



## **International Student F-1 Visa/I-20 Application Procedures**

### **Steps for Students seeking an F-1 Student Visa**

Step 1. Parent, Student, or Host Family must make the request to attend an MCCSC school by June 1<sup>st</sup> for enrollment in the upcoming school year. Please contact the MCCSC Designated School Official to make this request.

Designated School Official Contact Information:  
Becky Rose, Director of Student Services  
812-330-7700 ext. 51004  
[rrose@mccsc.edu](mailto:rrose@mccsc.edu)

Step 2. The High School Principal must approve the request before steps for issuing the I-20 may proceed. The Principal may ask for academic and/or English proficiency information before approval.

Step 3. Schedule an appointment with the Designated School Official.

Step 4. Submit the following items to the Designated School Official:

- a. F-1 Visa/I-20 Request Application
- b. Transcript – fully translated
- c. Immunization record – fully translated
- d. Affidavit of responsibility signed by host parent and notarized: [Affidavit of Responsibility Form](#)
- e. Tuition payment to MCCSC (**\$6,800 one school year**):  
<https://studyinthestates.dhs.gov/grade-9-to-grade-12-public-schools>

Step 5. Upon submission of the above items, the Designated School Official will provide the I-20 Form.

### **Federal Limitations and Requirements of F-1 Visa Status Students**

1. Public schools must charge full tuition.
2. Public schools may issue the I-20 form and enroll students in grades 9-12 only.
3. F-1 Visa status students may attend a public high school for a maximum of 12 months.



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4. Students must arrive to the United States before the start date of the school session. However, students may not arrive sooner than 30 days prior to the start date.
5. J-1 Visa status students may change to F-1 Visa status.
6. Students enrolled and attending an MCCSC school with F-1 Visa status, will be enrolled as “diploma seeking” students. Students will be expected to enroll in classes that meet the diploma seeking and graduation requirements.

### **Information Resource**

Students and families are encouraged to visit the following website for additional information regarding the F-1 Visa procedures and requirements:

<https://studyinthestates.dhs.gov/>

<https://studyinthestates.dhs.gov/grade-9-to-grade-12-public-schools>



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Monroe County Community School Corporation  
Office of Student Services  
315 E. North Drive  
Bloomington, IN 47401 USA

**INTERNATIONAL STUDENT APPLICATION FOR ADMISSION/  
REQUEST FOR INS I-20A-B**

ALL NON-UNITED STATES CITIZENS who wish to receive an INS I-20A-B Form in order to apply for an F-1 Visa and enroll in a school within the Monroe County Community School Corporation must complete this application. The application and any additional information required **MUST BE RECEIVED BEFORE** issuance of an INS I-20A-B form can occur.

**PLEASE TYPE OR PRINT CLEARLY ALL INFORMATION EXCEPT THE SIGNATURE.**

**A. PERSONAL DATA**

Student's Name \_\_\_\_\_  
(Family-Last) (First-Given-Personal) (Middle)

Foreign Address \_\_\_\_\_  
(Number and Street) (City) (Province) (Country)

Place of Birth \_\_\_\_\_ Date of Birth \_\_\_\_\_  
(City/State/Country) (Western Calendar) Month/Day/Year

Sex \_\_\_\_\_ Citizenship \_\_\_\_\_ Native Language \_\_\_\_\_  
(Country)

Full Name of Parent or Guardian \_\_\_\_\_

Reason student is requesting an I-20 and F-1 Student Visa? \_\_\_\_\_  
\_\_\_\_\_

Who will be the responsible caregiver while the student is living in Bloomington/Monroe County?

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Bloomington/Monroe County Address \_\_\_\_\_

Email Address \_\_\_\_\_ Phone Number \_\_\_\_\_



Expected Date of Enrollment \_\_\_\_\_ Expected Length of Enrollment \_\_\_\_\_  
 Month/Day/Year

**B. FINANCIAL DATA**

It is anticipated that living expenses (i.e. food, school supplies, etc.) for international students in the Monroe County Community School Corporation will total at least \$3,200.00 United States (U.S.) dollars per year. Indicate the source(s) of financial support and the amount that the student will have accessible for living expenses.

**AMOUNTS TO BE DRAWN FROM SOURCE**

**SOURCE OF SUPPORT**

- (a) Parent or Guardian U.S. \$ \_\_\_\_\_  
 [list other sources, if applicable:]
- (b) \_\_\_\_\_ U.S. \$ \_\_\_\_\_
- (c) \_\_\_\_\_ U.S. \$ \_\_\_\_\_

**C. OTHER REQUIRED INFORMATION**

1. Indiana State law requires students to be immunized against Hepatitis B, Hepatitis A, Diphtheria, Pertussis (Whooping Cough), Tetanus, Varicella, Polio, Meningococcal, Measles, Mumps and Rubella. All foreign students desiring entrance into the Monroe County Community School Corporation must furnish documentation of these immunizations before the INS I-20A-B form can be issued. For more information, visit <https://www.in.gov/isdh/files/2021-2022%20Immunization%20Requirements.pdf>.
2. Students wishing to enter grades 9 - 10 - 11 - 12 must furnish with this application a **CERTIFIED ENGLISH TRANSLATION** of the student's academic records.

**I certify that the information in this application is complete and accurate.**

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_



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Submit this application along with any required documents to:

**Becky Rose, Director of Student Services**  
**Monroe County Community School Corporation**  
315 E. North Drive  
Bloomington, IN 47401  
812-330-7700 Ext. 51004  
[rrose@mccsc.edu](mailto:rrose@mccsc.edu)  
<https://www.mccsc.edu/domain/65>

To learn more about the Monroe County Community School Corporation, visit the [Family Welcome Center](#).

(Revised 4/22/2021)