

# INTERNATIONAL STUDENTS

## PROSPECTIVE INTERNATIONAL STUDENT INFORMATION AND APPLICATION PACKET

### 2025 - 2026 Academic Year

North Central Michigan College is a public community college in Petoskey, Michigan, a city of approximately 7000 residents. The annual enrollment at the College is about 1600 students, with more than 130 students living in an on-campus residence hall. North Central hosts an average of three international students per year.

## Degrees Conferred at North Central Michigan College

***Associate of Arts (AA):*** A degree designed to transfer to a four-year college or university by delivering typical freshman and sophomore year general education coursework. An AA degree is not awarded in a specific subject area, but its foundational courses allow the student to major in a subject area in his/her junior year. NCMC offers AA concentrations in Art, Business, Communication, Criminal Justice, Environmental and Sustainability Studies, Early Childhood Education, Psychology, Public Health and Social Work.

***Associate of Science (AS):*** A degree similar to the AA degree, but with a strong emphasis on the natural sciences and mathematics. It is designed for the student who will transfer to a four-year college or university to pursue studies of a scientific nature. NCMC offers AS concentrations in Biology, Exercise Science and Mechanical Engineering.

***Associate of Applied Science (AAS):*** A degree designed for the student who plans to pursue a career or advance his/her career immediately upon graduation. Students planning to pursue a bachelor degree using the AAS as a foundation should carefully choose their coursework with an advisor to maximize transferability. The AAS degree is awarded in specific areas of expertise, e.g., the AAS in Accounting, Business Management, Nursing and Early Childhood Education to name a few.

***Associate of General Studies (AGS):*** A degree designed for the student wishing flexibility in defining specific educational objectives. It can accommodate the student who plans to transfer as well as one who wishes to pursue a career immediately upon graduation. The AGS degree is not awarded in a specific subject area.

Not sure which path is right for you? Exploring your options is much more effective when you do it with an experienced guide. North Central academic advisors and counselors can help you set goals and develop a map for achieving them.

Call (888) 298-6605 or (231) 348-6605.

## Calendar

The College's academic calendar is divided into two semesters and an eight-week summer session. The approximate dates are as follows:

<b>Fall semester</b>	<b>15 weeks</b>	<b>Early September to late December</b>
<b>Winter semester</b>	<b>16 weeks</b>	<b>Early January to Early May</b>
<b>Summer semester</b>	<b>8 weeks</b>	<b>Early-June through July</b>

## Enrollment Requirements

International students following the F-1 Visa requirements must:

1. Attend North Central Michigan on a full-time basis during the Fall and Winter semesters, taking a minimum of 12 credit hours (approximately four regular courses) each semester.
2. No more than one (1) course per semester may be in a "distance" format (online or other) and all coursework must originate from North Central Michigan College.
3. Enrollment in the Summer Session is optional and not required for International students.

## Residency for Purposes of Tuition

International students, as well as students holding various non-resident visa designations, are classified "Out-of-State" for purposes of computing tuition rates. A change in residency status is possible only at the time that the international student obtains "permanent resident status," commonly known as the "green card."

## Medical Insurance

International students must provide adequate medical insurance, including repatriation benefits, while enrolled at North Central Michigan College. International students are automatically enrolled in an affordable student accident and sickness insurance plan, and the charge is added to tuition and fees each semester. International students may arrange for their own health insurance; however, the policy must be proven adequate to substitute for the College-sanctioned plan.

## Housing and Transportation

North Central maintains a modern, co-educational residence hall with furnished double rooms laid out in suite arrangements: every two rooms are connected by a private bathroom. Costs of living in the residence hall have been computed in the "Declaration of Finances Form" required by international students. The residence hall *is not open during holidays*. International students are not required to live in the residence hall. It is the student's responsibility to provide transportation to and from the College.

## Employment

The F-1 student visa permits international students to work only for North Central Michigan College, up to a maximum of 20 hours per week, 40 hours per week during summer vacation period. North

Central Michigan College is a small campus with a limited number of student work positions; therefore the international student should not plan on work positions being available while attending the College.

## Financial Responsibility

International students are expected to provide all money for all possible expenses they may incur. Expenses will include tuition, fees, books, room, board, transportation, entertainment, incidentals, travel, insurance, etc. *Financial aid is not available to international students.*

## International Student Deposit

A **\$750.00 refundable deposit** is required from each international student attending North Central prior to enrolling in their first semester classes. The deposit is held for the student by the College in case of an emergency; this money is refunded to the international student at the completion of study with North Central, provided that the student has not incurred outstanding debts. The deposit cannot be used by the student to cover tuition or living expenses.

