



Santa Monica College

International Student Admissions

Application Requirements

APPLICATION DEADLINES:

Out-Of-Country Deadlines: (Students without a valid F-1 Visa)

- Summer Session – April 15
- Fall Semester – June 15
- Winter Session – October 15
- Spring Semester – November 15

In-Country/Transfer: (Students with a valid F-1 Visa)

- Summer Session – May 15
- Fall Semester – July 15
- Winter Session – November 15
- Spring Semester – January 5

REQUIREMENTS FOR ADMISSIONS ARE AS FOLLOWS:

1. Must be 18 years old at the time of enrollment at SMC.
2. Complete the attached "International Student Application."
3. English Proficiency Requirement: There is no English Proficiency Requirement if you are applying to the Intensive English Program (IEP). For options to show applicant has met English Proficiency requirement for admission to the academic program, please see SMC Proof of English Proficiency insert.
4. Submit official transcripts, certificates, and diplomas from secondary schooling and from any colleges/universities attended. If the original language is not English, a certified English translation must accompany all transcripts, certificates, and diplomas. To be considered "official," high school, college and university transcripts must be mailed directly from the awarding institution to International Education Center – Santa Monica College. **PHOTOCOPIES, FAXES, SCANNED COPIES WILL NOT BE ACCEPTED.**
5. Complete and submit the I-134 Affidavit of support required if sponsored by U.S. Citizen or permanent resident. Information can be found in the "International Student Financial Statement" section. In addition, the applicant and/or sponsor(s) must submit a current original bank statement (dated within 6 months) showing a minimum amount to meet SMC's estimated tuition and living expenses. Additional financial documentation may be required. See SMC Tuition and Fees insert for minimum amount required and **sample bank statement letter.**
6. Submit a copy of your passport information page(s) and expiration page. In addition, if you are in the U.S., please submit a copy of your visa page and your I-94 (both sides).
7. Write a personal essay (approximately one to two pages) that describes your reason for applying to Santa Monica College. Please include details about your educational background and your educational goals after completing your studies at Santa Monica College.
8. Submit the nonrefundable application fee of \$75.00. Please make check or money order **payable to Santa Monica College.**

ADDITIONAL ADMISSION REQUIREMENTS FOR TRANSFER STUDENTS:

If you are currently attending another college, university or other educational institution in the United States, you must also submit the following:

1. Status Verification Request
2. Official transcripts from all colleges and/or universities you have attended in United States. Transcripts must be sent from the awarding institution directly to Santa Monica College. You must have a minimum grade point average of 2.0.

Applications that are not complete (including all required supporting documents) by the application deadline will be deferred to the next available semester or session.

We will notify you of the status of your application within three weeks. If you have any questions, call the International Education Center (310) 434-4217 or email Intl@smc.edu.

Why Santa Monica College?

Santa Monica College (SMC) offers several distinct advantages to international students beginning their university education in the U.S. First, as the leading community college in California, SMC is #1 in transfers to the University of California system. The first two years at SMC prepare you to transfer to UCLA, USC, and other prestigious California and American public and private institutions. Another distinct advantage is that the tuition cost at SMC is lower than four-year colleges and universities. Unlike the higher education systems of many countries where students take only courses in their major field of study, all undergraduate students in the U.S. must take introductory courses in several areas including humanities, social sciences, natural sciences, and mathematics. SMC offers students the opportunity to take the same general education courses they would take at a four-year college or university at a lower cost. Finally, SMC offers an accessible and supportive learning environment. Classes are smaller and professors are devoted entirely to teaching. We look forward to your application and welcome your interest in Santa Monica College.

SMC CENTER FOR DISABLED STUDENTS:

Santa Monica College makes every effort to make its campus fully accessible to students with disabilities. The College's Center for Students with Disabilities offers guidance and counseling on admissions requirements and procedures, as well as a number of special programs to help students with their academic, vocational, and career planning goals. In addition, the Center offers services such as tutoring, specialized equipment, test proctoring, among many other accommodations for students who are eligible. Please contact the Center for Students with Disabilities (www.smc.edu) if you would like to learn more about accommodations that may be available. Students in F1 status are required to complete a full course of study (minimum of 12 units) every semester that they are enrolled in a US college or university.

