



EXPERIENCE. EXPLORE. EXCEL.

# **International Admissions Manual**

## **2010-2011**

**International Admissions ~ Melissa Parker ~  
301-387-3010 ~ [gloaled@garrettcollege.edu](mailto:gloaled@garrettcollege.edu)**

Dear Prospective Student,

Thank you for your interest in Garrett College. We are committed to seeing that international students have a quality educational experience here at Garrett College and a wonderful opportunity to learn about and be part of American culture. Presently, we have seven countries represented on campus, and we hope that you will join us in the very near future!

Garrett College is Maryland's premier and most exciting two-year college. We are located three hours west of Washington, DC, and 2 hours southeast of Pittsburgh, PA. Overlooking Deep Creek Lake and the Wisp Ski Resort in the Allegheny Mountains of western Maryland, Garrett's 62-acre campus is surrounded by the forests, lakes, farms, and whitewater rivers that become outdoor classrooms for our Adventure Sports Management and Natural Resources & Wildlife Technology programs. The College has acquired a national and international reputation for its Adventure Sports Management degree, which is unique in the United States, and a regional reputation for its program in Natural Resources and Wildlife Technology. Garrett is also a national leader in the use of advanced telecommunications and computer technology to serve the needs of rural communities. We also have an innovative Juvenile Justice program that prepares students to understand and manage the behavior of committed youth and prepares students for employment as youth supervisors. In addition, Garrett was the first two-year college in Maryland to acquire residence halls for its students.

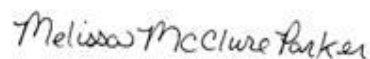
These above mentioned fields of study are only a few of our many programs. For information on all of Garrett College's academic programs, please go to:

**<http://www.garrettcollege.edu/academics/programs.html>**

While I realize that you may have additional questions, I hope that this packet gives you enough information to help you begin understanding the admissions process. Please pay particularly close attention to the deadlines for submitting your admissions paperwork. If you do have additional questions, please contact me. No question is too big or too small.

I look forward to working with you in the future!

Sincerely,



Melissa McClure Parker  
International Admissions Representative  
301-387-3010  
globaled@garrettcollege.edu

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***THIS MANUAL IS SUBJECT TO CHANGE WITHOUT NOTICE!!***

If you have any questions about current policies and procedures, please contact  
Melissa Parker at [gloaled@garrettcollege.edu](mailto:gloaled@garrettcollege.edu).

## **GARRETT COLLEGE MISSION**

Garrett College provides accessible, quality education in a supportive environment to a diverse student population. We offer associate degrees and certificate programs as well as continuing education to meet the transfer, career, workforce development, and lifelong learning needs of our students and the community. We are committed to the ongoing development of engaging, innovative, and sustainable curricula, programs, and initiatives that are responsive to a changing world.

## **Garrett College International Admissions Process**

Applying for admission to Garrett College and securing your travel documents are two separate processes. One is determined by Garrett College and its admissions requirements for all students. The other is determined by the United States Federal Government and requires international students to submit certain documents used to determine their eligibility to legally enter the U.S. and study at a U.S. college or university. Due to both, the admissions requirements list is often seen as lengthy, as is the time required for completion of the entire process. Please be patient and understand that we at Garrett College do everything possible to try to make this process easier and will at any time answer your questions and help to guide you through the process. What we cannot do, however, is waive any of the required items.

The following pages walk you through the admissions process step-by-step. If you are a student coming to the U.S. from your home country and needing an I-20 document, the document issued by a U.S. college and required before you can apply for a visa at a U.S. embassy or consulate, please start with **Section 1**. Look at each item required, and check it off once you have collected and sent it to Garrett College.

If you are a student currently in possession of a valid I-20 and studying at a U.S. college or high school, please skip Section 1 and go directly to **Section 2**. This section lists the items that will be required of you. Look at each item and check it off once you have collected and sent it to Garrett College.

**Section 3** applies to all international students and lists items that need to be submitted to Garrett College sometime before the start of classes. It is recommended that you send these items to the College as soon as they are available.

**Section 4** provides detailed descriptions of all the documents and other items identified in Sections 1, 2, and 3. Please use this section as a reference when gathering your documents. The final section, **Section 5**, includes some additional information and copies of the Garrett College forms that need to be completed by all new international students.

**RECEIVING YOUR I-20:** Upon receiving your initial admissions documents (those listed in Section 1 and Section 2), the I-20, a U. S. Government education certification issued through the U.S. Customs and Immigration Service (USCIS), will be granted and an I-20 package containing further instructions will be mailed. You will receive this packet typically by mid-June for fall and by mid-October for spring. Classes at Garrett College start the first week of September for fall semester and the third or fourth week of January for spring semester. You are expected to report to campus no less than one week prior to the beginning of classes in order to allow time for orientation and to settle into your new living environment.

**LAST MINUTE TIMELINE:** The admissions process for international students will take some students about a week to complete. Other students may take several months to complete the process, while still others may take as much as a year. Many U.S. Embassies will look more favorably on issuing a visa if you apply for your visa at least 3 to 4 months in advance of when you are required to be on the Garrett College campus. Some U.S. Embassies will issue visas right up to the week before you travel. Ask friends, family, and neighbors if they are familiar with the visa issuing practices of the U.S. Embassy in your country. The date you are expected to report to Garrett College will be listed on your I-20.

**(\*) = ORIGINAL DOCUMENT REQUIRED:** In Section 1 and Section 2, certain items will be marked with an asterisk (\*). There are items for which an original will be required. While it is always a good idea to immediately fax these items to Garrett College, originals of these documents will be required before admission can be finalized. Original documents are those that are typically on letterhead of the issuing organization and/or carry an original signature. These documents can be mailed to the College.

**Fax, email, or mail by post all of the requested information and documentation to:**

Melissa M. Parker, International Admissions Representative  
Garrett College, 687 Mosser Road, McHenry, MD 21541  
Phone: 301-387-3010 Fax: 301-387-3038 Email: [globaled@garrettcollege.edu](mailto:globaled@garrettcollege.edu)

## Section I: Checklist for Students Applying for a New I-20

*If you are residing and applying for admission from inside the U.S. and are transferring to Garrett from any other U.S. school or college, disregard this section and go to Section 2.*

<b>All items must be received by: June 1 for Fall, October 1 for Spring.</b>		
?	<b>1.1</b>	Complete and submit a Garrett College Application for Admission (can be found online at <a href="http://www.garrettcollege.edu/admissions">www.garrettcollege.edu/admissions</a> ).
?	<b>1.2</b>	Send financial support documentation showing that you or someone else have/has adequate funds to pay for your education and living expenses while you study in the U.S. (*)
<i>(Items 1.3-1.5 are used to prove English proficiency)</i>		
?	<b>1.3</b>	Fax a copy of TOEFL (Test of English as a Foreign Language) or the IELTS (International English Language Testing System) scores. (*)
?	<b>1.4</b>	Write and submit a 250-400 word Essay in English.
?	<b>1.5</b>	Participate in a telephone interview with the International Admissions Office.
<i>(Items 1.6-1.8 are used to evaluate your academic background)</i>		
?	<b>1.6</b>	Have high school (secondary school) transcripts sent; if your transcripts are not in English, they must be translated into English before they will be accepted. (*)
?	<b>1.7</b>	Have your U.S. college transcript(s) sent, if applicable. (*)
?	<b>1.8</b>	If applicable, send your home country college transcript(s); if your transcripts are not in English, they must be translated into English before they will be accepted. (*)
<i>(Item 1.9 is required of all international students)</i>		
?	<b>1.9</b>	Complete and submit the Terms & Conditions Agreement form.