## Admission Deadline Dates:

Deadlines for submitting application for admission (**10 weeks prior to beginning of semester**)

<b>For Fall Semester, 2025:</b>	<b>June 27, 2025</b>
<b>For Winter Semester, 2026:</b>	<b>October 24, 2025</b>

## Estimated Student Expenses

Based on enrollment in 30 credits of coursework (5 courses each for the fall & winter semesters,) Academic Year 2025-26: (Estimated expenses + 5%)

(Based on enrollment in 30 contact hours of coursework, for Academic year 2025-26)

<b>Fall and Winter Semesters (36 weeks)</b>		<b>Optional Summer Session</b>
Tuition and Fees:	\$11,340.00	\$3,402.00
Room and Board (double room)	\$7790.00	T.B.D.
Books & Supplies (est.)	\$2,500.00	\$900.00
Medical Insurance:		
(EJ Smith-International Student) \$1581.15		\$749.30
Personal Expenses (est.)	\$4,620.00	\$1,100.00
<b>Total With Room/Board</b>	<b>\$27,461.00</b>	<b>\$5934.30</b>
<b>Total Excluding Room/Board</b>	<b>\$19,501.00</b>	<b>\$5934.30</b>

## Contact Information

We hope that your questions about being an International Student at North Central Michigan College have been answered by this information packet. Please contact us if you have additional questions:

Katie Navock, V.P. for Enrollment Management  
North Central Michigan College  
1515 Howard St.  
Petoskey, Michigan USA 49770  
Telephone: 231-348-6618 or 1-888-298-6605  
Fax 231-439-6590  
Email: [knavock@ncmich.edu](mailto:knavock@ncmich.edu)

## PROSPECTIVE INTERNATIONAL STUDENT ADMISSIONS CHECKLIST Application Packet

All the following items, #1 - 8, must be in the possession of North Central before an admissions decision can be made and before the I-20 can be issued. Item #9 is required for F1 school to school transfer.

1. Submit an online application for admission to North Central Michigan College. All applicants seeking an F-1 visa must have an educational goal of a degree. To apply online, go to: [www.ncmich.edu](http://www.ncmich.edu) and click "Apply" at the top of the screen, and follow instructions for completing an application. It will ask for a SSN number which you may not have. Please use 000-00-0001 for the SSN number so you can complete the application.
2. Submit copies of all immigration documents (such as passport, visa, I-94, previous I-20) if currently in the United States and holding a Visa.
3. Submit all transcripts (translated to English). Transcripts of coursework completed at all secondary schools and universities must show an above-average academic record (U.S. letter grade of B). For international university-level coursework, we recommend having those transcripts evaluated for U.S. equivalency. North Central highly recommends Educational Credential Evaluators, [www.ece.org](http://www.ece.org).
4. Submit an official copy of Test of English as a Foreign Language (TOEFL) test results. **Scores of 550** or higher on *paper-based test*, **213** or higher on *computer-based test*, or **79** or higher on the *Internet-based test* are required for admission. North Central Michigan College's TOEFL code number is 1569. Exceptions to the TOEFL requirement include only lifetime residents of Australia, Canada (other than Quebec), New Zealand, United Kingdom, or the United States (other than Puerto Rico).
5. Complete and submit the enclosed Declaration of Finances. It must be completed in its entirety before the admissions process can proceed; the student must demonstrate the equivalent amount of resources as the length of program being sought. Bank statements, when used as proof of financial ability, must be dated within the last four months.
6. Submit the International Student Certificate of Health form, completed by a medical physician.
7. Submit the FERPA Waiver Form granting parents or guardians access to your educational record.
8. Submit a check or money order for the refundable International Student deposit (US\$750).
9. If applicant is transferring from another U.S. school, sign and submit the F-1 SEVIS Transfer Student Form.

## Issuing of the I-20:

1. If the applicant is requesting initial entry to the U.S. on an F-1 visa, a completed I-20 will be mailed to the applicant in their home country.
2. For new entry or change of status, once the I-20 is issued, please visit [www.FMJFee.com](http://www.FMJFee.com) to pay the required SEVIS I-901 fee. Credit card, check or money order is accepted. The SEVIS number printed at the top of the I-20, is needed to pay the SEVIS I-901 fee.
3. U.S. embassy or consulate officials will require your I-20 and official North Central Michigan College acceptance letter when considering your request for an F-1 visa. *They may also want to see your financial support documents as well as the receipt for the paid SEVIS fee.* Entry into the United States can be no earlier than 30 days prior to the beginning of the college semester.
4. If the applicant is requesting a transfer from another U.S. school, a completed I-20 will be mailed to the applicant at their local address. The I-20 will be issued **after** the applicant has registered for and attended classes at North Central Michigan College.
5. If the applicant is requesting a change of visa status to an F-1 student visa, first apply and be accepted into North Central. Second obtain Initial form I-20 with reason "Initial Attendance - Change of Status Requested". Third pay I-901 SEVIS Fee. Fourth, file Form I-539 with USCIS. You may wish to contact an immigration attorney to assist with the process. Change of visa status may take 3 months to process. Not all nonimmigrant classifications are eligible to change to F1 student status.