PLEASE SEND ALL ORIGINAL TRANSCRIPTS, CERTIFICATES, TEST SCORES, PAYMENT AND OTHER INFORMATION REQUIRED FOR ADMISSION WITH YOUR APPLICATION TO:

**Santa Monica College
International Education Center
1900 Pico Boulevard
Santa Monica, California 90405-1628, U.S.A.**

NOTE: All submitted documentation becomes the property of SMC International Education Center and cannot be returned.

Santa Monica College (SMC) welcomes your application as an international student. If you have any questions in completing your international student application, please contact the International Education Center by telephone: (310) 434-4217 or by email IntlEd@smc.edu. Our staff will make every effort to assist you.



2010-2011 SANTA MONICA COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES:

Dr. Andrew Walzer, Chair; Dr. Margaret R. Quiñones-Perez, Vice Chair; Dr. Susan Aminoff; Judge David Finkel (Ret.);
Dr. Nancy Greenstein; Louise Jaffe; Rob Rader; Michael Song, Student Trustee; Dr. Chui L. Tsang, Superintendent/President

SMC Associate in Arts Degree and Certificate of Achievement Programs

ASSOCIATE IN ARTS DEGREES

60 Units Unless Otherwise Noted

Academy of Entertainment & Technology
 – Animation
 – Digital Media, Level 2
 Accounting
 Animation (*Offered through the Academy of Entertainment and Technology*)
 Art/Art History
 Broadcasting
 – Broadcast Programming and Production
 – Broadcast Sales and Management Business
 – Business Administration
 – Insurance Professional
 – Logistics/Supply Chain Management
 – Management/Leadership
 – Merchandising
 Child Development (*see Early Childhood Education*)
 Cinema (*see Film Studies*)
 Computer Information Systems
 – Computer Business Applications
 – Website Software Specialist Computer Science
 – Computer Programming
 – Computer Science
 – Database Applications Developer
 – Web Programmer
 Cosmetology
 Dance
 Digital Media (*offered through the Academy of Entertainment and Technology*)
 Early Childhood Education (*formerly Child Development*)
 – Early Childhood Education
 – Early Childhood Intervention Assistant
 – Early Childhood Intervention Teacher
 Environmental Science
 Environmental Studies
 Ethnic Studies
 Fashion Design and Merchandising
 – Fashion Design
 Film Studies (*formerly Cinema*)
 General Science
 Graphic Design
 Interior Architectural Design
 – Interior Architectural Design II
 Journalism
 Kinesiology Physical Education (*formerly Physical Education/Kinesiology/Physiological Sciences*)
 Liberal Arts (*available to students who enrolled at SMC during Spring 2010 or earlier and who have maintained continuous enrollment; see page 51 for definition of continuous enrollment*)
 Liberal Arts–Arts & Humanities
 Liberal Arts–Social & Behavioral Science
 Music
 – Applied Music

Nursing – RN (71 units)
 Office Information Systems (*see Office Technology*)
 Office Technology (*formerly Office Information Systems*)
 – General Office
 – Legal Administrative Assistant
 – Medical Coding and Billing Specialist
 Photography
 Physical Education/Kinesiology/Physiological Sciences (*see Kinesiology Physical Education*)
 Respiratory Therapy (77 units)
 Solar Photovoltaic Installation (*Solar Energy Installation*)
 Speech
 Theatre Arts
 Transfer Studies Associate in Arts – available **only** to students who enrolled at Santa Monica College Spring 2008 or earlier and who have maintained continuous enrollment in each Fall and Spring semester until graduation. (*See 2007–08 SMC catalog for Transfer Studies Associate in Arts degree requirements.*)
 Women's Studies

CERTIFICATES OF ACHIEVEMENT

Academy of Entertainment & Technology
 – Animation
 – Digital Media, Level 1
 – Digital Media, Level 2
 Accounting
 – Accounting
 – Professional Accountant
 Broadcasting
 – Broadcast Programming and Production
 – Broadcast Sales and Management
 Business
 – Entrepreneurship (*formerly Small Business Management*)
 – Insurance Professional
 – Insurance Specialist
 – International Business
 – Logistics/Supply Chain Management
 – Management/Leadership
 – Marketing
 – Merchandising
 Child Development (*Preschool Associate*) (*see Early Childhood Education*)
 Computer Information Systems
 – Computer Business Applications
 – Website Software Specialist Computer Science
 – Computer Programming
 – Computer Science
 – Database Applications Developer
 – Web Programmer
 Cosmetology
 Early Childhood Education (*formerly Child Development*)
 – Early Childhood Intervention Assistant
 – Early Childhood Intervention Teacher
 Environmental Science

