

Thank you for your interest in UCNJ. We are proud to welcome international students from over 30 nations. These students are an integral part of our community. Their contribution to the richness of our campus life is immeasurable. If you intend to attend UCNJ in F-1 status, here are the steps you must take:

## Step 1

### APPLY TO UCNJ:

Be sure to read all information pertaining to [Admissions Requirements](#). Questions pertaining to a specific program should be directed to our Admissions office. In addition to the college's general admissions requirements, international students are also required to:

- **Submit Official transcripts** from high school and all other colleges/universities attended. If you attended an institution outside the U.S., your transcript must be translated and evaluated by an accredited organization. We recommend that you utilize one of [NACES National Association of Credentials Evaluations Services'](#) members. Please have the official transcript sent to [admissions@ucc.edu](mailto:admissions@ucc.edu) or mailed to:

**Union College of Union County, NJ**  
1033 Springfield Ave  
Cranford, NJ 07016

- **Submit Official TOEFL score report:** A minimum TOEFL score of 30 on the Internet Based Test is required, or a minimum score of 380 on the Paper Based Test or 3.5 on the IELTS exam is required. The test must have been taken within one year immediately preceding the requested semester of admission. To obtain information on taking the test, visit the following website <http://www.toefl.org>. The designated Institution code for UCNJ is 00264300.

## Step 2

### Take Placement Test

Once you have been accepted to the college, you must take a placement test so that you can be properly placed into English and Math courses. Applicants currently in the United States may take UCNJ [Directed Self-Placement Test](#) administered on campus. All admitted students who have achieved the required TOEFL score may also be required to complete the College's [ESL placement test](#).

### Application Deadlines:

Fall Term is June 1

Spring Term is November 1

For additional information regarding the admissions process, you must contact the Admissions office at [admissions@ucc.edu](mailto:admissions@ucc.edu) or access our [virtual Student Services](#) Monday-Friday from 10 am-4 pm.  
[Begin Application](#)

**SCHOLARSHIPS:** Please note that international students are not eligible to receive federal or state funding. For information on scholarships, please visit the [Financial Aid Office page](#).

## STEP 3

### APPLY FOR THE FORM I-20

Once you have been admitted to a full-time program of study UCNJ, you must request a Form I-20. A Form I-20 is necessary to apply for an F-1 student visa and to enter the U.S. as an F-1 student.

### What is F-1 Status:

F-1 status is the most common type of status used to study in the United States. F-1 status is for full-time academic and language students who are pursuing a degree or certificate. In order to obtain F-1 status, you will need to apply for a Form I-20. The Form I-

20s is issued for the length of the academic program. At UCNJ most programs are 2 years. **As per current DHS directive, UCNJ cannot issue an I-20 to students who will be pursuing their studies 100% on-line. Your program is not considered to be 100% online if you are enrolled in at least one in-person or hybrid course.**

**Complete the I-20 Application Form** and return it with the required documentation. This is fillable PDF. Be sure to type your information, print the form, sign, and scan it. Email all documents to [international@ucc.edu](mailto:international@ucc.edu). You will need the following documents to apply for the I-20:

- I-20 Application Form
- Copy of acceptance letter
- Evidence of readily available funds to cover UCNJ [Tuition and Fees](#), and living expenses
- Affidavit of Support (if you are not self-funded)
- Copy of a valid passport (valid for at least 6 months in the future)
- Copy of electronic I-94 card, if currently in the US
- TOEFL Scores or English Placement Test Scores
- Evidence of payment of the \$250 non-refundable deposit

### Dependents

If your spouse and/or children will be accompanying you, you must also consider the following:

- They will need to obtain F-2 dependent I-20s from UCNJ
- F-2 spouses may not work in the US and may not enroll in school full-time
- You must provide evidence of additional funds to cover their living expenses

### Estimated Yearly Costs for Tuition and Expenses for F-1 Students

International students and their families or sponsors assume all responsibility for student expenses. The following estimated costs are based on twelve (12) credits per semester and are calculated per year. F-1 students are required to enroll in the fall and spring semester each academic year. The college reserves the right to change tuition or fees at any time by action of the Board of Trustees.

