

ATI College



# International Student Application Booklet 2008-2009

Contacts: (562) 864-0506 ♦ (800) 516-1119 ♦ (714) 730-7080 ♦ [INFO@ATI.EDU](mailto:INFO@ATI.EDU)

## ATI COLLEGE

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Dear International Student,

The Office of International Programs & Student Services at ATI College appreciates and would like to thank you for your interest in this college.

Your main contact from this point on will be the Office of International Programs & Student Services, located in the school's general admissions department. We invite you to browse through the various sections of our college website at [www.ati.edu](http://www.ati.edu) before you complete the international student application. For any additional information and assistance, please contact us at 1-800-516-1119 or write to [info@ati.edu](mailto:info@ati.edu).

Welcome and we look forward to meeting you in short time.

International Programs & Student Services  
ATI COLLEGE

Main:  
12440 Firestone Boulevard  
Suite 2001  
Norwalk California 90650  
Tel. 1.562.864.0506  
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1125 East Seventeenth Street  
Suite N251  
Santa Ana, CA 92701  
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[www.ati.edu](http://www.ati.edu)  
[info@ati.edu](mailto:info@ati.edu)

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## F-1 Student Information

The US Immigration and Customs Enforcement (ICE) have created an internet-based system to maintain current information on all F-1 international students. The system is called **SEVIS** (Student and Exchange Visitor Information System).

**SEVIS** will track F-1 students until they complete their programs and will require ATI College to report to the USCIS any students who do not maintain lawful status.

Under the new regulations, even the minor status violations (i.e., failing to inform ICE of change of address, dropping below full-time study without permission, or failure to process a timely transfer) could result in possible termination. In order to keep you well informed of these important changes, ATI College has prepared the following information for you to read. In addition, ATI College will provide students with up-to-dated information concerning these regulations as they become available or are revised.

*ATI College is authorized under federal law to admin non-immigrant alien students.*

Student must initial this page of international student information booklet to state and confirm his/her understanding and acceptance of the college policies set forth in this booklet. Student Initial: \_\_\_\_\_

## International Admissions Policy

All international applicants to ATI College must meet the same admissions standards as all other students. Additionally, international students must demonstrate competence in the English language by one of the following standards: graduation from a secondary or a postsecondary institution whose primary language of instruction was English; a minimum score of 213 on the computer TOEFL, or an equivalent level of English proficiency from an approved English as a Secondary Language (ESL) program; or proof of successful completion of a minimum of six months (two quarters) of postsecondary coursework at an accredited institution in which English was the language of instruction; or register to study Vocational English (VESL) program at this college.

## Additional Admissions Requirements for Nonimmigrant Alien Students

1. Complete and sign **International Student Application for Admission** form;
2. Original or official copies of all educational transcripts (high school and if applicable, university-level academic records) and diplomas. These educational transcripts and diplomas must be prepared in English or include a complete and official English translation;
3. Proof of English language proficiency (if applicable);
4. A completed and signed **Confidential Statement of Financial Support** (this statement is not required if the student is able to provide Official Bank Statements);
5. **Official Bank Statements** - bank statements must verify sufficient funds to cover the cost of the educational program as well as all living expenses;
6. A photocopy of the students' passport to provide proof of birth date and citizenship (students outside the United States who have not yet acquired a passport will need to submit a copy of their birth certificate);
7. For all applicants residing in the United States at the time of application: a photocopy of the visa page contained within the student's passport as well as a photocopy of the student's I-94 arrival departure record (both sides);
8. For all applicants residing in the United States at the time of application in F, M, or J nonimmigrant classification: complete **Notice of Intention to Transfer to ATI College** form confirming of valid nonimmigrant status at previous school attended before transferring to ATI College. All transferring students must have the **Notice of Intention to Transfer to ATI College** form completed by school official.

***ATI College is authorized under federal law to admin non-immigrant alien students.***

Please contact ATI school representative at 1-800-516-1119 or 1-562-864-0506 for further assistance or visit us at [www.ati.edu](http://www.ati.edu) for 24-hour assistance.

