

International Student Packet

STEPS TO GET STARTED:

Please read carefully all the information included in this packet, complete the admissions application, and send it to:

Blackhawk Technical College Admissions
PO Box 5009, Janesville, WI 53547-5009

Once your application has been received, you will be contacted by the Admissions Office. Other information and forms will be required before you can register for class and an I-20 can be issued.

If you have further questions, please contact:

Admissions
Blackhawk Technical College
admissions@blackhawk.edu
608-757-7710

ADMISSION PROCEDURES

The deadline to apply and submit all supplemental application materials is six weeks prior to the semester you want to start. [BTC semester start dates are available on the blackhawk.edu website calendar.](#)

The following documents are required for admission to Blackhawk Technical College:

- International Student Information Form
- Official transcripts of secondary school (and postsecondary, if applicable)
- Copy of passport
- Documentation of Finances and Support Form
- BTC Training Agreement Form

Please see Pages 2-3 for more information.

TUITION & FEES

The amounts listed in this packet represent approximate total program costs based on the 2023-2024 school year fee schedule and may be subject to change.

PER CREDIT COSTS

International Student Tuition:
\$219.30 (per credit hour)
Activity Fee: \$10.23 (per credit hour)

OTHER COSTS

Transportation Fee: \$20 (per semester)
Books: \$65-85 (on average)*
**Some books cost as much as \$150.*

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ENGLISH PROFICIENCY

Applicants for whom English is a second language must demonstrate proof of English competency by one of the following:

- Official TOEFL (Test of English as a Foreign Language) score of 500 or above on the written version or 61 on the computer version.
- One term of college-level English Composition from an accredited U.S. institution with a passing grade of “C” or better.
- If English is the official language of the applicant’s home country, no proof of proficiency is required.
- Students who are accepted must complete the ACCUPLACER test after arriving to the U.S.

CREDENTIALS – NEW APPLICANTS

- Official transcripts and/or other documentation of courses and grades showing successful completion of secondary education (and postsecondary education if you attended college previously).
- New applicants must graduate with a minimum grade point average (GPA) of 2.0 from a secondary (high) school in their home country.
- Transcripts and other documents must be in English.

CREDENTIALS – TRANSFER APPLICANTS

- Must have earned a minimum grade point average (GPA) of 2.0 on a 4.0 scale at the college initially approved by the U.S. CIS.
- Official transcripts and/or documentation from that college.
- A copy of the I-20 from that college.
- Secondary (high school) transcript.
- All other requirements listed above.

FINANCIAL SUPPORT/ SPONSORSHIP

Federal immigration regulations require that international applicants are financially capable of meeting the cost of their education in the U.S.

- Documentation of Finances and Support, as well as a bank statement or letter issued in the last six months, showing availability of funds in U.S. dollars are required of all international applicants.
- Estimated yearly expenses are approximately \$23,000. This includes tuition and fees, books, health insurance, and living expenses. It does not include travel between the two countries.
- Consent/release form required for BTC to work with sponsor on behalf of the international student. This form is available at Blackhawk.edu/Student-Resources/Registration-Records.

APPLICATION FEE/DEPOSIT

A \$200 application fee (non-refundable) and a deposit of \$5,000 must be paid to Blackhawk Technical College prior to issuing the I-20 and acceptance letter. The deposit is refundable upon graduation or I-20 termination, but it will be applied to any account balance/debt you have outstanding with Blackhawk prior to issuing the refund.

If you are unable to obtain a student visa, or if you choose not to enroll in classes at BTC, you may submit a written request via email to refund the deposit.

If you are enrolled in classes at BTC, it is your responsibility to drop the courses if you are unable to obtain your student visa or if you choose not to attend.

HEALTH INSURANCE

International students are required to secure health insurance. They must provide evidence of insurance within 30 days of registration. Information is available from BTC.

TRAINING AGREEMENT

International students must agree to comply with specific requirements while enrolled at BTC. The Training Agreement must be reviewed, signed by the applicant, and submitted with the admission materials.

