

APPLYING TO MCLA

Thank you for your interest in Massachusetts College of Liberal Arts (MCLA)! We are pleased to welcome international students to our campus. Please read the following instructions very carefully and complete each step. Your application will be considered for a full-time degree program. Before you begin the process, please note: **Unfortunately, MCLA is unable, under any circumstances, to provide financial aid to international students. In addition, the application fee cannot be waived.**



Application Checklist

- **Application Form.** An application for admission should be submitted directly to MCLA. The application fee is \$25.00. Payment may be made by check in US dollars, money order or by Master Card or Visa.
- **Academic Credentials.** Translations of transcripts from secondary school and all universities or colleges attended should be sent directly from an approved credential evaluation service to MCLA. A list of approved agencies can be found online at <http://naces.org/members.htm>. The translation must include proof of graduation from secondary school. Any **college-level work** must include American grade and credit hour equivalents for each course.
- **SATI.** Freshmen applicants are required to submit official results of the SAT I from either the College Board or the above credential evaluation service. **MCLA's CEEB number is 3521.** Applicants who graduated from secondary school more than three years prior to the application date are exempt from the SAT I requirement.
- **English Proficiency (TOEFL).** Applicants for whom English is not a native language, and those who are not schooled primarily in English must submit proof of English language proficiency in the form of the Test of English as a Foreign Language or TOEFL. Official scores must be sent directly from the testing agency. A **minimum score of 550** on the paper-based TOEFL or **213** on the computer-based TOEFL is required for acceptance. Those students whose native language or schooling is in English or transfer students who have completed at least six hours of college-level English composition at an American university or college will be exempt from the TOEFL.
- **Certification of Finances.** U.S. Immigration and Naturalization Services regulations dictate that applicants complete the Certification of Finances form (see attached), verifying access to sufficient financial resources to attend the College. International students must pay **out-of-state** costs. Since the College is unable to provide financial aid to international students, the applicant must demonstrate adequate resources to meet yearly estimated expenses below:

Tuition and Fees	\$ 15,250
Room and Board	\$ 7,200
Health Insurance (if needed)*	\$ 1,300
Books and Supplies.....	\$ 800
Laptop	\$ 1,200
TOTAL**	\$ 25,750

*Massachusetts State Law requires that all full-time students participate in a health insurance plan.

**Estimated cost of attendance is subject to a reasonable annual increase.

On-Campus Work

International students studying on an F-1 visa in the United States are eligible to work in paid on-campus positions. Employment is not guaranteed. It is illegal for students on F-1 visa to be employed otherwise. A student's potential earnings can NOT substitute for, nor be included, in the financial documentation.

Financial Aid

Massachusetts College of Liberal Arts is unable, under any circumstances, to provide financial aid to international students. In addition, the application fee cannot be waived.

COMPLETING THE CERTIFICATION OF FINANCES FORM

All portions of the Certification of Finances form must be completed. The form will not be valid unless signed by the applicant. No other form may be substituted.

- **Sources of Funds.** Each applicant must show the sources of financial support for the expected number of years until graduation (four years for freshmen). Students must demonstrate that the entire first year's expenses are currently on deposit or are being provided by their home government or agency. All sources of savings (personal, parental or those of an individual sponsor) must be verified by a bank official on official bank stationary. If funds are held in more than one financial institution, verification from each bank must be provided. Each financial institution must verify:
 - the exact amount of balance in U.S. dollars
 - the legal name of the bank
 - the mailing address of the bank
 - the name and title of the signing bank official
 - the length of the banking relationship with the client
 - and a telephone number where that official can be reached

COMPLETING THE SPONSOR AFFIDAVIT OF SUPPORT

If the student has financial support from relatives, benefactors, or friends (known as sponsors), each separate source must fill out a Sponsor Affidavit of Support form. Affidavits must be submitted with proper documentation (as described above in the Certification of Finances section) of the sponsor's ability to provide the indicated resources. Each affidavit must be witnessed and notarized by a notary public.

Joining Our Community

An admission decision on an international application cannot be made until all credentials, including the Certification of Finances form, have been submitted. All international applicants should apply as early as possible to ensure timely processing of their application. An I-20 form is issued only AFTER the applicant has been accepted and the appropriate enrollment deposit has been submitted.

SEVIS Fee for I-20

Please note, all students and exchange visitors with an I-20 issuance date of September 1, 2004 or later will be required to pay the SEVIS fee of \$100.00. You may pay with a check by mail, with a credit card via the internet, or you can pay the I-901 SEVIS fee locally using the Western Union Quick Pay™ service. The properly completed Western Union receipt serves as immediate proof-of-payment for a visa interview at a U.S. consulate and for admission at a U.S. port of entry. This option is available in any country where Western Union offers its Quick Pay™ service.

Massachusetts College of Liberal Arts

375 Church Street • North Adams, MA 01247 • (413) 662-5410 • admissions@mcla.edu • www.mcla.edu



MASSACHUSETTS COLLEGE OF LIBERAL ARTS

SPONSOR AFFIDAVIT OF SUPPORT FORM

This form should be filled out by a sponsor, not the student. If additional forms are needed, please copy blank form.