Environmental Studies
 Ethnic Studies
 Fashion Design and Merchandising
 – Fashion Merchandising
 Graphic Design
 Interior Architectural Design
 – Interior Architectural Design Level I
 – Interior Architectural Design Level II
 Office Technology (*formerly Office Information Systems*)
 – General Office
 – Legal Administrative Assistant
 – Medical Coding and Billing Specialist
 Photography
 Solar Photovoltaic Installation (*Solar Energy Installation*)
 Transfer
 – CSU GE
 – IGETC

DEPARTMENT CERTIFICATES

Academy of Entertainment & Technology
 – Digital Effects
 – Game Design
 Accounting
 – Computer Accounting
 Automotive Technician – Introductory
 Business
 – Entrepreneurship
 – International
 – Logistics
 – Management
 – Marketing
 – Merchandising
 – Salon Business
 Computer Information Systems
 – Desktop Publishing
 – Website Creator
 – Website Development Management
 – Word Processing
 Computer Science
 – Computer Programming
 – Information Systems Management
 – Networking
 – Robotics and Artificial Intelligence
 Cosmetology
 – Nail Care
 – Salon Business
 – Skin Care
 Early Childhood Education
 – Early Childhood Education Core
 – School-Age Intervention Assistant
 Graphic Design
 – Web Design
 Interior Architectural Design
 – CAD Production & Design
 – Set Design & Art Direction for Film & TV
 Office Technology (*formerly Office Information Systems*)
 – Clerical/Data Entry
 – Medical Billing/Coding
 – Medical Records Clerk/Receptionist
 – Medical Transcription
 – Word Processing

ADDITIONAL FIELDS OF STUDY

Anatomy
 Anthropology
 Arabic
 Astronomy
 Biological Sciences
 Botany
 Chemistry
 Chinese
 Communication
 Counseling (*formerly Human Development*)
 Economics
 Engineering
 English
 Environmental Studies
 ESL – English as a Second Language
 French
 Geography
 Geology
 German
 Global Studies
 Health Education
 Hebrew
 Humanities
 Italian
 Japanese
 Korean
 Library Studies
 Mathematics
 Microbiology
 Nutrition
 Occupational Therapy
 Persian
 Physiology
 Political Science
 Psychology
 Religious Studies
 Russian
 Sociology
 Spanish
 Urban Studies
 Zoology

PRE-PROFESSIONAL ADVISING SHEETS

Chiropractic
 Dental
 Dental Hygiene
 Law
 Medical
 Pharmacy
 Teacher Preparation
 Veterinary



Where's My I-20?

Congratulations! Now that you have submitted your application to the International Education Center at Santa Monica College, you are on your way to becoming a SMC student! This is what happens with your application once it is received in our office:

1. An SMC staff member sends a "receipt" email to you letting you know that we've received your application. Your application has not been reviewed by an Admissions Officer yet, so at this stage, we won't have any information about the status of your application.
2. Your information is entered into our database so that we can easily track your application status. This step can take two to three weeks, depending on the number of applications received at the same time that your application was received. The closer we are to an application deadline, the longer it takes to complete the data-entry phase.
3. Your application is assigned to an Admissions Officer for review and evaluation. Once your application is assigned to an SMC International Officer you will receive an email message telling you how to contact your Admissions Officer. Your officer will not be able to update you on the status of your application until about one week after they receive your application. Your Admissions Officer will send you an email if any document is missing from your application, or if any document does not meet the SMC admissions requirements and must be submitted again.
4. Your Admissions Officer will send you an email if any document is missing from your application, or if any document does not meet the SMC admissions requirements and must be submitted again
5. If you are accepted to SMC, your Admissions Officer will send an email to you asking you to sign up for the required Information Seminar. The information Seminar is required for all new international students. You will take an SMC Placement test, learn about SMC, and register for classes. The earlier you attend an information seminar, the earlier you can enroll in all your classes and the more courses you will have to choose from. Your Officer will also ask you to confirm the method by which you wish to receive your admissions packet and Form I-20. It is important that you respond to this message right away so that your admissions documents are not delayed. They cannot be prepared and mailed to you until you follow the instructions in the email.
6. You must pre-enroll to ensure a better selection of courses of up to six units before you arrive in the US using the SMC ID number provided in your Information Seminar email. It is very important for you to pre-enroll so that you can choose from a wider selection of course.
7. Your admissions documents are mailed to you using the method that you chose. Your admissions packet will include information about the next steps to becoming a student at Santa Monica College, including visa information and information about what to do once you arrive in the United States.