**The I-20 Packet will be issued to the student ONLY after all of the above listed items are received and evaluated by Garrett College.**

***Please proceed to Section 3.***

## Section 2: Checklist for Transfer Students from a U.S. School

*If you are not transferring to Garrett College from a U.S. high school or college, please go back to Section 1.*

<b>All items must be received by: August 1 for Fall, January 1 for Spring.</b>		
<i>(Items 2.1-2.4 are your travel documents and are used to validate your status in the U.S.)</i>		
?	<b>2.1</b>	Submit a copy of your current and valid I-20.
?	<b>2.2</b>	Submit a copy of your current and valid I-94.
?	<b>2.3</b>	Submit a copy of your current and valid passport.
?	<b>2.4</b>	Submit a copy of your current and valid visa.
<i>(Items 2.5-2.6 are required of all international students)</i>		
?	<b>2.5</b>	Complete and submit a Garrett College Application for Admission (can be found online at <a href="http://www.garrettcollege.edu/admissions">www.garrettcollege.edu/admissions</a> ).
?	<b>2.6</b>	Send financial support documentation showing that you or someone else have/has adequate funds to pay for your education and living expenses while you study in the U.S. These documents must be dated within the past 6 months. (*)
<i>(Items 2.7-2.9 are used to prove English proficiency)</i>		
?	<b>2.7</b>	Fax a copy of TOEFL (Test of English as a Foreign Language) or the IELTS (International English Language Testing System) scores. (*)
?	<b>2.8</b>	Write and submit a 250-400 word Essay in English.
?	<b>2.9</b>	Participate in a telephone interview with the International Admissions Office.
<i>(Items 2.10-2.13 are used to evaluate your academic background)</i>		
?	<b>2.10</b>	Have high school (secondary school) transcripts sent; if your transcripts are not in English, they must be translated into English before they will be accepted. (*)
?	<b>2.11</b>	Have your U.S. college transcript(s) sent, if applicable. (*)
?	<b>2.12</b>	If applicable, send your home country college transcript(s); if your transcripts are not in English, they must be translated before they will be accepted. (*)
?	<b>2.13</b>	Once you are sure of your acceptance and decision to transfer to Garrett College, contact your previous U.S. school and ask them to complete and send a transfer form to Garrett College.
<i>(Item 2-14 is required of all international students)</i>		
?	<b>2.14</b>	Complete and submit the Terms & Conditions Agreement form.

**The packet with your new I-20 will be issued ONLY after all of the above listed items are received and evaluated by Garrett College.**

## Section 3: Checklist for All International Students

**Once you have submitted all documents required for your I-20, there are additional documents that need to be submitted before the start of classes. It is strongly advised that these documents be sent before you arrive in the United States.**

<b>Items A-B: Health Documents. Should be received by August 1 for Fall, January 1 for Spring</b>		
?	<b>A.</b>	Provide a signed statement from your physician proving that you have had a recent physical and that you have all your travel inoculations. (*)
?	<b>B.</b>	Purchase and provide proof of purchase of adequate health/medical insurance coverage to be admitted and for each year of subsequent enrollment.
<b>Item C: Travel Plan Details. Should be received by August 1 for Fall, January 1 for Spring</b>		
?	<b>C.</b>	Purchase and provide proof of a return airline ticket OR send \$500 to be deposited in escrow at the College and used in case of a required emergency flight home. If not used, this money will be returned upon leaving Garrett College.
<b>Item D: On-Campus Housing. Should be received by June 1 for Fall, November 1 for Spring</b>		
?	<b>D.</b>	Complete a residence hall application and send it with a \$200.00 deposit. Space is not guaranteed until deposit is received. Dorms fill-up quickly.
<b>Items E-G: Financial Assistance. Must be received by June 1 for Fall, October 1 for Spring</b>		
?	<b>E.</b>	Complete and submit the International Student Service Learning Scholarship Application (if applicable).
?	<b>F.</b>	If you are interested in the Honors Program, complete and submit the Honors Program Application.
<b>Items H-J: Pre-registration. Must be completed before the start of classes</b>		
?	<b>G.</b>	Complete and submit the Registration Form. Before you arrive, an advisor will help you pre-register for your classes via email or phone.
?	<b>H.</b>	If you have just arrived from your home country, you must provide copies of your recent travel documents.

## Section 4: Deadlines and Document Descriptions

	<i>Fall Semester Applicants</i>	<i>Spring Semester Applicants</i>
Last month to <b>register</b> to take TOEFL (English proficiency) in order for scores to meet established deadlines  Student may instead take the IELTS (English proficiency) which is offered every month and results are available within one week after taking.	<b>February</b>	<b>July</b>
Last month to <b>take</b> TOEFLS	<b>March</b>	<b>August</b>
Last month to <b>take</b> IELTS	<b>April</b>	<b>August</b>
Last month for Garrett to receive TOEFL/IELTS results	<b>June</b>	<b>September</b>
Garrett College sends I-20 packets to qualifying International Students	<b>June 15</b>	<b>October 15</b>
Last day to pre-register for classes via email/fax	<b>August 15</b>	<b>January 10</b>
Students arrive in U.S. one week prior to start of semester	<b>August, Wednesday</b>	<b>January, Wednesday</b>
<b>Pre-Semester Orientation as follows:</b>	<b>August</b>	<b>January</b>
• Finalize financial aid	Thursday	Thursday
• Campus tour	Thursday	Thursday
• Placement, advising, finalize registration	Friday	Friday
• Get books at campus bookstore	Friday	Friday
• Free day	Saturday	Saturday
• Residential hall move-in day	Sunday	Sunday
• Orientation activities	Monday	xxx
• New student orientation	Tuesday	Sunday
Classes Start	<b>1<sup>st</sup> or 2<sup>nd</sup> Wednesday in September</b>	<b>3<sup>rd</sup> or 4<sup>th</sup> week in January</b>

***These and other deadlines may be changed with the permission of Melissa Parker, International Admissions Representative. Any extension granted may cause a delay in obtaining a visa, which may adversely affect the start of classes.***

***It is highly recommended that applicants adhere to all deadlines.***

## **Financial Support Documentation** ***(Deadline: June 1 for Fall, October 1 for Spring)***

All students must submit financial support documentation showing that you or someone else have adequate funds to pay for your education and living expenses while you study in the United States. U.S. law requires that you prove you can support your estimated costs for EVERY YEAR of your program of study -- an Associate's Degree at Garrett College requires at least 2 years of full-time study. In order to do this, you must show that you have:

- Cash to cover your first year of study in the U.S.
- Sufficient and dependable financial resources to cover every additional year.

There are several ways by which you may cover your education and living expenses. Your financial support can come from ANY COMBINATION of the sources explained below.