Student must initial this page of international student information booklet to state and confirm his/her understanding and acceptance of the college policies set forth in this booklet. Student Initial: \_\_\_\_\_

## Maintaining Your F-1 Student Status

Maintaining F-1 Student "Status" is the most important concept for F-1 students to understand. Under current US immigration law, you must "maintain your visa status." If you don't, the consequences can be serious.

### How Do I Stay In Status?

- **Have a valid I-20:** I-20s have expiration dates, which can be found in item #5 on the Form I-20. If your I-20 is going to expire before you finish your program, talk to the Student Services Manager or PDSO within 15 to 30 days before the expiration date so that we may extend your program. It is your responsibility to ensure that your I-20 is valid at all times during your study in the United States. Also, keep your passport valid at all times.
- **Be a full-time student making normal progress toward completing a course of study:** In order to maintain status, F-1 student must be enrolled at all times and for a minimum of 18 hours per week and be making normal progress toward completing a course of study. "Normal progress" presumes maintaining a regular 70% attendance rate needed to pass a given class.
- **Never work without authorization!** It is illegal to work in the US as an F-1 student without proper authorization. F-1 students should ensure they have sufficient funds to study in the US without needing to work. This is a major violation of student status.

### How Can I be sure I am following the Regulations?

To avoid problems with your immigration status while at ATI College, we offer you the following advice:

- You should always make sure you are enrolled for a current session unless you have completed your studies in the US and will be returning to your home country.
- Always communicate with the office regarding your plans at the end of the session. If you are returning to your country, wish to take a vacation, or plan to transfer out to a different college/university, always inform the office of your plans *before* the session ends so that your SEVIS record can be correctly updated.
- F-1 students must never accept off-campus employment before obtaining proper authorization from the INS.
- F-1 students must always keep their local address updated by reporting a change of address within 10 days of moving. Let us know immediately so we can update our records and your SEVIS record.

Please pay careful attention to your student status and make every effort to maintain it. We encourage you to speak with the student services manager/advisor with your questions and/or concerns.

Student must initial this page of international student information booklet to state and confirm his/her understanding and acceptance of the college policies set forth in this booklet. Student Initial: \_\_\_\_\_

## International Student Policy

As an F-1 student at ATI College, please be familiar with the following requirements:

**Attendance:** At ATI College, we enforce a strict attendance policy. F-1 students are required to attend classes on a regular basis and must maintain a minimum of 70% attendance rate for their classes. You must inform us in timely fashion to avoid drops/termination. Students requesting leave of absence must do so in advance and in writing by completing the "Leave of Absence Request Form".

**Vacation Policy:** F-1 international students must finish six (6) months of study before requesting any vacation time. Any student who requests a vacation must have the intention of returning to full-time schedule. As such, tuition pre-payment is required before student is granted permission. Student must complete "Leave of Absence Request Form" for request to be considered by the student advisor.

**Medical Illness or Condition:** In extraordinary cases, such as illness, a leave of absence can be granted, though such a request would require sufficient documentation and the permission of the Primary Designated School Official (PDSO).

**Leaving the US (Including Mexico & Canada):** The PDSO's signature is required on the third page of your Form I-20 should you need to leave the United States for any period of time (including a weekend to Tijuana). Please remember that the office requires 5 working days to process your request.

**School Transfer Policy:** F-1 students may transfer out to a different college or university once they complete at least 50 percent of the program that is listed in their enrollment agreement and maintained their status at ATI College (including a minimum 70% attendance) and have no financial obligation to ATI College before transfer request can be approved. Student will need to forfeit 50% of paid tuition if wish to transfer out before completing 50% of enrolled program. For more details on the transfer process, please talk to your student services manager. Transfer request may be processed by submitting a "Transfer Request Form" to the student services department.

