

# STEPS TO APPLY

## STEP 1 – Submit the following documents to the Office of International Education (By mail, email or fax)

- **International Student Application Form** (with completed Applicant Signature)
- \$50USD non-refundable application fee by check, money order or credit card
  - **Credit Card Payment Form**
  - Make check/money order payable to “**Peralta Community College District**”
- Official Transcripts (Translated into English)
- Copy of Diploma (from High School or secondary school) (Translated to English)
- Personal Essay (1 page)
- Financial Documents: Financial Support Declaration and Bank Statement (minimum \$19,700) (Note: Bank letters are not accepted)
- Health Documents: Student Statement of Health and Medical Examination (with Physician’s signature)
- International Student Agreement Form
- Copy of Passport Bio Page
- TOEFL, IELTS, or iTEP (optional)
- **Transfer Students only: Transfer-In Form** & copies of all related immigration documents (Form I-20), passport biography and visa page

## STEP 2 – PRELIMINARY ACCEPTANCE

You will be contacted within approximately 2 weeks confirming the status of your application as being either ***preliminarily accepted*** or ***incomplete***. If the

application is incomplete, you will be requested to submit the missing/incomplete documents.

### **STEP 3 – CCCAPPLY APPLICATION**

Go to [web.peralta.edu/enrollment](http://web.peralta.edu/enrollment) and click on “New Students” to create a student account.

### **STEP 4 – SUBMIT STUDENT ID NUMBER TO OFFICE OF INTERNATIONAL EDUCATION**

After you have completed the CCCAPPLY application, you will receive an automated email with your Student ID number. You must submit your Student ID number to the Office of International Education in order for your application to be ***officially accepted***.

### **STEP 5 – OFFICIAL LETTER OF ACCEPTANCE/FORM I-20 ISSUED**

Upon submitting your Student ID number to the Office of International Education, we will provide you with an official letter of acceptance and your Form I-20.

***For transfer students:*** A Form I-20 will be issued to you after your previous school releases your records in SEVIS and you have enrolled in the minimum number of units required for your starting semester (12 units for Spring and Fall)

### **STEP 6 – ORIENTATION AND ASSESSMENT (ESL/ENGLISH & MATH)**

Upon arrival you are required to attend the [international student orientation](#) and complete Assessment tests. Once you have completed the assessment test, you will need to meet with a counselor to select your first semester classes. The assessment test schedules can be found in the [class schedules](#).

## **STEP 7 – REGISTER FOR CLASSES**

Go to the [PASSPORT Student Administration System](#) and activate your student account to view your enrollment dates and register for classes.

## **STEP 8 – PAY TUITION AND OTHER FEES**

Pay tuition and other fees for first semester (\$3,236 for 12 units) at the Office of International Education (credit card, personal check made to PCCD, money order or wire transfer), Campus Cashier's office or online by [logging into your student account](#) (credit card only). **All tuition and enrollment fees will be due when you register for classes.** All future tuition payments will need to be made at the campus cashier's office or through your [online Student Center](#).