I-901

You may be required to pay a fee to support the reporting system for F, M, and J non-immigrants. If you do not pay the fee, you will not be issued a visa or be admitted to the U.S. or be granted a change of status. The website for this form is <https://www.ice.gov/sevis>.

ISSUE I-20

Blackhawk Technical College will issue an I-20 only after all application materials have been received, deposit paid, and the applicant has been formally accepted into a specific program of study. It is best if the international student identifies a sponsor, who is authorized with permission, to pick up the I-20 and send it to the international student. At the point BTC releases the I-20 to the sponsor or in the mail to the international student, BTC is not responsible for the I-20 (such as getting lost in transmission to the international student). It is up to the student to apply for an F-1 student visa at the U.S. Embassy/Consulate in their home country once the I-20 has been received from Blackhawk Technical College.

International Student Information Form

PLEASE PRINT OR TYPE

STUDENT INFORMATION			
Student Name (First, Middle, Last)		Social Security Number (if applicable)	Date
Permanent Street Address and City (Outside of USA)		Country	Country of Citizenship
Check one: <input type="checkbox"/> Male <input type="checkbox"/> Female	Marital Status: <input type="checkbox"/> Married <input type="checkbox"/> Single	Place of Birth (City/Country)	Date of Birth (MM/DD/YYYY)
Parent/Guardian's First and Last Name		Parent/Guardian's Street Address, City, and Country	
BTC-Area Address, City, and Zip Code	Personal Email Address	Local Phone Number	
If you are now in the USA, what kind of Visa do you have?			
Are you proficient in English? <input type="checkbox"/> Yes <input type="checkbox"/> No		What is your official language?	

EDUCATION		
Last School Attended: <input type="checkbox"/> Elementary <input type="checkbox"/> Technical <input type="checkbox"/> Secondary <input type="checkbox"/> College	How many years of school have you attended?	Name of last school attended?
Address of Last School Attended (Street, City, and Country)		
In your home country, would you be qualified to attend college? <input type="checkbox"/> Yes <input type="checkbox"/> No	How many years do you wish to study in the United States?	

 International Student Information Form
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CAREFULLY REVIEW THE FOLLOWING STATEMENTS

- I understand that I must make my own housing arrangements.
- I realize that I need approximately \$23,000 in US currency to pay for living and school expenses for one year. (Unless a waiver of Out-of-State Tuition is approved.)
- The money to pay my school and living expenses will come from (check appropriate boxes):
 - Family; How much? _____
 - Personal Savings; How much? _____
 - Other; please specify: _____
- I further understand that a \$200 application fee and a \$5,000 tuition deposit must be made to BTC.

Expected Year/Semester of Enrollment	Program of Study – <i>complete list available on last page of this document</i>
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If admitted to BTC, I agree to abide by school regulations and the US Citizenship & Immigration Service laws that will apply to me.

Signature of Applicant	Date
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If I become a student at BTC, the following emergency information is furnished:

Emergency Contact First and Last Name	Emergency Contact Phone Number
Emergency Contact Complete Address	

Documentation of Finances and Support

To be completed by the person providing financial support.

In accordance with the U.S. CIS regulations, prospective international students must guarantee adequate financial resources for the proposed program of study. **Current financial documentation must accompany this form.** This section must be completed by the parent/guardian, family member, sponsor, or applicant.

I hereby certify that I am willing and able, and promise to accept financial responsibility for the educational expense of the student listed below.

Student's First and Last Name	List Relationship to Student

*Documentation of my financial resources accompanies this affidavit.

DOCUMENTATION

1. An original verification of deposit account on the financial institution's letterhead must be obtained. This letter should indicate when the account was opened, current balance, and average balance over the past twelve (12) months.
2. A statement of your employment on the employer's letterhead with a signature of the personnel director or similar acting official is required. This letter will indicate length of employment, job title, yearly gross salary, and whether the position is temporary or permanent.
3. If self-employed, please provide a copy of the last income tax return filed.

This affidavit of support is to be in effect throughout the student's enrollment at Blackhawk Technical College. If I relocate, I will notify BTC.

