

# Kirtland Community College

10775 N St Helen Road  
Roscommon Michigan 48653  
Phone: 989-275-5000 extension 253

<http://new.kirtland.edu/student-services/admissions/admit-international.htm>

## International Student Application Admission Requirements

**International students seeking admission to Kirtland Community College** should apply as early as possible before the semester they wish to attend, since time is needed to accurately evaluate academic records and to issue the necessary student visa forms. The following steps must be completed by all international student applicants:

- 1. Application:** Submit a completed International Student Application form and all other required documents to:  
Kathy Koch, D.S.O.  
Kirtland Community College  
10775 N St Helen Road  
Roscommon MI 48653
- 2. Academic Requirements:** Submit original or certified true copies of all certificates and grade reports received upon completion of secondary and post-secondary work. These credentials must include a list of the subjects which were studied, the minimum passing grade and maximum possible grade in each subject, and the grade which was earned in each subject on each examination. If these credentials are not in English, they must be accompanied by English translations.

- 3. Language Proficiency:** Proficiency in the English language is required. The applicant for admission whose native language is not English must submit proof of the following:

TOEFL (Test of English as a Foreign Language):  
A minimum score of **500** is required for paper-based tests; **173** for computer-based tests.  
Further information about the TOEFL can be obtained by writing to:

TOEFL  
PO Box 899  
Princeton NY USA 98541  
<http://www.toefl.org>

- 4. Financial Verification:** Before admission, applicants must arrange to have at least **\$11,500** in U.S. dollars for each year to cover expenses. The applicant is required to submit an up-to-date financial support statement from a sponsor and a bank, which testifies to the sponsor's willingness and capability of supporting the student while attending Kirtland Community College. An **Affidavit of Support form** is recommended.

The costs for attending Kirtland Community College are divided into the following categories:  
**\$5,900** Tuition and fees (30 semester hours)

**6,675** Living expenses (\$425 medical insurance, \$700 for personal and miscellaneous; \$600 for transportation which does not include purchase of an automobile or automobile insurance; \$3,150 for lodging and \$1,800 for food)

800 Books and supplies  
**\$13,375** **Total costs for one school year**

Applicants should not plan on employment in the United States or financial assistance from the college for meeting educational expenses.

All college tuition and fees are due and payable in full at the time of registration for each semester.

If an applicant has made arrangements to reside with a friend or relative while attending the college, a signed Affidavit of Support from this sponsor must be submitted with the application. If received, financial verification may be reduced to **\$7,000** for one school year.

Upon completion of the steps listed, international student applicants will receive a letter of acceptance and a Form I-20 Certificate of Eligibility. The form I-20, a valid passport, and proof of sufficient finances must be presented to the U.S. Consul abroad by the applicant for entry into the United States on a F-1 student visa.

**Accreditation:** Kirtland Community College is fully accredited by the North Central Association of Colleges and Secondary Schools and the Michigan Commission of College Accreditation. In addition, certain programs of the college are accredited by their respective accrediting agencies.

**Promise of Equal Opportunity:** Kirtland Community College is an equal opportunity institution, encourages diversity, and does not discriminate against race, color, religion, national origin or ancestry, age, sex, marital status, sexual orientation, disability, or other protected category under Michigan and federal law. Compliance with Section 504 of the Rehabilitation Act of 1973 and with the Americans with Disabilities Act (ADA) is a priority of the college. Dale Shantz, Director of Human Resources, is the 504 Coordinator and the ADA Compliance Officer.

## PROGRAMS OF STUDY

### AUTOMOTIVE

#### Associate in Applied Science

Automotive Technology

#### Certificate of Completion

Auto Technology Master Certification

#### Special Certificate

Automotive Powertrain Specialist

Automotive General

Auto Electrical Systems Specialist

Automotive Chassis Specialist

### BUSINESS

#### Associate in Business Administration

#### Associate in Applied Science

Business Management

#### Certificate of Completion

General Business

Entrepreneurship

### COSMETOLOGY

#### Associate in Applied Science

Salon Management - Cosmetology

Salon Management - Nail Technician

Salon Management - Cosmetology Instructor

#### Certificate of Completion

Cosmetology

Cosmetology Instructor

Nail Technician

### CRIMINAL JUSTICE

#### Associate in Criminal Justice - Generalist

#### Associate in Applied Science

Corrections Administration

Corrections Administration - Jail Administration

Criminal Justice Administration

Criminal Justice Pre-Service

#### Certificate of Completion

Correctional Officer

### CUSTOMIZED TRAINING

#### Associate in Applied Science

Contracting with Business and Industry

#### Certificate of Completion

Contracting with Business and Industry

### HEALTH CAREERS

#### Associate in Applied Science

Emergency Medical Services (Paramedic)

Massage Therapy

Medical Assistant

Nursing - Level II, Associate Degree in Nursing

#### Certificate of Completion

Massage Therapy

Medical Assistant

Nursing - Level I, Practical Nursing

Paramedic

#### Special Certificate

Basic Emergency Medical Technician (EMT)

Radiography

### HONORS PROGRAM

### INDUSTRIAL TECHNOLOGY

#### Associate in Applied Science

Computer Aided Drafting and Design Technology

Manufacturing Processes Technology

Multi-Technology, Computer Aided Drafting and Design/Manufacturing Processes

Welding Technology

#### Certificate of Completion

CAD Operator Level I-III

Machine Tool Operation

Welding

### M-TEC<sup>SM</sup> at Kirtland-Gaylord

#### Associate in Applied Science

Carpentry

Electrical Technology

Heating/Ventilation/AC/Refrigeration

Industrial Maintenance

Machine Tool Technology

Welding and Fabricating

#### Certificate of Completion

Carpentry

Electrical Technology

Heating/Ventilation/AC/Refrigeration

Industrial Maintenance

Machine Tool Technology

Welding and Fabricating

### OFFICE INFORMATION SYSTEMS

#### Associate in Applied Science

Administrative Assistant

Advanced Word Processing Specialist

Legal Secretary

Medical Secretary

Medical Transcription

#### Certificate of Completion

Medical Billing and Coding

Medical Clerk

Medical Transcription

Office Assistant

Word Processing Specialist

### SCIENCE

#### Associate in Applied Science

Plant Science

### TRANSFER

#### Associate in Arts

#### Associate in Business Administration

#### Associate in Computers

#### Associate in Criminal Justice - Generalist

#### Associate in Fine Arts

#### Associate in Science