## Enrolling in classes:

1. Take the ACCUPLACER placement test, administered in Learning Support Services at North Central Michigan College.
2. Attend an Orientation session, then meet with the International Student Advisor to select your classes.
3. Register for the required number of credits each semester.

# DECLARATION OF FINANCES

NORTH CENTRAL MICHIGAN COLLEGE  
ACADEMIC YEAR 2025 – 2026

The I-20 will not be authorized until this form is completed and returned to the institution to which you are applying. The institution will attach a copy of this form to the I-20. Both the Declaration of Finances and the I-20 must be shown to the U.S. Consul to obtain a visa.

Applicant's

Name: \_\_\_\_\_  
Last (Family) First Middle

Home

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

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

Estimated Student Expenses (USD)

(Based on enrollment in 30 contact hours of coursework, for Academic year 2025-26)

**Fall and Winter Semesters (36 weeks)**

**Optional Summer Session**

Tuition and Fees: \$11,340.00

\$3,402.00

Room and Board (double room) \$7790.00

T.B.D.

Books & Supplies (est.) \$2,500.00

\$900.00

Medical Insurance:

(EJ Smith-International Student) \$1581.15

\$749.30

Personal Expenses (est.) \$4,620.00

\$1,100.00

**Total With Room/Board \$27,831.00**

**\$6151 + room/board**

**Total Excluding Room/Board \$20,041.00**

**\$6151**

## Students' Sources of Funds

	First Year	Second Year
<b>Personal or Family Savings</b> A bank official's signature is required on the certification below, if the student is partially or totally supported by personal savings:	\$	\$
<b>Parents and/or Sponsors</b> See next page for certification details:	\$	\$
<b>Your Government</b> Enclose with this form a signed copy of your letter of award:	\$	\$
<b>Other (Specify)</b> Enclose with this form a signed affidavit from an authorized person to certify the accuracy of this entry:	\$	\$
<b>TOTAL</b> The total must equal or exceed North Central Michigan College's estimate of expenses for one year:	\$	\$

## Official Certification of Sources of Funds and Amounts

### Print Name of Applicant: \_\_\_\_\_

**Bank or Financial Institution Certification** – if student will be financed through personal or family savings.

Enclosed is a bank statement dated within the last four months verifying funds are available for the applicant whose name is on this form.

This is to certify that I have read the information furnished by the applicant, that it is a true and accurate statement, and that the funds are available.

Signature of Bank Official: \_\_\_\_\_

Title: \_\_\_\_\_

Name of Bank \_\_\_\_\_

Address of Bank: \_\_\_\_\_

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

**Statement of Sponsor Providing Financial Support.**

Enclosed is a bank statement dated within the last four months and an earnings statement verifying funds are available for the applicant whose name is on this form. An earnings statement may include one of the following: previous year income tax statement, letter from employer or two recent paycheck stubs verifying current and year-to-date earnings.

**Student Certification**

I am willing and able to provide no less than \$ \_\_\_\_\_ USD (United States Dollars) in cash to the applicant whose name is on this form, for each year of study at North Central Michigan College.

Signature of Sponsor: \_\_\_\_\_

Print Name of Sponsor: \_\_\_\_\_

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

Full Mailing Address:

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

My Relationship to the Applicant is:

\_\_\_\_\_

I certify that the information provided here is correct and complete.

Signature of Student: \_\_\_\_\_

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

**North Central Michigan College Certification**

I have reviewed the declaration and any attached documents and approve Issuance of the I-20.

Signature of DSO:

\_\_\_\_\_

Date:

North Central Michigan College, 1515 Howard Street, Petoskey, Michigan 49770



# INTERNATIONAL STUDENT CERTIFICATE OF HEALTH

Please complete and return to North Central Michigan College

NORTH CENTRAL MICHIGAN COLLEGE

Petoskey, Michigan 49770, U.S.A.

To be completed by a physician and sent directly to the International Student Advisor, North Central Michigan College, 1515 Howard Street, Petoskey, Michigan, 49770 U.S.A.