**Cancellation Policy:** All funds less registration fee of \$150.00 paid will be returned if the student is rejected for enrollment. Student has the right to cancel enrollment agreement for a course of instruction. Cancellation shall occur when the student gives written notice of cancellation at the institution's address. Student can do this by mail, hand delivery, or telegram. The written notice of cancellation, if sent by mail, is effective when it is deposited in the mail properly addressed with prepaid postage. The written notice of cancellation need not take any particular form, however expressed; it is effective if it shows that student no longer wish to be bound by the enrollment agreement. On the first day of class, student will be given two notices of cancellation forms for his/her use if decides to cancel, however, student can use any written notice that he/she may wish. You do not cancel the contract by just not attending classes.

**Refund Policy:** International students may cancel their enrollment at any time for partial refund. Student will need to forfeit 50% of paid tuition if wish to cancel before completing 50% of enrolled program. Prorated refund calculation will take place for the students that have completed greater than 50% of enrolled program. For more details on the transfer process, please talk to your student services manager. Cancellation/Refund request may be processed by submitting a written cancellation request to the student services department.

**Program Extension:** Program extension requests are reviewed by individually. Such request may be reviewed by the program director then by the PDSO depending on the circumstance and whether or not student has maintained their status. It is the student's responsibility to be aware of the expiration date on their I-20 and to notify the office of their intention to continue, should more time be needed to complete registered program. For more information on program extension, please speak with your student advisor. If you have any questions about your plans at the end of the session, please talk to a student advisor so that your options can be clarified.

Student must initial this page of international student information booklet to state and confirm his/her understanding and acceptance of the college policies set forth in this booklet. Student Initial: \_\_\_\_\_

**International Student Application for Admission**

-- FOR OFFICE USE ONLY --	
Receipt Number & Date:	
Application Date:	
Fee Status:	Processor: Initial

A nonrefundable, nontransferable international money order for \$150.00 (U.S.) payable to ATI COLLEGE must accompany this application. Nonrefundable, nontransferable applications received after the deadline for the program of your choice will automatically be changed to the next available enrollment date.

**Instructions for Completing the Application Form:**

Parts of the application form will be ready by machines so it is very important that you use black ink and PRINT IN CAPITAL LETTERS or type within the spaces provided. If you make an error, use correction fluid to completely erase the incorrect response. The following examples demonstrate the correct way to fill out the application form to be correctly read:

Legal Name: JONES, SUSAN ANN

Date: 08/25/2003

1. APPLICATION IS FOR: \_\_\_\_\_ FOR WHICH CAMPUS: \_\_\_\_\_  
Academic Month/Year

2. U.S. SOCIAL SECURITY NUMBER (if any): \_\_\_\_\_ DRIVER'S LICENSE NUMBER (if any): \_\_\_\_\_ State: \_\_\_\_\_

3. LEGAL NAME as you wish it to appear on your records: \_\_\_\_\_

4. OTHER NAME(S) that may appear on your records: \_\_\_\_\_

5. CURRENT MAILING/PERMANENT ADDRESS: \_\_\_\_\_  
Street number Street name Apartment no.  
 \_\_\_\_\_  
City State Zip code

6. FOREIGN ADDRESS (required): \_\_\_\_\_  
Street number Street name Apartment no.  
 \_\_\_\_\_  
City State Zip code  
 \_\_\_\_\_  
Country International Postal Code

7a. HOME PHONE: \_\_\_\_\_  
area code number

7b. FAX NUMBER: \_\_\_\_\_  
area code number

7c. DAYTIME PHONE OR MESSAGE: \_\_\_\_\_  
area code number

7d. E-MAIL ADDRESS: \_\_\_\_\_

8a. BIRTHDATE (western calendar): \_\_\_\_\_ 8b. BIRTHPLACE (city & country): \_\_\_\_\_  
month/day/year

9. GENDER (male or female): \_\_\_\_\_

10a. HAVE YOU APPLIED TO THIS SCHOOL BEFORE? If yes, provide month and year: \_\_\_\_\_

10b. DID YOU ENROLL? \_\_\_\_\_

# ATI COLLEGE

11. PROPOSED PROGRAM(S): \_\_\_\_\_

12a. COUNTRY OF CITIZENSHIP: \_\_\_\_\_

12b. COUNTRY OF PERMANENT RESIDENCE: \_\_\_\_\_

13. CITIZENSHIP STATUS (I – U.S. noncitizen, immigrant / J – U.S., noncitizen, J visa / F – U.S. noncitizen, F visa / M – U.S. noncitizen, M visa / R – Refugee / O – Other visa (specify): \_\_\_\_\_