Sponsor Information (Parent/Guardian, Family Member, or Applicant – if providing support):

Sponsor Signature		Sponsor Name – Please Print:	
Home Phone Number		Business Phone Number	
Address	City	State	Country

CERTIFICATION AND SIGNATURE

I certify that all statements on this form are true and accurate, and that the stated funds are available for educational expenses at Blackhawk Technical College (for the duration of the student's enrollment).

Student Signature: _____ Date: _____

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BTC Training Agreement

This form serves as the training agreement between Blackhawk Technical College (BTC) and:

Last Name	First Name	Middle Name	
Name of Program		Starting Date	Length of Program

AGREEMENTS

1. The College will provide the Form I-20 and applications for extension required for an F-1 Student Visa so long as the above-named student makes satisfactory progress and follows school rules and regulations. This I-20 permit may be canceled at any time if necessary. The Form I-20 is not issued until the following conditions are met:
 - a. The first time tuition/insurance deposit has been received.*
 - b. This Training Agreement has been signed by the student (and sponsor when applicable).
2. Progress in the program must be in accordance with the rules of BTC, and applicable regulations of the U.S. Citizenship and Immigration Service.
 - a. Progress toward a degree will be considered satisfactory if the student is working at a rate whereby the program can be completed in no more than 50% more time than is required for the normal program. A student having less than 12 credits (or equivalent) is out of status and the Form I-20 will be canceled in this case.

Note: In certain instances where it is necessary to drop a course, this course may be replaced with a remedial or individual study course. The student must coordinate this with the International Student Advisor in advance of dropping a course.

BTC Training Agreement Form
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3. I recognize that my ongoing responsibilities as a student with an F-1 Student Visa include:
 - a. To present my class schedule to the International Student Advisor at the start of each semester.
 - b. To present my end-of-semester grade report to the International Student Advisor as soon as these grades are available.
 - c. To notify Registration and Records **and** the International Student Advisor of any change in my local address and/or phone number or student number.
 - d. To notify the International Student Advisor before taking temporary trips out of the country or request permissions to: (1) extend the time of my stay, (2) work, or (3) transfer to another school at least 15 days in advance. It is the student's obligation to apply for an extension well in advance of the expiration of the last date stamped on the Form I-94 that is in the passport. The student should make certain that the passport has a period of validity long enough to cover the requested extension.
4. I understand that, as a visa student, I will **not** be able to work outside of the school without the express permission of the U.S. Citizenship and Immigration Service.
5. This agreement will be reviewed for compliance each time a new document is to be completed for the student.

Student Signature	Date
Sponsor Signature (where appropriate)	Date
International Student Advisor Signature	Date

BTC Training Agreement Form
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International Student Program Information

The following programs at Blackhawk Technical College are available for international student enrollment.

ASSOCIATE DEGREES

- Accounting
- Administrative Professional
- Agribusiness Science and Technology
- Air Conditioning
- Behavior Technician
- Business Management
- Criminal Justice
- Culinary Arts
- Digital Marketing
- Early Childhood Education
- Electro-Mechanical Technology
- Fire Protection Technician
- Foundations of Teacher Education
- Hospitality Management
- Human Resources
- Human Services
- HVAC/R
- IT Network Specialist
- Laboratory Food Science Technician
- Leadership Development
- Manufacturing Engineering Technology
- Medical Administrative Coder
- Medical Administrative Specialist
- Medical Laboratory Technician
- Sales Management
- Substance Use Disorder Counseling
- Supply Chain Management
- Web Software Developer

TECHNICAL DIPLOMAS

- Accounting Assistant
- Administrative Support Professional
- Agribusiness Specialist
- Automotive Technician
- Business Management Specialist
- CNC Technician
- Computer Service Technician
- Culinary Production Specialist
- Diesel and Heavy Equipment Technician
- Industrial Maintenance Mechanic
- Laboratory Science Technician Assistant
- Residential HVAC
- Substance Abuse Education
- Welding

QUESTIONS?

For more information, email admissions@blackhawk.edu or call 608-757-7710.

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