- Personal Funds:** These are funds that come only from your own income and resources. These are not funds given to you by another person.
- Funds from Garrett College:** These include tuition and housing scholarships and reductions. Garrett College cannot cover the full cost of your education in the U.S. Other funds will need to be found and documented.
- Funds from Sponsors:** Sponsors can be anyone – your parents, other relatives, friends, or an organization – and you may have as many sponsors as you need to cover the costs of your education and living expenses. It is highly recommended that part of your financial support comes from your home country, or obtaining a visa may be difficult. A sponsor should promise ONLY as much money as he/she is able to give you. A sponsor may provide you with support in the form of cash and/or free room and board (i.e., when you live with someone and don't have to pay or work for your housing and food).

All documents submitted to Garrett College MUST be current and MUST be in English. While you may send faxed copies of these documents for initial review, originals of these documents must be submitted by mail. Keep a set of originals for yourself, as you will need them when you apply for your visa. The following is a list of documents that can be accepted by Garrett College. Send some or all of these documents, whichever are appropriate to show that you have enough funds available to cover your educational and living expenses.

### **Personal Funds:**

Provide all of the following that apply to your situation.

1. **Bank Statements:** These must be in your name only and must include the date that the account was opened, the current balance in U.S. dollars, and average deposits and average balances.
2. **Employment Letter Certifying Your Salary:** This applies only if you will be in the U.S. on authorized employment or will continue to be paid by your home country employer while you are a student. This letter should include the amount you will be paid while at Garrett College and for how long.
3. **Statement of Liquid Investments:** Again, these should be investments that are only in your name.

**Funds from Garrett College:**

Garrett College offers eligible international students up to \$3,000 per year in a tuition scholarship. In addition, Garrett offers eligible international students a \$2,192 per year housing reduction. An application for the tuition scholarship is attached to the end of the manual. Please discuss your eligibility for financial assistance from Garrett College with the International Admissions Office. If you are eligible and if assistance will be awarded, you will be given a letter stating the amount and terms. This letter becomes one of your financial documents.

**Funds from Sponsors:**

Each sponsor providing cash support must provide #1 below to prove financial responsibility and either #2 or #3 (or both if desired):

1. Affidavit of Annual Financial Support: This form, available from Garrett College, must be filled out by each sponsor and all questions must be answered. Affidavits must be signed by the sponsor in the presence of a notary public. A notary is an official licensed by the national or regional government to take sworn statements for courts of law or to witness contracts and property deeds.
2. Proof of Income: You must provide an official statement of the salary paid to the sponsor. This may be a statement on letterhead from the sponsor's employing organization, income tax returns or receipts, or a written estimate by a bank or an accountant for a sponsor who is self-employed.
3. Bank Statements: These statements must be in the sponsor's name only and must state the date the account was opened, the current balance in U.S. dollars, the average deposits and the average balance.

**Free Room and Board from a Sponsor:**

A sponsor who is providing you with room and board (without an expectation of money or work) must provide all of the following evidence of financial ability:

1. Affidavit of Free Room and Board: Must be fully completed and signed in the presence of a notary.
2. Photocopy of lease, deed, or rent receipt in the sponsor's name.

## Estimated Costs for One Year: 2010-2011

The following costs are estimates and may not be the actual costs incurred by students. Costs that need to be covered before leaving the student's home country will vary depending on the country. Costs incurred while attending Garrett College may vary depending on the number of credits taken each semester, the type of housing selected, and personal spending habits. All amounts are in U.S. dollars.

### **Before Leaving Home Country:**

<i>Travel between U.S. and Home Country</i>	\$ 1,500.00
<i>Medical Insurance</i>	\$ 300.00 – 700.00
<i>Visa Application</i>	\$ 50.00 – 100.00
<i>TOELF/IELTS</i>	\$ 130.00
<i>SEVIS i-901 Fee</i>	\$ 200.00
	<hr/>
<b>TOTAL:</b>	<b>\$ 2,180 – 2,630.00</b>

### **While in the U.S. Attending Garrett College:**

The following tuition costs are based on 16 credits in the fall and spring semesters, since students who wish to graduate in 2 years should take 16 credits in the fall and spring semesters, although they may take a minimum of 12 credits in these semesters. NOTE: Students who choose to stay in the U.S. during the summer do not have to take any summer classes. However, if a student wishes to take summer courses, the student must find his/her own housing off-campus, as on-campus housing IS NOT available during the summer.

	<b><u>9 months (Sept. – May) *</u></b>
<i>Housing</i>	\$ 3,000-6,165.00 ( <i>students receiving scholarship money from Garrett are required to live in Laker Hall, which costs between \$5,192 - \$6,165</i> )
<i>Tuition</i>	\$ 8,160.00
<i>General Fees (not including special course fees)</i>	\$ 670.00
<i>Food</i>	\$ 1,980.00
<i>Medical Costs Not Covered by Insurance</i>	\$ 500.00
<i>Books and School Supplies</i>	\$ 750.00
<i>Personal</i>	\$ 900.00
	<hr/>
<b>TOTAL:</b>	<b>\$15,960.00 to 19,125.00</b>

\* = For the purposes of the I-20, students not receiving scholarship money from Garrett will be required to show financial support documents (e.g., bank statements, affidavits of financial support, scholarship letters, etc.) that total a minimum of **\$15,960.00**, as shown above. **IMPORTANT:** If the student is received scholarship money from Garrett College, the student will be required to show financial support documents that total a minimum of **\$18,152**, which adds \$2,192 to the total cost for housing.

### **Costs before leaving your country are estimated from US\$ 2,180 to 2,630.00**

- **Travel Between the U.S. and Your Country:** It is estimated that a round-trip ticket will cost around US\$1,500.00. You may be able to purchase a ticket for less, but it also may cost more. Typically, it is much more economical to purchase a round-trip ticket than it is to buy two one-way tickets. The U.S. Federal Government requires that you demonstrate the ability to leave the U.S. in an emergency. Therefore, you will be asked to submit proof that you have purchased a return ticket. If you choose

not to purchase a return ticket in the beginning, you will need to send or wire US\$500.00 to Garrett College. This money will be held in an account to insure available funds to return home in an emergency situation. If you are wiring money to the college, be aware that the bank you are wiring money from AND the bank that you are wiring money to will BOTH charge you for this service. The College does not guarantee that \$500 will be sufficient to purchase a return ticket, so you may choose to deposit more.

