

Kirtland Community College

10775 N St Helen Road
Roscommon Michigan 48653
Phone: 989-275-5000 extension 284
www.kirtland.edu/internationalstudent

International Student Application Admission Requirements

International students seeking admission to Kirtland Community College should apply as early as possible prior to the semester they plan to attend. Time is needed to accurately evaluate academic records and issue the necessary student visa forms. The following steps must be completed by all international student applicants:

- 1. Application:** Submit a completed International Student Application form and all other required documents to:

Michelle Devine, P.D.S.O.
Kirtland Community College
10775 N St Helen Road
Roscommon MI 48653

- 2. Academic Requirements:** Submit original or certified true copies of all certificates and grade reports received upon completion of secondary and post-secondary work. These credentials must include a list of the subjects which were studied, the minimum passing grade and maximum possible grade in each subject, and the grade which was earned in each subject on each examination. If these credentials are not in English, they must be accompanied by English translations.

- 3. Language Proficiency:** Proficiency in the English language is required. Students whose native language is an English dialect may still be required to provide TOEFL scores. The applicant for admission whose native language is not English must submit proof of the following:

TOEFL (Test of English as a Foreign Language): A minimum score of **500** is required for paper-based tests; **173** for computer-based tests, and **61** for Internet-based tests. STEP EIKEN Pre-First Grade will be accepted as equivalent to TOEFL 500. Further information about the TOEFL can be obtained by writing to:

ETS-TOEFL iBT
PO Box 6153
Princeton, NJ USA 08541-6153 USA
<http://www.ets.org/toefl>

- 4. Financial Verification:** Before admission, applicants must arrange to have at least **\$18,136** in U.S. dollars for each year to cover expenses. The applicant is required to submit an up-to-date financial support statement from a sponsor and a bank, which testifies to the sponsor's willingness and capability of supporting the student while attending Kirtland Community College. An **Affidavit of Support form** is recommended.

The costs for attending Kirtland Community College are divided into the following categories:

\$8,772 Tuition and fees
(30 semester hours)

\$8,232 Living expenses
(\$425 medical insurance, \$1,367 for personal and miscellaneous; \$1,490 for transportation which does not include purchase of an automobile or automobile insurance; \$3,150 for lodging and \$1,800 for food)

\$1,132 Books and supplies

\$18,136 Total costs for one school year

Applicants should not plan on employment in the United States or financial assistance from the college for meeting educational expenses.

All college tuition and fees are due and payable in full at the time of registration for each semester.

If an applicant has made arrangements to reside with a friend or relative while attending the college, a signed Affidavit of Support from this sponsor must be submitted with the application. If received, financial verification may be reduced to **\$7,000** for one school year.

Upon completion of the steps listed above, international student applicants will receive a letter of acceptance and a Form I-20 Certificate of Eligibility. The Form I-20, a valid passport, and proof of sufficient finances must be presented to the U.S. Consul abroad by the applicant for entry in the United States on a F-1 student visa.

Accreditation: Kirtland Community College is fully accredited by the North Central Association of Colleges and Secondary Schools and the Michigan Commission of College Accreditation. In addition, certain programs of the college are accredited by their respective accrediting agencies.



Kirtland Community College

Program Offerings for Fall 2011, Winter and Summer 2012

For additional information about the programs below, you can visit our website at www.kirtland.edu

Arts

SGRA0*	Special Certificate — Graphic Design
CGRA0	Certificate — Graphic Design
DAFA1	AFA — Fine Arts: Studio Art
DAGD0	AAS — Animation and Game Design
DFFA0	AAS — Foundations in Fine Art
DGRA0	AAS — Graphic Design
DPRD0	AAS — 3-Dimensional Product Design
DWDI0	AAS — Web Design & Internet Development

Automotive

SAUT0*	Special Certificate — Automotive Chassis Specialist
SAUT1*	Special Certificate — Automotive Electrical Systems Specialist
SAUT2*	Special Certificate — Automotive General
SAUT3*	Special Certificate — Automotive Powertrain Specialist
CABS0	Certificate — Automotive Technology Auto Body Specialist
CAUT1	Certificate — Automotive Technology Master Certification
CDSS0	Certificate — Automotive Technology Diesel Service Specialist
DATM0	AAS — Automotive Technology Management
DAUT0	AAS — Automotive Technology