14. ETHNIC IDENTITY please enter a code: \_\_\_\_\_

- |                                     |                                                   |                             |
|-------------------------------------|---------------------------------------------------|-----------------------------|
| 1 American Indian or Alaskan native | 2 Black, non-Hispanic, including African-American | 3 Mexican-American, Mexican |
| A Central American                  | B South American                                  | Q Cuban                     |
| P Puerto Rican                      | 4 Other Latino, Spanish-Origin, Hispanic          | C Chinese                   |
| J Japanese                          | K Korean                                          | R Asian Indian              |
| 5 Other Asian                       | M Cambodian                                       | L Laotian                   |
| V Vietnamese                        | 6 Other Pacific Islander                          | 7 White                     |
| F Filipino                          | 8 Other                                           | 9 No Response               |
| D Decline to state                  |                                                   |                             |

15a. HIGH SCHOOL LAST ATTENDED (include city and country): \_\_\_\_\_

15b. GRADUATION DATE (month/year): \_\_\_\_\_

15c. LIST IN CHRONOLOGICAL ORDER NAMES AND LOCATIONS OF ALL INSTITUTIONS ENROLLED IN AFTER HIGH SCHOOL REGARDLESS OF LENGTH OF ATTENDANCE, EVEN IF NO WORK WAS COMPLETED.

Name	All Institutions	Country	Enrolled (from – to)	Number of units completed (Sem. Units or Qtr. Units)	Degree Earned	Year Degree to be Received	Fee Status Res / Non

16a. LIST BELOW ANY COLLEGE COURSES IN WHICH YOU ARE CURRENTLY ENROLLED AND ANY ADDITIONAL COURSES YOU PLAN TO COMPLETE BEFORE ENTERING, INCLUDING SUMMER SCHOOL (use a separate sheet if more space is needed).

Institution	Term	Course No. and/or Program Title	Unit Value

16b. For transfers from U.S. Institutions, please list courses completed or in progress that are available at ATI.

Institution	Term	Course No. and/or Program Title	Unit Value	Grade

Total Unit Completed: \_\_\_\_\_  
Total Unit in Progress: \_\_\_\_\_

# ATI COLLEGE

17. ARE YOU CURRENTLY IN THE U.S.A. Yes or No: \_\_\_\_\_
18. DATE YOU ENTERED U.S. (month/year): \_\_\_\_\_
19. WHAT WAS YOUR VISA STATUS WHEN YOU ENTERED THE U.S. \_\_\_\_\_
20. TYPE OF VISA NOW HELD: \_\_\_\_\_ EXPIRATION DATE (month/day/year): \_\_\_\_\_
21. IF YOU ENTERED THE U.S. AS A VISITOR, WHAT SCHOOL ISSUED THE I-20 FORM FOR YOUR STUDENT VISA? \_\_\_\_\_  
\_\_\_\_\_ DID YOU ATTEND: \_\_\_\_\_
22. IF YOU ENTERED THE U.S. ON AN F VISA, WHAT SCHOOL ISSUED THE I-20 FORM FOR YOUR STUDENT VISA? \_\_\_\_\_  
\_\_\_\_\_ DID YOU ATTEND: \_\_\_\_\_ WHEN: \_\_\_\_\_
23. HAVE YOU APPLIED FOR PERMANENT RESIDENCE IN THE U.S.? \_\_\_\_\_ WHEN? \_\_\_\_\_
24. HAS PERMANENT RESIDENT CARD (GREEN CARD) BEEN ISSUED? \_\_\_\_\_ WHEN? \_\_\_\_\_
25. PERMANENT RESIDENT CARD NUMBER: \_\_\_\_\_
26. HAVE YOU APPLIED FOR POLITICAL ASYLUM OR REFUGEE STATUS? \_\_\_\_\_ WHEN? \_\_\_\_\_
27. IF MARRIED, WILL YOUR FAMILY ACCOMPANY YOU TO THE U.S.? \_\_\_\_\_

## I. Foreign Transcript Information:

ATI COLLEGE must receive official transcripts of all your academic records listing the following information: Subjects completed; grades or marks received; number of hours per week or per year spent in each class; diplomas, degrees, or other certificates received. Records in a foreign language must be accompanied by a certified English translation. DO NOT send original documents which cannot be replaced; certified or photographic copies should be submitted. Students are required to present the original documents for verification in person.

