Broome Community College | BCC State University of New York
Admissions Office
P.O. Box 1017 • Binghamton, New York 13902
voice: (607) 778-5001 • fax: (607) 778-5442

Checklist for International Applicants

1) **Application Form** (online or **International Admissions** paper version)

2) **International Student Information Form**

3) **Educational History Form**

4) **Academic Records**
Send official secondary school (high school) and any post-secondary school records (transcripts). Your academic records should include the grades/marks of all subjects completed and the results of any external examinations. Your records should also indicate any diplomas, degrees or certificates earned. If your academic records are not in English, a word-for-word translation should be **attached** to an official copy of the academic document being translated.

5) **Demonstration of English Language Proficiency**
If your native language is **not** English, you must demonstrate an acceptable English language proficiency to be considered for admission. This requirement can be met by (1) submitting a minimum TOEFL score of 32 iBT (97 computer-based), (400 paper-based) **OR** (2) submitting official academic records which show the successful completion of at least four years of English language study at the secondary or higher level.

A placement test is given upon arrival at the College to determine the appropriate English course level to enroll. Students who score at our lower or intermediate English proficiency level usually need to enroll in full time, intensive English-As-A-Second Language (ESL) study and continue ESL coursework each semester until an appropriate proficiency is met. Students who score or progress to an advanced English proficiency level may take regular academic courses in their program of study along with continued ESL study. (See page 3 below for more information). Students who submit a TOEFL score of 70 iBT (197 computer-based), (527 paper-based) or better can generally begin the regular academic curriculum in their program of study if they have the appropriate academic background. The College's placement test is used in conjunction with the TOEFL score will help determine appropriate course placement.

6) **Financial Documentation** (Required for F -1 Student Applicants)
If you plan to attend BCC on an F-1 Student Status, you must demonstrate that you have the financial means/support to cover your educational and living expenses while attending the College. A Broome Community College *Declaration of Financial Support Form* should be completed and returned **with** the appropriate financial documentation requested.

7) **Copy of Biographical Page of Passport** (if available)

8) **For F-1 Transfer Students only:**
If you are currently attending a college or university in the United States on an F-1 student status and wish to transfer to Broome Community College, you will need to obtain a new I-20 issued by our college and fulfill transfer eligibility requirements. Please send a copy of your current I-20 with your application material. After your admission to our College, your current International Student Counselor will need to complete a Transfer Eligibility Form. This form will be sent to you upon acceptance to our College.