Business

CBKP0	Certificate — Bookkeeping
CBUS0	Certificate — General Business
CENT1	Certificate — Small Business Management & Entrepreneurship
DABA1	Associate in Business Administration, Transfer
DBSM0	AAS — Business Management
DWDI0	AAS — Web Design & Internet Development

Computer Information Systems

CTEC0	Certificate — Computer Technician
CWEB0	Certificate — Webmaster
DACP0	Associate in Computers — Computer Science, Transfer
DACP1	Associate in Computers — Computer Information Systems, Transfer
DWDI0	AAS — Web Design & Internet Development

Construction Technologies

CELC2	Certificate — Electrical Technology
CHVC2	Certificate — Heating/Ventilation/AC/Refrigeration
DELC2	AAS — Electrical Technology
DHVC2	AAS — Heating/Ventilation/AC/Refrigeration

Cosmetology

CCOS1	Certificate — Cosmetology
CCIN1	Certificate — Cosmetology Instructor
CNTC0	Certificate — Nail Technician
DSMN4	AAS — Cosmetology

Education

DPRO0	AAS — Paraprofessional
DATG1	Associate in Arts — Teaching

Key

AAS—Associate in Applied Science

AFA — Associate in Fine Arts

* denotes programs that are not covered by financial aid

Emergency Services

CCRR1	Certificate — Correctional Officer
CFFT1	Certificate — Fire Science
DCJA0	AAS — Criminal Justice Administration
DCJG0	Associate in Criminal Justice: Generalist, Transfer
DCJP0	AAS — Criminal Justice Pre-Service
DCRA0	AAS — Corrections Administration
DCRA1	AAS — Corrections Administration—Jail Administration
DFFT1	AAS — Fire Science Administration

Health Sciences

CLPN0	Certificate — Practical Nursing (LPN)
CPHM0	Certificate — Pharmacy Technology
CSRG0	Certificate — Surgical Technology
DADN1	AAS — Nursing (ADN)
DSON1	AAS — Cardiac Sonography — M-TEC SM Campus
DSRG0	AAS — Surgical Technology

We also offer a Nursing Assistant Course

Industrial Technologies

CIND3	Certificate — Industrial Maintenance — M-TEC SM Campus
CODP0	Certificate — Outdoor Power Engines — Central Campus
CWAF1	Certificate — Welding and Fabricating — M-TEC SM & Central
DIND3	AAS — Industrial Maintenance — M-TEC SM Campus
DODP0	AAS — Outdoor Power Engines — Central Campus
DWAF1	AAS — Welding & Fabricating Technology — M-TEC SM & Central

Office Information Systems

CMBC0	Certificate — Medical Billing & Coding
CMET0	Certificate — Medical Transcription
CMOAI	Certificate — Medical Clerk
COAS0	Certificate — Office Assistant
DADA0	AAS — Administrative Assistant
DLES1	AAS — Legal Secretary
DMES1	AAS — Medical Secretary
DMET0	AAS — Medical Transcription

Technology Management

DTEC0	AAS — Technology Management
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Transfer

SGEN0*	Special Certificate — General Studies
CGEN0*	Certificate — General Studies
DABA1	Associate in Business Administration
DACP0	Associate in Computers — Computer Science
DACP1	Associate in Computers — Computer Information Systems
DAFA0	Associate in Fine Arts — Creative Writing
DAFA1	Associate in Fine Arts — Studio Art
DAFA2	Associate in Fine Arts — Theatre Arts
DASC1	Associate in Science — Life Science
DASC2	Associate in Science — Physical Science
DATG1	Associate in Arts — Teaching
DCJG0	Associate in Criminal Justice — Generalist
DLIB0	Associate in Arts

*We also have agreements with other colleges in various areas of study.
For more information, please call (989) 275-5000, ext. 280.*