**NOTE:** The acceptability of any foreign work and academic placement will be determined by the school.

## II. Required Test:

All applicants who have not completed at least three years of course work at the secondary level or above where English is the principal language of instruction must submit scores for the Test of English as a Foreign Language (TOEFL). If you are a graduate with a bachelor's degree from a college or university where the language of instruction is not English, then you will need to take the WONDERLIC'S Ability To Benefit (ATB) exam instead. If you are transferring from a college or university in the state of California, you will need to take the WONDERLIC'S Ability To Benefit (ATB) exam.

I have taken or plan to take the TOEFL on (month/year) \_\_\_\_\_

I have taken or plan to take the ATB on (month/year & location) \_\_\_\_\_

## III. Financial Information:

a. Please indicate the estimated amount of funds available to you during each year you expect to be enrolled at this institute:  
U.S. \$ \_\_\_\_\_

b. From what source will you received funds (specify – sponsor, personal savings, or other): \_\_\_\_\_

c. If you answered "sponsor" in question b above, indicate your sponsor's name, address, and relationship (if any). Include your name on supporting financial statement sent to our office.

\_\_\_\_\_

last name	first name	middle name
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Current Mailing Address: \_\_\_\_\_

street number	street name	apartment number
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\_\_\_\_\_

city	state	zip code	country if not USA	Intl. Postal Code
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**ATI COLLEGE**

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d. Please indicate the name and address of a relative or close friend in the United States who may inquire about your application.

_____	_____	_____
last name	first name	middle name

Current Mailing Address: \_\_\_\_\_

_____	_____	_____	_____	_____
street name	apt number	city	state	zip code

**IV. General:**

List your reasons for seeking transfer to ATI COLLEGE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**V. The ATI COLLEGE expects you to provide complete and accurate responses to the items on this application for admission. Further, the official documents that you submit in support of this application must be authentic, unaltered records that pertain to you. Your signature is your certification of the accuracy and completeness of the information you provide.**

*I certify under penalty of perjury, or after being duly sworn, that I have provided complete and accurate responses to the items on this application. I further certify (swear) that all official documents submitted in support of this application are authentic and unaltered records that pertain to me. I authorize release of any information submitted by me in connection with this application to any person, firm, corporation, association or government agency, but only to verify or explain the information, obtain pertinent records, or in connection with perjury proceedings. I understand that any misrepresentation may be cause for denial or cancellation of admission or enrollment.*

Signed at \_\_\_\_\_

City and Country	Applicant's Signature	Date
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Print your full name: \_\_\_\_\_

Last Name	First Name	Middle Name
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**Please mail or fax completed application and \$150.00 application processing fee (credit card number if documents are faxed for processing) to:**

**ATI COLLEGE  
INTERNATIONAL PROGRAMS & STUDENT SERVICES  
12440 Firestone Boulevard Suite 2001  
Norwalk, CA 90650  
USA**



ATI COLLEGE

Confidential Statement of Financial Support

Please complete this form and return to International Admissions with all supporting financial documentation for college to process Form I-20. Failure to complete all sections may delay your admission.

Applicant's Name: Last (Family) Name First (Given) Name

Birth Date: Major/Program: Expected Start Date:

Country of Citizenship: Country of Birth:

To be completed only if you have dependents.

If your dependants are accompanying you or joining you later, please complete the following information for each one\*.

