

## APPLICATION PROCESS FOR A FORM I-20

### Application Deadlines:

**FALL SEMESTER** (classes begin early September): June 1, (August 1 for students Transferring an I-20\*)

**SPRING SEMESTER** (classes begin late January): October 1, (December 1 for students Transferring an I-20\*)

\*Students may only Transfer an I-20 if they are in current, valid F-1 status in the US.

**I-20 forms are not issued for summer sessions.**

### Montgomery College admission application process for degree seeking students and non-credit ESL program

Complete the following steps and submit all materials to the Montgomery College campus you wish to attend prior to the deadline dates. For the online version of this instructions sheet, please visit <https://goo.gl/zkRJvy> or scan the code on the right using your smartphone.



#### ➤ Apply to Montgomery College

Submit an **Application for Admissions** and pay a \$25 (check or money order) non-refundable application fee.

Applications to MC can also be submitted on-line. Click on the orange Apply Now button on any page of the College website, or type in [https://mcssb.montgomerycollege.edu/eagle/bwskalogs.P\\_DisplLoginNon](https://mcssb.montgomerycollege.edu/eagle/bwskalogs.P_DisplLoginNon)

Select F-1 or I-20 as your Applicant type. You must pay the \$25.00 application fee by credit card.

#### ➤ I-20 Request

Submit a **Supplemental Information for I-20 Request form**. Please note here anyone you will allow our office to discuss your application case with.

#### ➤ Provide proof of College Level or High School graduation with ONE of the following:

- High school diploma** or Secondary School Credentials (see list on webpage of acceptable documents)
  - U.S. GED certificate provided by the state and/or county where the test was administered
  - University Degree or Diploma. All documents must be in English.
    - \* If translated, submit a certified copy of the native language version original together with a certified English translation.
    - \* If you submit Originals we may not be able to return them (unless they are brought into the office by the applicant or the person they designate on the Supplemental Form).
- If documents are unclear to our office an Evaluation for **Transfer of Credit** will be necessary.

#### ➤ Provide evidence of English Language Proficiency with ONE of the following:

- Transferable credit from a U.S. college or university for a first-year English composition course equivalent to EN101 at Montgomery College.
- Score from the **Montgomery College ESL Accuplacer** exam (students applying from within the US ONLY).  
**Standardized Tests (See chart for minimum admission scores)**
- Test of English as a Foreign Language (TOEFL).**  
Please see [www.toefl.org](http://www.toefl.org) to arrange testing.
  - \* **Send test scores to campus codes: Germantown 5393, Rockville 5440, Takoma Park/Silver Spring 5414.**
- International English Language Testing System (IELTS).**  
Please see [www.ielts.org](http://www.ielts.org) to arrange testing.
  - \* **Send test scores to your campus; see the IELTS website for test score reporting instructions.**
- Scholastic Aptitude Test (SAT)**  
Please see [www.collegeboard.com](http://www.collegeboard.com) to arrange testing.
  - \* **Send test scores to campus codes: Germantown 5393, Rockville 5440, Takoma Park/Silver Spring 5414.**

**f. Cambridge (CEFR)**

Please see [www.cambridgeenglish.org](http://www.cambridgeenglish.org) to arrange testing.

**\* Send test scores to your campus; see the Cambridge website for test score reporting instructions.**

**\* Standardized Testing Minimum Admission Scores**

Level	TOEFL		IELTS	SAT	Cambridge
	Paper Based	Internet Based			
ESL Non-Credit	385	28	3.5	305	B1
ELAP Program*	420	36	5.0	380	B2
College Degree	575	90	6.5	480	C1

\*ESL Non-Credit: English as a Second Language, part of the Workforce Development and Continuing Education programs.

\*English Language for Academic Purposes (ELAP): Credit level program for non native english speakers. "Bridges" with College Degree level classes.

➤ **Provide evidence of financial support (See Evidence of Financial Support Instructions Sheet):**

- a. Evidence of Financial Support
- b. Estimated Annual College Costs for International Students

➤ **Transfer credits from outside the U.S. (Submit with Application ONLY IF necessary to prove College level)**

**\* Anticipate the Transfer of Credit process to take up to seven (7) weeks.**

➤ **Provide the following (STUDENTS CURRENTLY INSIDE THE UNITED STATES ONLY):**

- a. **Legible photocopy of your passport:** personal information page, expiration, picture, United States visa you used to enter the US
- b. **I-94 record** (both sides of card or print out from <https://i94.cbp.dhs.gov/>)
- c. **All previously issued I-20 forms** (and EAD card if applicable) IF currently or previously in F-1 status.

➤ **STUDENTS TRANSFERRING AN I-20 ONLY - Submit a completed Transfer Clearance Form**

- a. **Transfer Clearance Form.**

➤ **Submit the above materials to: The Attention of the INTERNATIONAL COORDINATORS**

**Germantown Campus**  
Office of Admissions & Records,  
20200 Observation Drive.  
Germantown, MD 20876

**Rockville Campus**  
Office of Admissions & Records,  
51 Mannakee Street.  
Rockville, MD 20850

**Takoma Park/Silver Spring Campus**  
Office of Admissions & Records,  
7600 Takoma Avenue.  
Takoma Park, MD 20912

**I-20 forms are processed by the Office of the International Coordinators. Answers to General Questions and Appointments for the Rockville Campus available at [i20questions@montgomerycollege.edu](mailto:i20questions@montgomerycollege.edu).**