

Please use this checklist to help you keep track of these requirements. **There is NO application fee.**

- 1. Complete the [International Student Information Form](#).
- 2. Submit **proof of English proficiency**. We accept the following English proficiency tests.  
[TOEFL](#): A score of 70 or better in Internet based Test (iBT)  
[IELTS Academic](#): An overall Band Score of 6 or better  
[Duolingo](#): A score of 100 or higher  
[LanguageCert Academic](#): A score of 75 or higher  
**Please submit an official score sheet to show the valid test scores.**
- 3. Submit **copies of secondary school records (transcripts) AND certificate or diploma, along with a certified English translation attached to the original copies, if they are not in English**. Graduation from secondary school comparable to an American high school diploma is required. This is education completion required before admission to a university. School records (or transcripts) include graduation date, courses completed, completion dates and value earned for each course.
- 4. Submit an [Evidence of Financial Support](#) form and a bank letter. A letter from the bank must show that the sponsor or the student (if self-funded) has sufficient funds on deposit. The bank letter must:
  - Be on official letterhead paper/paper/stationery.
  - All documents should be submitted in English.
  - Include the sponsor's name, contact information, type of account and an available funds of equivalent to \$30,219 US dollars or more.
  - Be issued within **six (6) months** prior to the start of the semester.**Please note the American Embassy or Consulate may require original financial documents at the visa interview.**  
*\*Changes in tuition and fees may be made without notice.*
- 5. **Copy of transcripts from all colleges and/or universities (if applicable)**  
For **credit transfers**, **official** transcripts must be mailed directly from the college/university attended directly to [CGCC International Education Program](#). For transcripts from college/university outside of the U.S., please complete the [credential evaluation process](#), then have an evaluation report sent to [CGCC International Education Program](#).
- 6. A photocopy of [your identification page](#) in your passport.

**Additional requirements if you are applying from within the United States as transfer student or applying for change of status to F-1 only:**

- 7. A copy of [the I-94 electronic record](#)
- 8. A copy of the Visa page/stamp in your passport.
- 9. A copy of ALL prior I-20s (only for those students applying as transfer student).
- 10. A complete [transfer eligibility form](#) (For a transfer student only).

### Application Deadlines

To be guaranteed consideration for admission, ALL application materials must be received by:

- **Fall** Semester (August – December) by **July 1**
- **Spring** Semester (January – May) by **November 1**

### Students Under 18 Years Old

CGCC recommends that students who are under the age of 18 (minors) have a guardian in the United States. In the event of personal emergency, accident, illness, incarceration, etc., the State of Arizona will require the signature of a guardian before assistance such as hospitalization, legal counsel, etc., can be offered. Chandler-Gilbert Community College is not permitted to act in the place of the parent or guardian.

**Please email all documents to [iep@cgcc.edu](mailto:iep@cgcc.edu) for initial review. We reserve the right to require original documents in order to finalize your application.**

### Mailing Address:

Chandler-Gilbert Community College  
International Education Program  
2626 East Pecos Road  
Chandler, Arizona 85225-2499 U.S.A.

### If you have any questions, please contact:

International Education Program  
Phone: (011) 480-726-7057  
E-mail: [iep@cgcc.edu](mailto:iep@cgcc.edu)