Table with 6 columns: NAME (Last, First Middle), DATE OF BIRTH (mm/dd/yyyy), COUNTRY OF BIRTH, Spouse, Son, Daughter. Multiple empty rows for data entry.

\*Estimated cost per dependent joining you in the US is \$5,000 per academic year.

Source of Funds (must submit supporting bank documentation)

Your own funds: US\$ Funds from Sponsor (parent, relative): US\$

Other Funds: US\$ Total Amount of Available Funds: US\$ (Total amount must be greater than US \$19,500.00)

Parent or Sponsor Affidavit of Support (to be verified by parent or sponsor if support is indicated above)

This is to certify that I have read the information furnished by the applicant on this form, that it is a true and accurate statement, and that the funds are available and will be provided in the amount indicated under "Source of Funds" above:

Signature of Sponsor: Date:

Printed Name of Sponsor:

Relationship of Sponsor to Student:

Sponsor's address:

Signature of Applicant

I certify that the information provided above is correct and complete and that I will notify ATI COLLEGE of any changes in my financial circumstances.

Signature of Student: Date:

**ATI COLLEGE**

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**INTERNATIONAL PROGRAMS & STUDENT SERVICES  
FORM I-20 APPLICATION**

*(Must complete if applicant has dependent(s) to add to Form I-20)*

**PLEASE READ:** The form I-20 is necessary for an F-1 visa student to reenter the U.S.A. It may also be used by the spouse or children of an F-1 who are, or will be, F-2 visa holders.

**IMPORTANT:** An F-1 student who is married to a U.S. citizen or permanent resident alien cannot return to the U.S.A. without the Certificate of Permanent Residency ("Green Card"). If you fall within this category, please make an appointment with the Immigration Counselor.

Student ID NO: \_\_\_\_\_

Name: \_\_\_\_\_  
(family name) (first) (middle)

Address: \_\_\_\_\_  
(street number) (city) (state) (zip)

Telephone No: \_\_\_\_\_  
(area code) (number)

Alternate Contact No: \_\_\_\_\_  
(area code) (number)

Reason for Form I-20: \_\_\_\_\_

Date leaving US: \_\_\_\_\_  
(month/day/year)

Date returning to US: \_\_\_\_\_  
(month/day/year)

Program: \_\_\_\_\_  
(month/year)

Source of financial support: \_\_\_\_\_

**If this I-20 is for, or includes, spouse and/or children who are F-2s, please complete the following:**

Spouse:	Date of Birth:	Gender:
Child 1:	Date of Birth:	Gender:
Child 2:	Date of Birth:	Gender:
Child 3:	Date of Birth:	Gender:
Child 4:	Date of Birth:	Gender:
Child 5:	Date of Birth:	Gender:

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



**ATI COLLEGE**

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**Notice of Intention to Transfer to ATI College**

All prospective students applying to ATI COLLEGE presently on an F-1 VISA must submit this form completed by the Advisor at your last authorized school. It is necessary to submit this form in order to be considered for acceptance.

<u>Student Full Name (First Middle Last):</u>	_____
<u>SEVIS ID #:</u>	_____
<u>Name of Last School Attended:</u>	_____
<u>School Address:</u>	_____
<u>School Telephone:</u>	_____
<u>School Facsimile:</u>	_____
<u>SEVIS-INS School Number:</u>	_____
<u>Dates Attended:</u>	_____ to _____
<u>Last date of attendance or expected date of graduation:</u>	_____
<u>Did student maintain full-time status? If No, why?</u>	_____
<u>Does the student have any outstanding obligation to your school? If Yes, please explain.</u>	_____
<u>Number of units completed:</u>	_____
<u>State type of program studied:</u>	_____
<u>Major course of study:</u>	_____
<u>Date on which student's SEVIS I-20 will be released (mm/dd/yyyy):</u>	_____

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Designated School Official	Designated School Official's Signature	Date
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Please refer to information below when you release this student to our college using SEVIS:

**ATI COLLEGE  
NORWALK, CA  
LOS214F18250000**

**Please return this form to fax number (714) 730-9280 or scan email to [lisa@ati.edu](mailto:lisa@ati.edu)**