- **Medical Insurance:** Your medical insurance is estimated to cost between US\$300.00 and \$700.00 per year, but you may be able to find the kind and amount of insurance you need at a lower rate within your country. If you are staying only one semester, then you only need to purchase one semester's worth of insurance. If you are coming for a full degree, purchase at least one year's worth of insurance. You are free to decide how much medical insurance coverage you will need. The above medical insurance costs are what we estimate in order for you to purchase minimum coverage. You will need to make sure you have the necessary insurance to cover the possibility of any such injury based on the activities in which you plan to participate while you are with us. If you plan to take Adventure Sports courses or participate in the College's athletic programs or in activities such as skiing, snowboarding, mountain biking, etc., be sure to obtain the proper insurance necessary for this type of coverage.
- **Visa Application:** You will need to cover the cost of your visa. Contact your local U.S. Consulate office to find out the current and correct costs.
- **TOEFL/IELTS:** We recommend that you take the academic IELTS. The IELTS is offered more often, the scores are available more quickly and it usually is offered closer to your home and costs less than the TOEFL. Consult the web for current IELTS ([www.ielts.org](http://www.ielts.org)) and TOEFL ([www.toefl.com](http://www.toefl.com)) costs.
- **SEVIS i-901 Fee:** The SEVIS i-901 fee is mandated by Congress to support the program office and the automated system that keeps track of students and exchange visitors and ensures that they maintain their status while in the United States. Each student or exchange visitor issued an initial Form I-20 or DS-2019 on or after September 1, 2004, is responsible for paying this fee to SEVP. This fee must be paid **IN ADVANCE** of your visa appointment and proof of purchase must be brought with you to your appointment. For more information on this fee and how to pay it, please go to:

<https://www.fmjfee.com/index.jhtml>

**Costs while in the U.S. are estimated to be a minimum of US\$15,960.00 per year**

*You must provide financial support documents that show a minimum of \$15,960.00 available to you, unless you are receiving scholarship money from the college, in which case you would need to show \$18,152.*

- **Housing:** International students are encouraged to live on campus in one of Garrett College's two residence halls so that they may have the total college experience. The college's two residence halls are Garrett Hall and Laker Hall. Garrett Hall is \$4,980 for nine months for a room shared with one other person. This price includes a meal plan. There are no kitchen facilities available in Garrett Hall, and as such, students are required to have a meal plan, which is included in the \$4,980 price. Laker Hall has two room types available: \$5,192 for nine months for a shared two-bedroom and \$6,165 for nine months for a single four-bedroom. Laker Hall has a shared kitchen and common area. Laker Hall rooms do not include a meal plan, but they may be purchased for \$1,980 per year for 10 meals per

week. NOTE: other meal plan options are available; check with coordinator of residential services for most up-to-date meal plan information.

**Please note that international students receiving scholarship money from the college are mandated to live on-campus in Laker Hall's shared two-bedroom.**

**Please also note that Garrett College offers qualifying international students a \$2,192 housing reduction to offset the cost of living in Laker Hall.**

To reserve a room in the residence halls, you must contact **Kate Heiser**, coordinator of residential services, at [kate.heiser@garrettcollege.edu](mailto:kate.heiser@garrettcollege.edu) or 301-387-3164. Please note that a \$200 security deposit is required in advance. This will save a room for you for the fall and spring semesters. If you are wiring money for your residence hall deposit, be aware that the bank you are wiring money from AND the bank you are wiring money to will BOTH charge you for this service.

- **Tuition:** The projected tuition for the 2010-2011 academic year is \$255/credit for out-of-state residents (**NOTE:** International students are charged our out-of-state rate for tuition). International students must take a minimum of 12 credits each semester (which totals US\$6,120 per year). Most international students will take an average of 16 credits per semester (which totals US\$8,160 per year). Please see the Course Schedule (which may be found on our website, [www.garrettcollege.edu](http://www.garrettcollege.edu)) for payment deadlines; a deferred payment plan is available for a fee.
- **Fees:** The amount shown for fees includes a registration fee and a combined college fee. The above amount is based on you taking 16 credits per semester at a rate of \$20.00 per credit hour for two semesters. Additional fees may apply depending on the courses you elect to take; please see the Course Schedule for these fees.
- **Local Transportation:** This budget does not allow any money for local transportation. It assumes that you will be living in the residence hall, which is within walking distance of the campus and classes. You will no doubt meet friends who will be happy to help you with other transportation needs. However, please keep in mind that if you decide to use local public transportation in and around the area, a one-way trip costs anywhere from \$3.00 to \$5.00.
- **Food:** The \$1,980.00 U.S. dollars listed for food is based on an estimate of approximately \$220 per month for food, or 10 meals per week. Students who live in Garrett Hall are required to purchase the \$990 meal plan each semester, which can be used in the on-campus cafeteria. Students staying in Laker Hall or in off-campus housing may opt to purchase the meal plan, although it is not required. A grocery store is located less than a mile from campus, and Wal-Mart is located about 10 miles from campus (Note that food is much less expensive at Wal-Mart). If you desire to eat at local restaurants, you will need extra money.
- **Medical Costs Not Covered by Insurance:** The \$500.00 U.S. dollars per year for medical costs is a precautionary expense. It is strongly recommended that you have this amount available just IN CASE of an accident or injury and your insurance does not fully cover your costs, as in the case of a deductible policy. Additionally, some insurance plans require you to cover your medical costs up front and then apply to be reimbursed. You may not even need to use this money, but you may need to have more than this amount available to you. The \$500 amount is an estimate and in no way should be interpreted as a sufficient amount to cover all medical costs.

- **Books & Supplies:** The \$750.00 U.S. dollars listed is an estimate of what it will take to cover the cost of your books and educational supplies for two semesters. Depending on the courses you elect to take, your costs may be substantially higher.
- **Personal Expenses:** The \$900.00 U.S. dollars per year for personal expenses is also just an estimate and is dependent upon each individual's needs. This gives you about \$100.00 per month to use for things like shampoo, toothpaste, snacks, going to the movies, or other things that you NEED or might want. You could bring less money for these expenses, but you should be sure that each month someone could send you a little extra if you need it.

**The following financial worksheet is provided to help you determine the exact amount of money that your financial documents should show you have available to you. As this is part of a U.S. Federal Government requirement, you MUST be able to show this amount. Exceptions are never granted.**

**Financial Worksheet: How much money do you need to show is available?**

**Housing:** *(Check One)*

*Use Garrett Hall costs if you plan on living off-campus or do not plan to receive scholarship money from Garrett College. Use Laker Hall, Shared if you plan to receive scholarship money from the College.*

- Garrett Hall (2 people to a room, shared bath with another room, no kitchen): \$3,000
- Laker Hall, Shared (2 people to a room, shared living room and kitchen): \$5,192
- Laker Hall, Single (1 person to a room, shared living room and kitchen): \$6,165      \$ \_\_\_\_\_

**Security Deposit:** for all housing options      + \$ **200.00**

**Tuition & Fees:** \$275 x 32 credits (16 per semester) + \$30 registration fees      + \$ **8,830.00**

**Food:** Garrett Hall, Mandatory Meal Plan: \$1,980 for two semesters  
Laker Hall, Grocery store shopping: \$1,980 estimate for two semesters      + \$ **1,980.00**

**Medical Costs Not Covered by Insurance:**      + \$ **500.00**

**Books/Supplies:** estimated for two semesters      + \$ **750.00**

**Personal:** estimated at approx. \$25/week for two semesters      + \$ **900.00**

=====

**SUB-TOTAL:**      \$ \_\_\_\_\_

**MINUS GARRETT COLLEGE SCHOLARSHIP, IF APPLICABLE:**

*Subtract ONLY if you have a letter guaranteeing you a scholarship.*

- \$ \_\_\_\_\_

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**TOTAL AMOUNT THAT MUST BE SHOWN IN**

**YOUR FINANCIAL SUPPORT DOCUMENTS → → → →**

= \_\_\_\_\_

## **TOEFL/ IELTS Requirement**

***(Deadline: June 1 for Fall, September 1 for Spring)***

At Garrett College, international students are required to have a strong command of the English language. The two English proficiency tests that Garrett College accepts are the TOEFL (Test of English as a Foreign Language) or IELTS (International English Language Testing Service). Garrett College requires a result of 550 on a paper-based TOEFL; 213 computer based TOEFL; and 80 iBT TOEFL or a 6 on the IELTS.