## Full Name of Applicant:

First Name

Other Names

Family Name

## Address:

Number and Street

City

Country

Age: \_\_\_\_\_ Nationality: \_\_\_\_\_

## I. History

- (a) Annotate with a mark (X) if applicant has/had any of the following;  
(If marked, please annotate date of positive findings):

( ) Rheumatic Fever    ( ) Tuberculosis    ( ) Lues  
( ) Malaria    ( ) G. C.    ( ) Other \_\_\_\_\_

- (b) Give details of any injury, illness, or operation during the past five years:  
(Be sure to list all illnesses of injuries.)

Injury/Illness/Operation: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Injury/Illness/Operation: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Injury/Illness/Operation: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

- (c) Annotate with a mark (X) **only** if any of the following apply to this applicant:
- |                                       |  |                                       |
|---------------------------------------|--|---------------------------------------|
| <input type="checkbox"/> Diabetes     | <input type="checkbox"/> Heart Condition | <input type="checkbox"/> Epilepsy     |
| <input type="checkbox"/> Hypertension | <input type="checkbox"/> Blood Disorder  | <input type="checkbox"/> Lung Disease |

**If any of the above were checked, please explain briefly.**

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Please indicate blood type: \_\_\_\_\_

- (d) Mental Status:

Please indicate if applicant has ever received treatment or counseling for any of the following:

- |   |   |
|---|---|
| <input type="checkbox"/> Emotional Disturbances | <input type="checkbox"/> Nervous Disorders    |
| <input type="checkbox"/> Mental Illness         | <input type="checkbox"/> Behavioral Disorders |

## II. Summary

I believe this applicant (**circle one**) **is** **is not** physically able to carry on a full course of study, involving many hours of work in the United States. In my opinion, the applicant's health and physical condition is:

- |                                    |                               |                               |                               |
|------------------------------------|-------------------------------|-------------------------------|-------------------------------|
| <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input type="checkbox"/> Fair | <input type="checkbox"/> Poor |
|------------------------------------|-------------------------------|-------------------------------|-------------------------------|

### **Additional Remarks**

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\_\_\_\_\_  
**Signature of Examining Physician**

\_\_\_\_\_  
**Date**

**Please type:**

\_\_\_\_\_  
Physician Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
Country

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International Area Code & Telephone Number

## Authorization of Non-Directory Information Disclosure

I hereby authorize North Central Michigan College to release my non-directory information to my parent(s), or other named individuals or entities as listed below. If parents live at the same address, please list them both in #1.

1. _____	2. _____
Name(s)	Name(s)
_____	_____
Address	Address
_____	_____
City, State, Zip	City, State, Zip

If person(s) named above are not your parent(s), how are they related to you?

\_\_\_\_\_

Permission is being granted for **all** the following:

X Records/Schedules including grades

X Financial Aid

X Student Account Balances

X All Information can be shared

I understand that by signing this authorization, I am waiving my rights of nondisclosure of these records under federal law only as to the persons specifically listed. This release does not permit the disclosure of these records to any other persons or entities without my written consent.

_____	_____	_____
Date	Student's Name (print)	ID #

\_\_\_\_\_  
Student's Signature

# REQUEST FOR INFORMATION ON F-1 TRANSFER

COMPLETED BY CURRENTLY ENROLLED SCHOOL DSO

NORTH CENTRAL MICHIGAN COLLEGE

1-888-298-6605

TO: International Student Advisor at: \_\_\_\_\_

RE: Student: \_\_\_\_\_

INS Admission Number: \_\_\_\_\_

This student is applying to North Central Michigan College for \_\_\_\_\_  
Semester Year

To complete the INS transfer process, we would like to verify that the student was in valid F-1 status at your school in the term preceding the transfer or preceding an authorized vacation. Please indicate below if you can certify the status of this student, including any certifications of full course of study you may have granted under the regulations. If not, any information you can provide in support of a request for reinstatement to student status would be of great help. You will find the student's release of information authorization below.

Best regards,

**Katie Navock, International Student Advisor**

*Student Privacy Release – I hereby authorize the Designated School Official at my former school to provide the information requested to North Central Michigan College.*

\_\_\_\_\_  
*Student signature*

\_\_\_\_\_  
*Date*

\_\_\_\_ I certify this student is in lawful status under the INS regulations.

\_\_\_\_ I am unable to certify lawful status for the following reason:

Has the student participated in any Optional Practical Training? \_\_\_\_ Yes \_\_\_\_ No

My school is on a \_\_\_\_ Semester \_\_\_\_ Quarter \_\_\_\_ Tri-semester system.

\_\_\_\_\_  
**Designated School Official Signature**

\_\_\_\_\_  
**Date**

**Return Completed form to:** Katie Navock, V.P. for Enrollment Management  
North Central Michigan College  
1515 Howard Street  
Petoskey, Michigan 49770  
Or Fax 231-439-6590