

## **CHECKLIST OF REQUIRED APPLICATION DOCUMENTS**

*IMPORTANT – PLEASE REVIEW CAREFULLY!*

*Non-English documents must be accompanied by English translated copies*

**Your application for admission will not be reviewed until all (ORIGINAL) documents/items requested (items 2. through 10. below) are received by the Admissions and Records Office. ALL MATERIALS MUST BE RECEIVED on or before the deadline date listed on the cover letter. Scanned or copied documents will not be accepted for admission purposes. If you are accepted for admission, a Certificate of Eligibility I-20 Document will be issued to you.**

1. **The General Registration Application Form** – **must be completed on-line at [wcc.yccd.edu](http://wcc.yccd.edu) click on Admissions then click “Apply Now” complete and submit the application form.** For fall semester the application is available online approximately February 15<sup>th</sup> and for spring semester the application is available approximately October 19<sup>th</sup>. Please email [kpope@yccd.edu](mailto:kpope@yccd.edu) that this is completed or if you have questions.
2. **International Student Application for Admission (enclosed)** -- Answer all questions, including the semester applied for on top of form. All students must indicate a MAJOR (Item #22). It is required for your SEVIS I-20 Admission Document that your Permanent Home Country Address and your U.S.A. Address while attending Woodland Community College be included on your Application. **Photograph** (*must be recent*), and pasted on the application.
3. **Certificate of Health Form (enclosed)**  
**Item 1.** – Is to be completed by Student before visiting the physician.  
**Item 2.** – Is to be completed by a Physician/Doctor – Original Tuberculosis Test results (test results are to be within the year) must be submitted with the Certificate of Health Form.
4. **Confidential Financial Information Form (enclosed)** -- this form must also be accompanied by a certified letter and current bank statement from student and/or sponsors bank verifying in U.S. Dollars that there are sufficient funds available to meet your needs while studying at Woodland Community College -Yuba Community College District. If the student funds are through a sponsor in the U.S.A., a notarized Affidavit of Support will be required.
5. **F-1 Visa Student Agreement with Woodland Community College (enclosed)** – Please read and initial each item. Your initials will indicate that you understand and acknowledge each of the requirements and restrictions stated.
6. **Certificate of Proficiency in English Form (enclosed)** – to be completed by an English Instructor (**and mailed to us directly from the instructor**).
7. **Letter of Reference Form (enclosed)** to be completed by a school instructor or adult friend who has known you for some length of time (**and mailed to us directly from him/her**).
8. **Certified copy of official school transcripts** from your high school-with proof of high school graduation, college, university and/or professional schools attended. This should be a complete record of any schools you attended, not just the most recent school. Also list schools attended on the International Student Application-- Item 17.
9. **TOEFL (Test of English as a Foreign Language) Official Test Scores** *must be submitted directly to Woodland Community College (Institutional School Code: 5762) from Educational Testing Service (ETS).* **YOUR APPLICATION WILL NOT BE REVIEWED FOR ADMISSION WITHOUT THESE SCORES.**
10. **\$25.00 Application Processing Fee (Non-Refundable)** – must be in the form of a Money Order or Check  
**Payable to: YCCD**

**International Student Transfer Request Form** -- If you are transferring from a school in the United States - you must complete the International Student Transfer Request Form and obtain a release from your current school. *Contact the Woodland Community College – Admissions & Records office (530) 668-2527 to obtain the International Student Transfer Request Form.*

**PLEASE MAIL ALL ITEMS TO:** ATTN: Kerry Pope, International Student Representative

Woodland Community College, 2300 E. Gibson Road, Woodland, CA 95776 USA