The following international students do NOT need to submit a TOEFL or IELTS score:

- 1) a student transferring to Garrett who has successfully completed a U.S. college level English composition course;
- 2) students who have recently completed their last two years of high school in the United States;
- 3) a student who is a citizen of a country with English as the official language.

Students who live in countries where their official language is English but their native language is other than English must submit a TOEFL or IELTS.

You are required to write an essay in order to demonstrate your English writing skills. You will also be asked to participate in a telephone interview in order to demonstrate your English speaking skills.

### **TOEFL**

- The test is given on a variety of dates during the year and in a variety of locations
- Additional information such as cost, acceptable methods of payment, how to register, what to take with you, how to prepare, and preparation for the test are available at [www.toefl.com](http://www.toefl.com)
- Cost averages around \$130.00
- Please request that a copy of your score report be sent to Garrett College, International Admissions Office, 687 Mosser Road, McHenry, MD 21541 U.S.A. On the request form place the code number 5279 in the appropriate spot and a copy of your report will be sent directly to us
- It will take up to a month to receive your test scores

### **IELTS**

- The test is given at a test center near you
- You must take the academic version, NOT the general version
- Sometimes tests are offered as often as once every month
- Additional information such as cost, acceptable methods of payment, how to register, what to take with you, how to prepare, and preparation for the test are available at [www.ielts.org](http://www.ielts.org)
- Cost averages around \$100.00
- Scores are available within 4-7 days after test is taken
- Please request that a copy of your score report be sent to: Garrett College, International Admissions Office, 687 Mosser Road, McHenry, MD 21541. U.S.A.

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## **English Essay**

***(Deadline June 1 for Fall, September 1 for Spring)***

In order to be admitted to Garrett College, you must write an essay in English. Your essay will supplement your TOEFL scores and help us determine the appropriate courses for you to take if you are admitted to Garrett College.

It is important that we have an understanding of your abilities, so take your time and work without assistance. You may use a dictionary to assist you, but please do not consult other individuals. Your response should be between 250-400 words in length.

Your essay will be reviewed by the International Admissions Office at Garrett College.

### Essay Questions (Choose One)

1. Based on your personal opinions and life experiences, please write about “Your Part in a Cultural Exchange Process”. In every country there are similarities and differences between people and culture. A greater knowledge, understanding and appreciation of both allow us to grow in our relations with each other. Knowledge, understanding and appreciation of each other are the outcomes of cultural exchange. What is and will be your part in a cultural exchange?
2. Have you ever been to the United States? What do you think the United States looks like? What do you think of the people of the U.S.? How do you think they spend their time? What do you think is important to them? What do you think the U.S. and its people have in common with you and your country? What do you think are the differences between the United States and your country? How do you feel about the idea of cultural exchange? How important is cultural exchange to you? What aspects of American culture are you most interested in knowing more about? What are your ideas for how you would share your life and culture with us?

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### **Telephone Interview**

***(Deadline – June 1 for Fall, September 1 for Spring)***

A telephone interview allows us to get to know each other better. It also allows us to listen to your spoken English. We use this information along with your TOEFL or IELTS results and our own in-house placement to determine what basic academic skill level you are best prepared to enter. There is no need to be nervous or worried. We will ask you to tell us a little about yourself and your family. We will ask why you want to come to Garrett College. We may also ask what you want to do in the future and if you have ideas on how to share yourself and the culture of your country with our students and our community.

The telephone interview is not something that you can prepare for. We want it to be as natural as possible.

This is also a time for you to ask us questions. Make a list of questions you and your family would like to ask us.

In order to arrange a time for your telephone interview, we ask that you suggest several times and dates during which you would be available. We then will compare your suggested times/dates with the schedules of Garrett College staff members, and then confirm the exact time/date with you. Please tell

us which phone number we should use to call you (we pay for the call) and what the time difference is between your home town and the East Coast of the U.S.

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### **High School/College Transcripts**

***(Deadline: June 1 for Fall, September 1 for Spring)***

Have a copy of your high school (secondary school) transcript translated into English. Fax a copy to the Admissions Office. Once you have faxed a copy of your secondary transcript, your original transcript documents must then be mailed to Garrett College, International Admissions Office, 687 Moser Road, McHenry, MD 21541.

Your high school transcript or its equivalent is needed for advising purposes and is required before issuing an I-20. If you have taken ESL (English as a Second Language) or IEP (Intensive English Program) courses, fax a copy of a transcript of those courses to us at the above fax numbers, and mail a transcript of your coursework to the above address.

If you have attended college in any country other than the U.S., acquired college level credit and want to transfer that credit to Garrett College, we need to determine the exact content of the courses. Therefore, it is **REQUIRED** that international students utilize a fee-based credentialing service. This service will evaluate your transcript(s) and then provide you with a transcript evaluation that can be presented to Garrett College. The College can then review the evaluation and transfer credits appropriately. Please note that all credits may not be transferable to Garrett College; the evaluation provided by any credentialing service is used as a reference guide. Such services include, but are not limited to:

**WORLD EDUCATION SERVICES**

[www.wes.org](http://www.wes.org)

\$160 for a course-by-course evaluation

**INTERNATIONAL CONSULTANTS OF DELAWARE, INC.**

[www.icdel.com](http://www.icdel.com)

\$175 for a course-by-course evaluation

**AMERICAN ASSOCIATION OF COLLEGIATE REGISTRARS AND ADMISSIONS OFFICERS**

[www.aacrao.org](http://www.aacrao.org)

\$190 for a course-by-course evaluation; \$75 if the courses are not transferable

**SPANTRAN EDUCATIONAL SERVICES**

[www.spantran-edu.org](http://www.spantran-edu.org)

\$150 for evaluation

NOTE: Please verify fees by contacting the organization directly.

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### **On-Campus Housing**

***(Deadline: June 1 for Fall, October 1 for Spring)***

There are currently two (2) residence halls, often called dorms, available on-campus. Garrett Hall offers rooms that are shared by two people with a bathroom shared with another room. Each room is equipped with a small refrigerator and a microwave, but there are no kitchen facilities in the traditional dorm. As such, students who reside in Garrett Hall are required to purchase a meal plan each semester which will allow them to eat their meals in the college cafeteria.

Laker Hall is equipped with a kitchen and a common area which is shared by four students. Laker Hall offers the option of a two-bedroom apartment, in which two students share a room and a bathroom (\$2596 per semester plus a one-time \$200 security deposit) and a four-bedroom apartment, in which each student has his/her own room and shares a bathroom with one other student (\$3082.50 per semester plus a one-time \$200 security deposit). International students who receive the \$2,000 tuition scholarship are required to live in Laker Hall. A \$2,192 housing reduction is offered to international students to help lower the costs of housing.

To apply for a room in the Garrett College residence halls, please contact Kate Heiser, coordinator of residential services, at [kate.heiser@garrettcollege.edu](mailto:kate.heiser@garrettcollege.edu) or 301-387-3164 for details on how to apply.

