

International Student Checklist (F, M, and J Visas)

In order to complete your admission process and be permitted to come to Bluegrass Community and Technical College, every international student must complete each of the following tasks. Please note that all of the following steps are mandatory. No exceptions will be granted.

- Complete an online admission application
- Submit the necessary documentation to the Office of Admission. Though required documents will vary, all students should expect to receive an email notifying them about the documents needed to complete their admission file.
 - All students will need to submit official proof of English proficiency. For BCTC's regulations for English proficiency, please visit: <http://tinyurl.com/l7frxfa>
 - If you are a first time college student, you must turn in your official translated high school transcript. Translated documents must be notarized.
 - If you are a transfer student, you must turn in your official and evaluated college transcripts. For acceptable evaluating agencies, please visit www.naces.org

BCTC will not return any documents to students that have been used for the admission process. No copies, scanned, or faxed documents will be considered official.

- Complete the [Financial Verification Form](#) and return it with all other necessary financial documents.
- Receive admissions packet (including form I-20, letter of admission, other pertinent information) via postal mail.
- Pay your SEVIS I-901 fee. Visit fmjfee.com
- Apply for your visa at the US Embassy near you. To locate a US Embassy or Consulate near you, visit www.usembassy.gov
- Make travel arrangements. Your admission packet will indicate the day that you must report to the school for orientation. However, your I-20 will allow you to enter the country 30 days before the class start day. You must notify the school of your travel plans and you must report to the school immediately upon arrival.
- Report to the International Student Services Office for your designated arrival appointment with ISS. Your meeting time will be strictly adhered to and is mandatory to ensure that you maintain your status. To make an appointment, email BL-international@kctcs.edu.
- Attend your International Student Orientation.
- Take the COMPASS placement test, meet with you assigned adviser, and register for classes.
- Review necessary steps to maintain status. Ensure that you inform the ISS Office of changes to personal information and other pertinent information.
- Begin attending your classes