Visa Information

Are you currently in the United States? Yes No

If Yes, what is your current status? (i.e. F-1, B-1/B-2, H-1, J-1) _____

- If F-1, what institution issued your I-20? _____

What institution are you now attending? _____

- If on a tourist visa (B-1/B-2), please submit copies of both sides of your I-94. Fill in dates below:

Date of Entry _____ Expiration Date of I-94 _____

Have you applied for a visa extension? Yes No

Have you applied for permanent residence? (Green Card) Yes No

Do you plan to travel outside the U.S. prior to the beginning of the semester? Yes No

If Yes, please indicate: Dates of Travel _____

Address where the form I-20 should be mailed: _____

Street _____

City _____

State/Province _____

Country _____ Postal Code _____

Do you have any relatives or friends who have attended SMC? Yes No Name _____

How did you find out about Santa Monica College? Friend Relative U.S. Advising Center

Please clearly print the names below:

Student Fair _____ Name of Agent _____

_____ Telephone _____

Advertisement _____ Fax _____

_____ Website Address _____

Agency Advising Center or other mailing address:

Agency Name _____

Address (Street, City, Country, Postal Code) _____ Name of Agent _____

_____ Telephone _____

_____ Fax _____

_____ Email _____



Santa Monica College International Financial Statement

Applicant's Name _____
Family Name First Name Middle Name

Birth Date ____/____/____
Month Day Year

I am applying for: _____Summer _____Fall _____Winter _____Spring Year _____

Signature of Applicant _____ Date _____
(Month, Day, Year)

PERSONAL* OR FAMILY SPONSOR INFORMATION:

Name of Applicant's Sponsor _____
Family Name First Name Middle Name

Santa Monica College requires F-1 visa students to show a minimum support as required by SMC (please review SMC Tuition and Fees). By signing this affidavit of support, I will be financially responsible for the applicant indicated above for tuition, fees, living expenses and other relevant expenses in the amount of \$ _____ USD per year.

Signature of Sponsor _____ Date _____
(Month, Day, Year)

Relationship to Applicant _____

IMPORTANT:

Sponsors who are U.S. citizens or permanent residents must also complete an affidavit of support, Form I-134. The form is available in the International Education Center or at www.uscis.gov under "Immigration Forms" (<http://www.uscis.gov/files/form/i-134.pdf>). Applicants with several sponsors must have each sponsor complete the International Student Financial Statement and affidavit of support if applicable.

*PERSONAL FUNDS: If you are funding your education using your own resources, please have your bank provide verification of your personal account.

A sample of this bank letter verification is provided on the reverse side of this page.

SAMPLE BANK LETTER

MUST BE AN OFFICIAL BANK LETTER

(DATE)

Santa Monica College
International Education Center
1900 Pico Boulevard
Santa Monica, CA 90405, U.S.A.

Re: (STUDENT'S NAME), (PASSPORT NUMBER)

Dear Sir/Madam:

I certify that (NAME OF SPONSOR) has the minimum equivalent of \$ _____ USD on deposit with our institution.

(SPONSOR'S NAME) has had accounts with our bank since (DATE) and has maintained their accounts in good standing. This account currently has a minimum balance equivalent \$ _____ USD in a:

- Checking
- Saving
- Certificate of Deposit

(SPONSOR'S NAME) will be providing tuition and living expenses for (STUDENT'S NAME) while his/her (RELATIONSHIP) is attending SANTA MONICA COLLEGE, in the amount of \$ _____ USD annually.