Tuition Expenses:	\$9,500
Living Expenses:	\$12,678
Books, Transportation, etc.	\$6,854
TOTAL Estimated Expenses:	\$29,034

### American Success Students:

Tuition Expenses:	\$15,000
Living Expenses:	\$12,678
Books, Transportation, etc.	\$6,854
Total Estimated Expenses:	\$34,532

Please Note:

- Additional expenses for dependents: \$5,000 per dependent for each year of study at UCNJ
- This is an estimated budget. Charges are subject to change without notice. Always check the Financial Aid Office page for the latest information on tuition and fees
- This is considered a moderate budget. Individual expenses will vary
- The amount to be verified is for one year of study. However, students are only charged for one semester at a time.

### STUDENTS IN THE U.S. UNDER A STATUS OTHER THAN F-1:

If you are in, or plan to enter the United States in another non-immigrant status, you may or may not need to obtain F-1 status in order to study at UCNJ. For example, most dependents (such as H-4 dependents) are permitted to study while accompanying their family members in the U.S. However, many non-immigrant statuses carry immigration restrictions on employment that may make it desirable to seek F-1 status. **Please note the college will only issue the Form I-20 if the prospective student is eligible. We cannot assist you with the Change of Status (COS) application process. Our recommendation, whenever possible, is to gain F-1 status by exiting the U.S. applying for the F-1 visa at a consulate abroad and reentering the U.S. in F-1 status.** This is the fastest and most efficient way of obtaining F-1 status. Applications for Change of Status to F-1 are currently taking up to 18 months to be process. If you plan on applying for a COS in the U.S., you should consult an attorney. Contact the international student advisor at [international@ucc.edu](mailto:international@ucc.edu) to determine eligibility for a change of status or with specific questions about your individual situation.

The following immigration classifications are not permitted to study or to lawfully accept employment while in the U.S.:

- Tourists (individuals admitted in WT / WB or B-1 / B-2 status) are not eligible to study while in the United States and must obtain F-1 status as appropriate.
- F-2 dependent spouses may be subject to restriction of study and may need to switch to F-1 status as appropriate.

The following immigration classifications are permitted to study, but may not lawfully accept employment while in the U.S.:

- H-4 dependents of H-1 temporary workers
- TD dependents of TN (NAFTA) workers

The following immigration classifications are permitted to study full or part-time, and may apply for employment authorization incident to their status:

- Dependents in E-2 or L-2 status
- Dependents in G-4 status
- Dependent spouses in J-2 status

If you are the primary visa holder and your immigration status depends on employment (i.e.: A-1 diplomat, H-1 temporary specialty occupation worker, G-4 international organization employee, etc.), you will need to switch to F-1 status if you decide to terminate your employment. Otherwise, in most cases you may study 'incident to status,' as long as you continue to fulfill the terms and obligations of your current immigration status.

**Transfer Students:** If you are currently in F-1 status, transfers of the SEVIS record must begin within 60 days of previous program completion or the end of OPT. You must begin your new program within 5 months of the end of your current program or the end of your OPT. In order to have your SEVIS record transferred to UCNJ, you must follow these steps:

- Submit your application to UCNJ
- Once accepted, provide the international student advisor at your current institution with a copy of your acceptance letter and request that your SEVIS record be transferred to UCNJ. Please do not have your SEVIS record transferred to us if it is in "Terminated" or "Completed status". We can only accept records in "Active" status.
- Complete the I-20 Application Form and submit it to [international@ucc.edu](mailto:international@ucc.edu) with all of the required documentation.

**ALL SUBMITTED DOCUMENTS MUST BE IN ENGLISH**