Student Name: _____

Sponsor Name: _____

Relationship to Student: _____ Length of Relationship: _____

Address _____ City _____ State _____ Postal Code _____ Country _____

Sponsor Status (please check one): U.S. Citizen Permanent Resident of the U.S., Alien Registration# _____

neither a U.S. citizen nor a permanent resident of the U.S.

Country of Citizenship: _____

I hereby declare my intentions to take (please check one) full or partial responsibility for finances and/or living arrangements of the student named above for **each year** at Massachusetts College of Liberal Arts.

I hereby attest that I will provide the following resources to the above named student for **each year** at Massachusetts College of Liberal Arts. (Please attach proper documentation to this form proving your ability to pay.)

I hereby attest that I will provide: *(please check all that apply)*

Financial support for tuition and fees (est. \$15,250 per year). My contribution \$ _____ per year.

Financial support for on-campus room and board (est. \$7,200 per year). My contribution \$ _____ per year.

Room and board at my local residence.

Financial support for health insurance, books, supplies and personal expenses (est. \$3000.00 per year).

My contribution \$ _____ per year.

-----**To be witnessed and verified by a Notary Public**-----

I, _____, hereby affirm or swear that the contents of the above statement are true and correct.

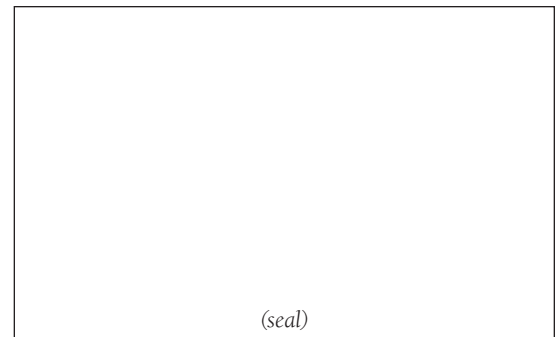
Sponsor name

Signature of Sponsor: _____

Notary Public

Sworn and subscribed to me on this date: _____

Signature of Notary Public: _____



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CERTIFICATION OF FINANCES

Please complete this form in its entirety, and **return it with the Sponsor Affidavit of Support form(s) and the official supporting bank statement(s)**. The applicant must sign this form in the designated area on the following page.

PLEASE TYPE IF POSSIBLE.

Applicant Information:

Last Name/Surname *First Name* *Middle Name*

Home Address *City* *State* *Postal Code* *Country*

Telephone Number *Fax Number* *E-mail Address*

Mailing Address (if different)

Date of Birth (MM/DD/YY) *Country of Birth* *Country of Citizenship*

Native Language *Other Languages Spoken*

SAT I: Dates Taken: _____ **TOEFL:** Date Taken: _____

Are you currently studying at another U.S. institution? Yes No
 Do you need an I-20 Certificate of Eligibility for an F-1 student visa? Yes No
An I-20 form is issued only after applicant has been accepted and has paid the enrollment deposit.

Please indicate the amount of support (in \$US) from each source for each year that you will be studying at MCLA. The Affidavit of Support form(s) and official supporting bank statement(s) must also be submitted with this Certification of Finances form before an applicant can be considered for admission to the College.

PRIMARY FUNDING

	1st Year of Study	2nd Year of Study	3rd Year of Study	4th Year of Study
My Personal Savings				
Parent/Family Savings				
Other Family Funds*				
Sponsor Savings				
Government or Agency Funds				
Grand Total				

*Please name Other Family Funds _____



MASSACHUSETTS COLLEGE OF LIBERAL ARTS

CERTIFICATION OF FINANCES

In case of emergency, will you have an additional source of funds available to you? Yes No

If yes, please specify below: Emergency funds will come from the following source(s).

Source 1

Name *Relationship to Applicant*

Home Address *City* *State* *Postal Code* *Country*

Telephone Number *Fax Number* *E-mail Address*

Amount of Funds (U.S. Dollars): _____

Source 2

Name *Relationship to Applicant*

Home Address *City* *State* *Postal Code* *Country*

Telephone Number *Fax Number* *E-mail Address*

Amount of Funds (U.S. Dollars): _____

All applicants must sign below

I certify that the total amount of money available to me for my **first academic year** at Massachusetts College of Liberal Arts is U.S. \$_____, and the total amount of each subsequent year is U.S.\$_____. I also confirm my knowledge that the estimated cost of attendance is subject to reasonable annual increase. Further I certify that all of the information declared on this form is true and correct. I understand that any misrepresentation may be cause for refusing or revoking admission to the College.

Applicant Signature *Date*

**Please return this form, along with the Parental/Sponsor Affidavit of Support form and official bank statement(s) to:
Office of Admission
Massachusetts College of Liberal Arts
375 Church Street
North Adams, MA 01247**