Sincerely yours,

OFFICIAL BANK SIGNATURE

NAME AND TITLE

OFFICIAL SEAL of BANK

SMC International Education Center – Tuition and Fees

Santa Monica College: Fall 2011 – Summer 2012 International Student Tuition & Fees			Intensive English Program (Not for Credit)
International Student Tuition & Fees* International Students are required to take a minimum of 12 units during the semester to maintain F-1 Status		Tuition & Fees for an academic year of 24 units (based on 2 semesters – no sessions)	Intensive English Program Cost
Non-Resident Tuition	\$275/per unit (\$239 tuition + \$36 enrollment fee)	\$6,600	Summer Session: \$1,600 Fall Semester: \$3,200 Winter Session: \$1,200 Spring Semester: \$3,200
SMC Health Fee	\$16 per semester or \$13 per winter or summer session	\$32	N/A
Student Associate fee	\$21 per semester/session	\$42	N/A
Student ID Card	\$13 per semester/session	\$26	N/A
Health Insurance (mandatory)	\$432 for one semester and one session	\$864	\$432 (for one semester and one session)

ESTIMATED EXPENSES

Per Month Estimate		
Living Expenses	\$1,283 (Based on home stay with 2 meals per day)	\$12,830 (based on 10 months)
Book & Supplies	\$170	\$1,700 (based on 10 months)
Personal Expenses	\$290	\$2,900 (based on 10 months)
Public Transportation	\$100	\$1,000 (based on 10 months)
Estimated Total Expenses for Fall 2011 – Summer 2012 Academic year required on bank statement for SMC Admission		\$26,000
Dependent Estimated Expenses		\$8,740 (based on 10 months)

*Fees subject to change without notice.

Wire Transfer Information

If you choose to wire transfer money to SMC, here are the instructions. Please note we can only accept wire transfer for:

- SMC Tuition and School Fees (health and activity)
- SMC Insurance
- Application fee or Seminar fee
- Do not wire transfer money to SMC For your tuition and fees until you have been accepted to SMC and receive your I-20 and have secured an F-1 Visa.
- You will need to include additional funds for every wire transfer to cover the cost of federal wire system and SWIFT Network charges.

Send To:

**Union Bank of California
Government Services
Oakland, CA 94623-1512
Credit to: Santa Monica College
Account#: 0031053033
Fed Wire#: 122000496
Swift Network#: BOFCUS33MPK**

Please include the Student's Name & Passport Number.

Incoming wires are subject to Federal Wire System charges of \$12.00 and SWIFT network charges of \$19.00. Please make note of that.

SMC Proof of English Proficiency

Applicants can demonstrate English Proficiency by fulfilling one of the following criteria:

- TOEFL 450 PBT, 133 CBT, 45 IBT or higher on the international TOEFL. Send official TOEFL scores directly from Educational Testing Service (ETS). The Institutional TOEFL test is accepted. (Visit www.toefl.org for test sites and schedules) Institution Code: 004691.
- iTEP of 4. Send an official score report. (Visit www.bostoneducational.com for test sites and schedules)
- IELTS of 5.0. Send an official score report. (Visit www.ielts.org for test sites and schedules)
- Pearson Test of English: 39 or higher
- STEP-Eiken minimum score for 2nd grade of at least 75% and Results Pass. Send an official report. (Visit www.stepeiken.org for more information)
- Cambridge Certificate of Proficiency in English (CPE) score of "C" or better. Submit an official score report. (For more information, visit www.cambridgeesol.org/exams/general-english/cpe.html)
- Cambridge Certificate of Advanced English (CAE) score of "C" or better. Submit an official score report. (For more information, visit www.cambridgeesol.org/exams/general-english/cae.html)
- Cambridge General Certificate of Education reflecting A Level Placement.
 - Successful completion of the appropriate ESL level or higher at these schools:
 - Aston International Academy Advanced Level
 - Cal America: Level 5 Plus IBT TOEFL Prep Course
 - EF International Language Schools: Advanced/Level 7
 - ELS Language Schools: Level 109
 - Embassy CES: Level 6
 - FLS: Level 7
 - GEOS English Academy: Level 6
 - Kaplan/Aspect: Higher Intermediate Level
 - Language Systems: Level 6
 - Mentor Language Institute: Level 6
 - UCLA Extension: Level 105
 - Secondary Education. Official high school completion diploma from accredited institutions in Australia, New Zealand, Canada, United Kingdom or the United States indicating a passing score in English. Nordic institutions: Gymnasium English A, B, or C scores of "G" or better / Singapore: Completion of "N" Level or higher. The Netherlands: VWO diploma: 6 for English. HAVO diploma: 7 for English, MBO diploma: 7 for English.