Security deposits in the amount of US\$200 are due when housing contracts are signed. The remaining cost of residence hall rent can be paid upon your arrival at Garrett College. All students applying for fall residence hall housing must remain in the residence hall through the end of spring semester. Credit card payments are accepted.

Residence hall rooms are available on a first come, first serve basis. In order to increase your chances of a room being available to you, you should apply for housing and pay your security deposit by June for fall and October for spring.

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### **Terms and Conditions Agreement**

***(Deadline: June 1 for Fall, September 1 for Spring)***

This Agreement states the terms and conditions of your attendance at Garrett College. As part of our admissions acceptance, you are required to agree to the terms and conditions stated in this Agreement. Please review the document carefully to be sure you understand its terms and conditions. If you have questions, please feel free to email your questions to us.

A copy of the Terms and Conditions Agreement is included in this packet. You must sign and return one copy of this Agreement to the Admissions Office.

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### **Proof of Purchase of Medical Insurance Coverage**

***(Deadline: August 1 for Fall, January 1 for Spring)***

International students are required to purchase medical insurance to cover the full cost of medical treatment related to illness, accident, injury, toothache and related conditions of the mouth. If the student anticipates participating in activities excluded under a standard insurance policy, then he/she must arrange for additional coverage at his/her own expense in order to cover accident, illness, or injury that might arise from participation in such activities. This may apply, for example, to athletes and Adventure Sports Management majors. The student must provide proof of adequate insurance coverage

prior to arrival in the United States. The student is also expected to undergo a full physical, dental, and eye care examinations and to receive related treatment and services prior to leaving the home country for the United States. The student is also required to report any conditions that might be pertinent to treatment which might be required while in the United States.

When considering insurance policies, international students are encouraged to consider the following:

- If the insurance policy purchased has a deductible, students will have to pay the deductible amount from their own funds.
- If the insurance policy purchased is not accepted at Garrett County Memorial Hospital, other area hospitals, or by local doctors, the student may have to pay for the entire cost of their medical treatment in advance and apply for reimbursement from their insurance company later.
- Some insurance companies only provide reimbursement for medical expenses incurred and covered by the student.

Please be careful when choosing medical insurance coverage and choose wisely.

#### **Don't know where to get medical insurance?**

There are many U.S. companies that offer medical insurance packages to international students. You are encouraged to explore your options using the Internet. One organization that offers international students reasonable insurance rates is ISO (International Student Organization); you can find information about their International Student Health Plans by going to:

**[www.isoa.org](http://www.isoa.org)**

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#### **Proof of Purchase of Open Return Ticket**

***(Deadline: August 1 for Fall, January 1 for Spring)***

The international student is responsible for purchasing air travel tickets to and from the United States. In the event that the student elects to purchase a one-way ticket, then he/she must post a bond of US\$500.00 with Garrett College prior to arrival. The College will hold these funds in escrow for the student until such time as he/she needs them to purchase return airfare to his/her country. If the \$500.00 bond is used to purchase a return trip ticket to his/her country, then a new \$500.00 bond must be posted in the event that the student again purchases a one-way ticket in order to return to the United States to continue study at Garrett College. The \$500.00 bond might not necessarily cover the full cost of the airline ticket. In the event the ticket costs in excess of \$500.00, the student and/or sponsor must be prepared to make up the difference.

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#### **Medical Form Signed by a Physician**

***(Deadline: August 1 for Fall, January 1 for Spring)***

The international student is responsible for providing a medical form signed by a licensed physician, stating that the student has had a recent physical exam, is in good health, and has had the required inoculations. A copy of the medical form is included in this manual.

## Section 5: Additional Information, including Financial Assistance

### Making Credit Card Payment

1. Make a copy of the front and back of your credit card.
2. Sign the copy.
3. Indicate on the copy how much money you want charged to your card.
4. Fax the card to 011-301-387-3038 to the attention of the International Admissions Office.
5. Or, you may call the business office to make a payment by phone at 011-301-387-3062.

### Making a Bank Transfer

1. Contact your local bank to find out what they recommend.
2. Usually the bank will have some paperwork for you to complete, including how much money you want sent, the name of the bank to send it to, and our routing number. Please email [gloaled@garrettcollege.edu](mailto:gloaled@garrettcollege.edu) for this information.
3. Your bank will charge you for the transfer AND our bank will charge you for the transfer.

### Financial Assistance

1. International students are **not** eligible to received Pell Grants, Student Loans and other financial assistance afforded by the U.S. government to its citizens.
2. In some cases, assistance through private foundations may be available, and international students are eligible to apply for student loans through some private lending institutions.
3. International students who are here on an F-1 visa and have been in the U.S. for at least one academic year may apply for Optional Practical Training (OPT), a program though the U.S. government that allows students to work for a total of one-year in employment related to their field of study. Some students work for the 3-months of the summer (with the potential to earn between \$2,500 and \$3,000 US each summer); other students save all of their OPT time to work for a year after graduation.
4. Additional information on possible financial assistance sources can be found through EduPass, the SmartStudent Guide for Studying in the U.S. Go to: <http://www.edupass.org/finaid/>

### Financial Assistance through Garrett College

1. You may be eligible to work on-campus (up to 20 hours per week, depending on financial resources available; most international students are only eligible to work 10 hours per week) without using any OPT. On-campus positions, however, are limited and very competitive.
2. You may be eligible to participate in Curricular Practical Training (CPT) during the fall and/or spring semester, provided that it is work related to your academic studies and is through a class sanctioned by Garrett College (i.e., it will appear on your transcript).

3. International Student Service Learning Scholarship (ISSLS): **ISSLS** is awarded to international students. Because most international students cannot work off-campus during their first year of study, students who receive this scholarship may be eligible to work on campus up to 20 hours per week, depending on financial resources available. The amount of the award is renewable each year. Eligibility for this scholarship requires the following:

- Acceptance into Garrett College
- Submit an ISSLS application and essay

**Students who are awarded the ISSLS Scholarship must:**

- Maintain F-1 status and particular Visa requirements
- Complete ten (10) hours of college-based volunteer work per year

ISSLS Scholarships are limited. Interested students should complete and application and submit it to the International Admissions Office by June 1 for Fall and November 1 for Spring. An application is included in this manual.

4. International Athletic Scholarship: Qualified international student athletes may be eligible to receive an international athletic scholarship. Interested students should notify the international admissions representative to obtain information on how to pursue an international athletic scholarship.

***For additional information, please contact the International Admissions Office!***



## Terms and Conditions Agreement for International Students

The signing of this Agreement by both parties certifies that \_\_\_\_\_  
(hereinafter \_\_\_\_\_ (Student's Full Name)

The "Student") of \_\_\_\_\_ is applying for admission to  
Garrett

(Student's Country of Citizenship)

College and, upon acceptance to Garrett College (hereinafter the "College"), is subject to terms and conditions stated as follows:

### 1. Financial Obligations

The student is responsible for paying for the following expenses:

#### 1.1 Travel to and from the United States

The Student is responsible for purchasing air travel tickets to and from the United States. In the event that the Student elects to purchase a one-way ticket, then he/she must post a bond of US\$500.00 US with the College prior to arrival. The College will hold these funds in escrow for the Student until such time as he/she needs them to purchase return airfare to his/her country. If the \$500.00 bond is used to purchase a return trip ticket to his/her country, then a new \$500.00 bond must be posted in the event that the student again purchases a one-way ticket in order to return to the United States to continue study at the College. This must be done prior to beginning classes the next semester. The \$500.00 bond might not necessarily cover the full cost of the airline ticket. In the event the ticket costs in excess of \$500.00, the student and/or sponsor must be prepared to make up the difference.

