - c. Financial Documents: A bank statement or letter on bank letterhead (translated into English) demonstrating a minimum amount of \$28,114 USD. The bank statement must be current (within the past 6 months). Bank statements are accepted in all currencies but must be written or translated into English. *Note: Even if students have lodging arranged (i.e. with relative), the full \$28,114 USD must still be shown as housing arrangements may change at any time.*
 - d. A signed F-1 Status Rules and Responsibilities Form.
 - e. A copy of the valid passport biographical page.
 - f. If the student is already in the U.S., please include:
 - i. Copy of the student's current visa and I-94 record (<https://i94.cbp.dhs.gov>).
 - ii. Copy of the student's current I-20 (if currently studying on F-1 visa).
 - g. Optional: Foreign transcripts must first be evaluated by a NACES approved credential evaluation service (www.naces.org)

Placement Waivers/Placement Testing:

1. In order to be accepted to the college and receive a form I-20, students must satisfy placement in one of the following ways:
 - a. Official TOEFL/SAT/IELTS/ACT scores (see link for details on score minimums: <https://ccp.edu/getting-started/what-are-placement-tests>) sent directly from the testing company.
 - b. Official transcripts from a previously attended U.S. college or university, sent directly to CCP from the institution or via an official service (Parchment, National Clearinghouse etc.)
 - c. ACCUPLACER Placement Test through Measure Learning or our Assessment Center (remote tests or on-campus tests)
 - i. Complete the [Placement Testing Request Form](#) to be setup with a test via the Assessment Center (continue to monitor your email – including junk/spam – for your ACCUPLACER testing instructions).
 - ii. *The test is free unless the student requests an expedited or an on-demand test, then extra costs are incurred.*

Additional Notes:

1. What makes a document **OFFICIAL**?
 - a. Documents must be issued directly from the authorizing institution such as a bank, school, or testing agency
 - b. Photocopy that has original stamp by an official such as a notary or magistrate. All official documents must have an original stamp, seal, or be printed on official letterhead paper from the authorizing institution.
2. How to submit documents:
 - a. Documents should only be submitted through the online application portal
 - i. **Please submit ONLY PDF or JPG/JPEG attachments.**
 - b. Official transcripts and test scores to be used for placement may not be uploaded directly and must be sent from the issuing institution (see section above).
3. Processing Time:
 - a. After the review period begins, processing of complete applicant files takes approximately 2-4 weeks, but delays may occur.
 - b. All applicants are notified by email about the status of their application and can check their status in their application portal.
4. All documents submitted (uploaded) become the property of the College and cannot be returned.