

How To Complete an Online Application: F-1 International Applicants

- Visit ccp.edu and click “Apply” in the top right of the screen. To get started, click the correct button to either create a new account (first-time users) or login to your existing account (returning users) to fill out your application:
 - **Returning users:** Login to continue an application
 - **First-time users:** Create an Account to start a new application
- Once you have activated your account and logged in, you can begin inputting information into the application
- Questions with a red asterisk (*) are required. Some questions may be optional
- You may save and return to your application at a later time through the “Review” tab (see section 7)
- The deadline to submit a fall application is July 1; the deadline to submit a spring application is November 1

SECTION 1: PERSONAL INFORMATION

- **Name:**
 - Please input your name exactly as it appears in your passport. A nickname or preferred name can be input into the “Preferred First Name” if applicable
 - *Note – if you add a preferred name, it will appear on your acceptance letter and on CCP documents and sites. If you do not want a name other than your legal name on CCP documents/sites, please do not use a nickname here.*
- **Contact:**
 - Please use the same email address for your contact email as you used to create your online application account
- **Permanent Address:**
 - This is your address overseas in your HOME COUNTRY or the country that you reside permanently
- **Mailing Address:**
 - Input a mailing address if you have an address inside the United States and will continue to live there. Do not list the address of a sponsor.

SECTION 2: DEMOGRAPHICS

- **Citizenship Status:**
 - For Citizenship Type, select “Non-US Citizen (Holding/Seeking US Visa)” so you are correctly identified as an F-1 international student
 - For question “Current Visa?”, you can indicate what visa you currently hold

- If you have a different visa type and are seeking an F1 visa (i.e. changing status), please answer “yes” to question “Do you intend to apply for an F1 US Visa?”
 - Note: Students seeking a Change of Status with USCIS should contact international@ccp.edu **BEFORE** applying to determine eligibility

SECTION 3: ACADEMIC INTEREST

- **Academic Programs:**
 - Select the student type you are. You should select transfer if you have taken college classes overseas or inside the United States
 - First, select the general program you want to study, then the specific major/program in the drop-down list.
 - F1 students may not select a Certificate Program.
 - If you are unsure of what major to select, please contact international@ccp.edu
 - Select the term that you’d like to begin studying at CCP
 - Summer is not an intake term for F-1 students. Please select fall or spring unless you have received previous authorization from the ISS office to choose summer.
- **Additional Information:**
 - For question, “At which location would you prefer to take the majority of your courses”, be aware that F-1 students may not study fully online if they plan to enter the United States

SECTION 4: HIGH SCHOOL

- **Most Recent High School Attended:**
 - Click on “Add High School” and select where you completed high school.
 - If you choose “High School NOT in the United States” - you will not have to input anything else but your graduation date
 - If you select “U.S. High School”, you’ll begin to type the name of your high school and the field will populate. If you cannot find your school name, you can type the full name in the box

SECTION 5: PREVIOUS COLLEGE

- If you selected that you are a transfer student in **SECTION 3**, you will have the chance to input your college information and note whether you’d like to transfer-in credits
 - If your college was overseas, it is important that you follow the instructions for the School Code: ***Your college is/was in a foreign country- college School Code: 0005** and select “Foreign College/University”.

SECTION 6: CERTIFICATION AND SIGNATURE

- Review the text and certify your application. Type your full name as your electronic signature and click Continue

SECTION 7: REVIEW

- The application will detect missing fields or errors with your application and guide you to complete them. After you have completed your application, click “Submit Application”. If you need to return to the application later, click “Save for Later” and sign-in again when you come back

What Happens Next?

In 3-5 business days after submitting the application, you should receive an email with your Student ID number and next steps checklist that include:

- Instructions to submit your required documents into the portal
 - Documents are ONLY accepted through the portal – any emails containing application documents will be disregarded and not reviewed.
 - Please make each document type one file (i.e. if you have 5 separate pages of bank statements, combine them into one PDF to upload. If you have a final transcript and diploma, combine them into one PDF to upload).
- Instructions to request your placement test (if applicable)

We will be in touch via email or through the application portal with any questions related to your documents and/or with next steps. You may also receive an email from welcome@ccp.edu with the subject line: “Welcome to the Community College of Philadelphia!” with instructions to setup your MyCCP Student Portal. **Note: this is not an acceptance email.**

You can check the status of your application in your Application Portal by clicking “Check My Status” at any time. Once the review period for the term has begun, a complete applicant file (online application submitted, documents submitted, placement provided or test requested) will be reviewed within 2-4 weeks of receipt, however this timeline can vary if delays occur. Please contact international@ccp.edu with application questions.