#### 1.2 Medical Insurance

The Student is required to purchase medical insurance to cover the full cost of medical treatment related to illness, accident, injury, toothache and related conditions of the mouth. If the Student anticipates participating in activities excluded under a standard insurance policy, then he/she must arrange for additional coverage at his/her own expense in order to cover accident, illness, or injury that might arise from participation in such activities. The Student must provide proof of adequate insurance coverage prior to arrival in the United States. The Student is also expected to undergo full physical, dental, and eye care examinations and to receive related treatment and services prior to leaving the home country for the United States. The Student is also required to report any conditions that might require or effect treatment which might be required while in the United States.

#### 1.3 Personal Expenses

The Student is responsible for all personal expenses such as clothing and personal supplies needed while in the United States. This includes unanticipated medical expenses and those not covered by insurance.

#### 1.4 Textbooks and Supplies

The Student is responsible for purchasing textbooks and supplies required by the classes in which the Student is enrolled.

1.5 Food and Housing

The Student is responsible for paying the cost of food and housing while in the United States.

1.6 Tuition and Fees

The Student is responsible for all tuition and fees charged to out-of-state students attending Garrett College unless awarded scholarship that states otherwise.

**2. Transportation to and from the College**

The Student is responsible for transportation while in the United States. The College will arrange to pick up arriving students at the airport and bring them back for return trips to their home country ONLY on days and at times selected by the College. Local transportation to and from the College is not provided.

2.1 Release of Responsibility and Waiver of Rights

The Student understands that the College neither warrants nor guarantees that any transportation arrangement it has arranged for the Student is suitable or safe. The Student hereby releases the College from all responsibility for any injury to the Student, whether physical, emotional, or mental, that the Student might incur as a result of the transportation that the College might arrange for him/her.

**3. Code of Conduct and Revocation of Student Status**

The College has a Code of Student Conduct stated in its college catalogue. The Student agrees to comply with the rules stated in this Code of Conduct, and he/she further agrees and understands that he/she is subject to the same penalties as any other student for violations of the College's Code of Student Conduct. The Student is expected to be an exemplary representative of his/her home country and to make good faith effort to be a positive member of the local community. The Student agrees to participate in a positive way in the college's international student club and through such to share his/her culture and be open to learning and participating in cultural exchange activities organized by the club. The Student understands and agrees that he/she may have his/her student status at the College revoked, thereby revoking his/her F-1 Student Visa eligibility, for conduct which the president of the college deems unbecoming a student. The judgment of the president is final and not subject to appeal. Upon such revocation of student status, the Student agrees to return to his/her home country at his/her own expense at such earliest time as the College may determine appropriate.

**4. Academic Success**

The College posts academic rules, regulations, and standards of success in its college catalog. The Student agrees to abide by the College's academic rules and regulations and further agrees to such academic penalties as may be imposed for failure to comply. In addition, the Student agrees that his/her failure to meet the College's academic standards and to remain in good academic standing (which is defined as maintaining a minimum 2.0 cumulative grade point average) shall result in revocation of the Student's F-1 Student Visa eligibility. Upon such revocation of student status, the Student agrees to return to his/her home country at his/her own expense at such earliest time as the College may determine appropriate.

**5. Release**

With full knowledge that this Release extinguishes certain legal rights of the Student, and in consideration of receipt of admissions acceptance into Garrett College, the undersigned, does hereby release and forever discharge the College, its officers, directors, agents, employees, and assigns of and from any and all loss or damage to personal property and loss or damage on account of injury to, or death of the Student, whether caused by the negligence of the College, its officers, directors, successors, agents or employees, (herein collectively included by reference to the College), while attending the College, while participating in its activities, while living/staying with a local family, or when being transported to and from the College for classes and activities.

**6. Section Titles**

Section titles are for the convenience of the reader only. They are not part of this Agreement.

*I certify that I have read and understood the terms and conditions set forth in this Agreement, and I do hereby agree to said terms and conditions. I further certify that I understand and agree that any violation of the terms or conditions of this Agreement may result in the College immediately revoking my F-1 student eligibility, withdrawing me from Garrett College, and requiring my immediate return to my home country.*

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Printed Name: \_\_\_\_\_

Garrett College

Official's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## International Student Medical Record Form

Garrett College  
687 Mosser Road, McHenry, MD 21541 U.S.A.

### MEDICAL HISTORY

**STUDENT NAME:** \_\_\_\_\_ **Birth Date:** \_\_\_\_\_

The applicant must have a physical examination by a licensed doctor who is not a family member within one (1) month of coming to the United States. The physician should complete this report **(in English)** of the applicant's medical history, current health, and immunization information. Completed form is to be mailed directly to the above address.

**Has the applicant ever had any of the following?**

- | Yes No   | Yes No  | Yes No   |
|--|---|--|
| <input type="checkbox"/> Allergies to drugs, food, smoke, pets | <input type="checkbox"/> Diabetes Mellitus                | <input type="checkbox"/> Parasites (intestinal, other) |
| <input type="checkbox"/> Asthma                                | <input type="checkbox"/> Enuresis                         | <input type="checkbox"/> Vertigo, Dizziness            |
| <input type="checkbox"/> Appendicitis                          | <input type="checkbox"/> Goiter (struma)                  | <input type="checkbox"/> Chicken Pox                   |
| <input type="checkbox"/> Cough (persistent, recurring)         | <input type="checkbox"/> Headache (persistent, recurring) | <input type="checkbox"/> Rheumatic Fever               |
| <input type="checkbox"/> Hepatitis                             | <input type="checkbox"/> Rubella                          | <input type="checkbox"/> Sleepwalking                  |
| <input type="checkbox"/> Seizure Disorder                      | <input type="checkbox"/> Learning or Speech Defect        | <input type="checkbox"/> Scarlet Fever                 |
| <input type="checkbox"/> Hernia                                | <input type="checkbox"/> Malaria                          | <input type="checkbox"/> Eating Disorder               |

**Any disease, impairments, or abnormality of:**

- | Yes No   | Yes No   | Yes No  |
|--|--|---|
| <input type="checkbox"/> Abdominal Organs          | <input type="checkbox"/> Locomotor System        | <input type="checkbox"/> Varicose Veins         |
| <input type="checkbox"/> Digestive System          | <input type="checkbox"/> Blood, Endocrine System | <input type="checkbox"/> Brain, Nervous System  |
| <input type="checkbox"/> Bones, Joints             | <input type="checkbox"/> Tonsils, Nose or Throat | <input type="checkbox"/> Heart or Blood Vessels |
| <input type="checkbox"/> Lungs, Respiratory System | <input type="checkbox"/> Skin (acne, etc.)       |   |

**If "yes" was checked for any of the above, physician must provide full details.**

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**Has the applicant had any of the following?**

Yes No

- Restriction of a physical activity during the past five years
- Treatment or counseling for a nervous condition, personality or character disorder, or emotional problem
- Difficulty with school, studies, or teachers

If "yes" was checked to any of the above, physician must provide full details.