Attendance at a high school where English is the medium of instruction. Submit a letter from the high school counselor or headmaster indicating the English is the medium of instruction, and submit transcripts showing attendance for a minimum of one year, with grades of C or better (or the equivalent) in all English classes.

US Education: Send official transcript from all U.S. Schools attended mailed to the International Education Center at Santa Monica College directly from the college or university showing completion of college level English in the United States with a grade of "C" or higher, or minimum of one year of high school English (no ESL or equivalent) with a grade of "C" or higher.

SANTA MONICA COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES:

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General Requirements for International Students Accepted to Santa Monica College

- **ARRIVAL IN THE UNITED STATES:** Once a student has been accepted and obtained an F-1 visa, the student may enter the United States no more than 30 days prior to date indicated on the SMC I-20. The student should arrive, according to their I-20 Start date. Late arrival will result in limited class selection or deferral to the next session or semester start date.
- **INFORMATION SEMINAR:** All students are required to attend an information seminar prior to enrolling in classes. Students will take Math and English placement tests following the seminar which will allow them to register for courses. There is a \$85 fee for the seminar. More detailed information will be mailed upon acceptance to Santa Monica College.
- **ENGLISH COURSES:** All students who are attending college in the United States for the first time are required to enroll in an English course according to their English placement level. Some students may be required to enroll in a full-time English course for one or more semesters.
- **COUNSELING 11 COURSE:** All students who are attending college in the United States for the first time are required to enroll in a one unit transferable course entitled Counseling 11 – "Orientation to Higher Education."
- **F-1 STATUS REQUIREMENT:** To maintain F-1 status, students are required to enroll in and complete a minimum of 12 units each semester. Winter and Summer sessions are optional attendance for continuing students.
- **TUITION AND FEES:** The Enrollment Fee and the Student Services Fees (Health Insurance, Association and SMC Identification) are due the same day you enroll in classes. The non-resident tuition is payable within 10 semester days after your enrollment date or the first day of classes, whichever comes first. Fees and tuition are payable by credit card, cash, money order, cashier's check, or a California bank check only. There is no payment plan available. Tuition and Fees deadline are as stated above. No exceptions will be granted. Tuition and fee payments made after these dates will be assessed a 5% late fee. Please see the attached "Tuition and Fees" for details. AN F-1 VISA IS A NON-IMMIGRANT VISA AND DOES NOT ESTABLISH RESIDENCY.
- **HEALTH INSURANCE:** All students who have been issued an I-20 by Santa Monica College will be required to purchase the health insurance policy endorsed by the college. The cost of the insurance policy will be added to your campus fee bill and will be paid at the Bursar's Office at the time you enroll in classes. THERE ARE NO EXCEPTIONS TO THIS POLICY.
- **IMPORTANT HEALTH INFORMATION:** We encourage immunizations for Tetanus, Measles, Rubella. We recommend obtaining a Tuberculosis Clearance. We strongly recommend that all students complete these immunizations before entering the United States.
- **INTENSIVE ENGLISH PROGRAM:** Students accepted to Santa Monica College through the Intensive English Program must begin their studies in the Intensive English Program.
- **PRE-ENROLLMENT IN SMC COURSES:** If admitted to the SMC Academic Program, pre-enroll for six units (semester) prior to arrival on-campus. Instructions on pre-enrollment will be provided following admission. Please note there are limited class offerings available for pre-enrollment.

"I verify that to the best of my knowledge all the statements on this form are true. I have read and agree to the published International Student Admissions Policies."

Student's Name (PLEASE PRINT Family Name, First Name, Middle Name)

Date (Month, Day, Year)

Student's Signature

My signature above authorizes SMC (Santa Monica College) to release academic records and immigration status information to my sponsor, educational agency, and/or parents.

I decline to authorize release of any information.