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Continued, Next Page

List any hospitalization(s), diagnosis and date(s) of hospitalization(s).

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## IMMUNIZATION RECORD

The student must have the following inoculations, prior to arrival:

VACCINE	Date each dose was given must include day, month and year				
	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>
Polio (TOPV)	_____	_____	_____	_____	_____
DPT and/or TD (diphtheria, tetanus, and pertussis or whooping cough) or (tetanus and diphtheria only)	_____	_____	_____	_____	_____
Measles (rubella – 10 day, red measles)	_____	_____	_____	_____	_____
Rubella (German Measles – 3-day measles)	_____	_____	_____	_____	_____
Mumps	_____	_____	_____	_____	_____
Tuberculin Skin Test	+ (Positive)	- (Negative)	(If positive, report of negative x-ray is required)		
Chest X-Ray	+ (Positive)	- (Negative)	(If positive, report of negative x-ray is required)		

## HEALTH EXAMINATION

### Eye Examination

Uncorrected Vision Right 20/\_\_\_\_ Left 20/\_\_\_\_

Corrected Right 20/\_\_\_\_ Left 20/\_\_\_\_

Eyeglass Prescription (If applicable)

### Urinalysis

Sugar \_\_\_\_\_

Albumin \_\_\_\_\_

Micro \_\_\_\_\_

Hemoglobin \_\_\_\_\_ gms/%

Height \_\_\_\_\_ Is patient underweight  Yes  No Blood Pressure \_\_\_\_\_

Weight \_\_\_\_\_ Is patient overweight  Yes  No

Are there any abnormalities of the following systems? If yes, please describe below.

Yes	No	Yes	No	Yes	No
<input type="checkbox"/>	<input type="checkbox"/> Head, ears, nose, or throat	<input type="checkbox"/>	<input type="checkbox"/> Gastrointestinal	<input type="checkbox"/>	<input type="checkbox"/> Musculoskeletal
<input type="checkbox"/>	<input type="checkbox"/> Teeth, gums	<input type="checkbox"/>	<input type="checkbox"/> Hernia	<input type="checkbox"/>	<input type="checkbox"/> Metabolic/Endocrine
<input type="checkbox"/>	<input type="checkbox"/> Respiratory	<input type="checkbox"/>	<input type="checkbox"/> Eyes	<input type="checkbox"/>	<input type="checkbox"/> Neuropsychiatric
<input type="checkbox"/>	<input type="checkbox"/> Cardiovascular	<input type="checkbox"/>	<input type="checkbox"/> Genito-urinary	<input type="checkbox"/>	<input type="checkbox"/> Skin
<input type="checkbox"/>	<input type="checkbox"/> Breasts	<input type="checkbox"/>	<input type="checkbox"/> Pelvic		

Doctor's Comments: (Please use additional sheet if necessary)

*Continued, Next Page*

Recommendations for physical activity:  Unlimited  Limited (Explain:

\_\_\_\_\_

Is patient now under treatment for any medical or emotional conditions? If so, please explain:

\_\_\_\_\_

\_\_\_\_\_

Is patient currently taking any medication? If so, what type?

\_\_\_\_\_

Please give your opinion of the state of the candidate's health:  Excellent  Good  Fair  Poor

***I, the undersigned physician, have reviewed the medical history of the applicant and given a thorough physical examination and certify that all important medical information has been noted on this form and nothing relevant has been omitted.***

Physician's Printed Name : \_\_\_\_\_ (please print clearly)

Physician's Address: \_\_\_\_\_ Country: \_\_\_\_\_

Physician's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## International Student Service Learning Scholarship (ISSLS)

### STATEMENT OF PURPOSE:

The ISSLS is intended to recognize the worthy activities of service-minded international students. The scholarship is intended to have the effect of enriching the recipient's learning experience in the United States and at Garrett College. Through service learning projects, international students have the opportunity to experience cultural immersion as part of their educations. Interested international students are granted a Garrett College ISSLS based on their professed interest in providing volunteer service as part of their collegiate learning experience.

### SCHOLARSHIP AWARD:

This scholarship is for up to \$3,000 per year. This scholarship program is competitive. Funds may not be available to all eligible students.

PLEASE NOTE that all international students receiving financial support from Garrett College, including the ISSLS, are required to live in Laker Hall. International housing reductions may be available to qualifying students.

### ELIGIBILITY TO APPLY:

- 1) All international students are eligible to apply for the ISSLS.
- 2) The student may apply for this scholarship at any time.
- 3) Students must meet all admissions requirements to be eligible for this award.
- 4) Students receiving this scholarship must complete and document ten (10) hours of campus-based service learning volunteer work per year.
- 5) The sole purpose of this scholarship is to support service to others and learning resulting from the cultural immersion opportunity that service learning provides.

### DEADLINE TO APPLY:

Early application is encouraged. Completing your admission process early may increase your chances of receiving a scholarship.

Complete the attached *Application for the International Student Service Learning Scholarship* and send it, along with your ISSLS essay, *ISSLS Terms and Conditions* and *Application for Admission*, to fax number 301-387-3038 or scan and email all completed and signed documents to: [globaled@garrettcollege.edu](mailto:globaled@garrettcollege.edu).

**Please make a copy of the *ISSLS Terms and Conditions* form and keep it for your records.**

# INTERNATIONAL STUDENT SERVICE LEARNING SCHOLARSHIP (ISSLS)

## APPLICATION – Please submit along with Essay and Terms & Conditions

Date: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Country of Citizenship: \_\_\_\_\_

Permanent Address:

\_\_\_\_\_  
\_\_\_\_\_

U.S. Address (if reapplying for scholarship):

\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

**On a separate sheet of paper, write a 100 – 200 word essay answering one of the following questions:**

1. Have you provided service to others in the past? Please explain.
2. What do you hope to accomplish through service learning at Garrett College?
3. How do you believe that service learning will benefit you as a student and a person?

**Please submit ISSLS application with signed Terms & Conditions attached.**

*An awarded scholarship offers students up to 3,000 per year based on 10 hours of unpaid, volunteer service learning per year.*

## INTERNATIONAL STUDENT SERVICE LEARNING SCHOLARSHIP (ISSLS)

### TERMS AND CONDITIONS -- Please sign and submit along with Application

*I, the undersigned, certify that I have read, understood and agree to abide by the following terms and conditions of the ISSLS.*

- 1) The ISSLS is a scholarship based on ten (10) hours of volunteer service learning per year. These service learning hours must be documented and acknowledged by a supervisor. Students who do not fulfill 10 hours of volunteer work per year may have their scholarship revoked.
- 2) This scholarship is for up to \$3,000 per year. This scholarship program is competitive. Funds may not be available to all eligible students.
- 3) Student scholarships are based on the student's stated intent to conduct approved service learning.
- 4) All international students are eligible to apply for the ISSLS.
- 5) All college departments are permitted to employ or use ISSLS grantees.
- 6) ISSLS students are to keep an hours log, have the supervisor sign the hour's log, and turn timesheet into the International Admissions Representative at the end of each semester.

Student

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Please retain a copy of this signed agreement for your records.*