

# Step-by-Step Overview of DVC's New International Student Application.

## 1. *New Application Announcement flyer*

- a. This document provides an overview of the new application benefits. It is a good place to start explaining the changes to agents because it will help provide a foundation for why we have implemented the new application.

## 2. *How to Apply flyer*

- a. This is a general information flyer about the new application process. It includes all the information to understand the process in one page.

## 3. *Review the new application process.*

- a. The new application is a **three-step** process:
    - i. **Step 1:** Complete the CCCApply Account set-up **and** DVC International Student Application. CCCApply is the organization that owns and has created this new application. This part is a two-step online application process. Once students complete the account set-up, they are automatically directed to complete the DVC International Student Application.
      1. Link to the CCCApply account set-up and international student application:  
<https://intl.opencccapply.net/gateway/intl?cccMisCode=312>
        - a. We have provided a link to a step-by-step guide to the account set-up on our website (*see Step by Step Guide*)
        - b. Technical issues with the application should be directed to CCCApply at +1- 877-247-4836 or [support@openccc.net](mailto:support@openccc.net). DVC is not able to solve technical issues with the application because it is owned by the state community college office, not DVC.
      2. Students will be emailed a confirmation their application was received within 30 minutes of applying. That email includes details about the next steps in the application process. See *Intro Letter Sent to Students After Completing the Application* for an example of that email.
    - ii. **Step 2:** Pay the \$50.00 application fee through student's Insite Portal
      1. The email students receive after completing the online application explains how to do this.
    - iii. **Step 3:** Email required documents and forms to [intlapp@dvc.edu](mailto:intlapp@dvc.edu)
      1. All required forms and documents are listed on the *How to Apply* section of the ISO website.
      2. There are two additional forms we created that need to be emailed with the standard application materials:
        - a. **Agent Form** (*see Agent Form*)
        - b. **Financial Sponsor Form** (*See Financial Sponsor form*)
- i. Required documents now include:**

- Copy of passport
- English Proficiency
- Bank Statement in the amount of \$23,966
- *Financial Sponsor Form* (required for students with sponsors such as a parent, family member, friend, or scholarship)
- *Agent Form* (required for students with agents)
- Students under 18: *Minor Consent Form* and High School Completion documents
- Transfer Students: Copy of visa and I-20
- Optional: *Release and Consent Form*

3. Please note that steps 2 and 3 can happen simultaneously. Students can email their documents and pay the application fee. One does not have to happen before the other. However, we will not process their application documents until the fee is paid. Any delays in payment or the submission of documents will result in a delay in processing time.

- iv. **NOTE:** students are not admitted to DVC until their documents have been submitted, reviewed, and approved by the ISO. Once students have been admitted, they will receive the same communication they have always received, which includes:
1. *Acceptance email:* the steps to register for classes, student education plan and online orientation.
  2. *Welcome packet email:* Counseling Guide, pre-arrival checklist and assessment instructions, InSite login instructions and transfer instructions for transfer students.
  3. Agents will be notified via email when their students have been admitted.
- v. Students applying for conditional admission will follow the same process as all students. As always, we will send them a conditional admission letter once we receive their passport, bank statement, sponsor form, and minor form (if applicable). We understand that depending on the nature of their conditional admission, either their English requirement, high school requirement or both will arrive later. This process is not changing with the new application.

4. **Review the changes to the DVC website:**

<https://www.dvc.edu/international/apply/index.html#application>

- a. There is a new link to the in the International Admissions Over page of our website called *How to Apply*. This is where students, agents and parents can go to review the application process, access the CCCApply link and find all application requirements and forms.
- b. We have also extended our English proficiency section of the webpage to include all proficiency evidence we accept.
- c. Under the *Fees* sections, there is a new link to IEC's Academic Bridge program page where students can find more about dates, fees, and program details.

## 5. Review Email Communication to Students:

Email Name	Details	Timeline
Welcome Email	Includes next steps in the application process including how to pay the \$50.00 application fee and a list of required application documents and how to submit them.	Sent after student completed the online application.  Sent from <a href="#">CCCApplly</a>
Acceptance Email (Subject line is Diablo Valley College- Admission Update)	Includes student's DVC ID, username, and step to register for classes including completing the online orientation, guide self-assessment and student education plan	Sent 5-7 days after student submitted their required documents.  Sent from <a href="mailto:insite@insite.4cd.edu">insite@insite.4cd.edu</a>
Diablo Valley College Welcome Packet	Includes pre-arrival checklist, Academic Counseling Guide, transfer letter (if applicable), Insite Login instructions	Sent same day acceptance email is sent 5-7 days after documents are submitted)  Sent from <a href="mailto:iso@dvc.edu">iso@dvc.edu</a>
DVC I-20 Shipping Request	At the moment, we are emailing I-20s, but when we must go back to mailing I-20s, an email is sent with instructions for how to request the I-20 be mailed to the student.	Sent same day as acceptance email and welcome packet email  Sent from <a href="mailto:iso@dvc.edu">iso@dvc.edu</a>
Check-in and reminder emails	60, 45 and 30 and 20 days before the start of the semester we send reminders about registration, signing up for the new student orientation, housing resources, and DVC Welcome Day.	Sent from <a href="mailto:iso@dvc.edu">iso@dvc.edu</a>

# NEW!

## DIABLO VALLEY COLLEGE

### INTERNATIONAL STUDENT APPLICATION

Fast. Secure. Comprehensive.

#### FASTER PROCESSING TIME



##### 5-7 day processing time

The new online application will shorten application processing times from 15 business days to 5-7 business days. This means students will learn of their admission to DVC the same week they applied!

#### MORE SECURITY



##### Personal information submitted through a secure site!

Students will now be directed to pay the \$50 application fee through their student portal; a secure site that eliminates the need to email credit card details and personal information including phone numbers, addresses and emails will also be submitted through a secure application site.

#### MORE COMPREHENSIVE



##### More information will be collected

The new application will collect more information to help with students' academic planning.

#### APPLICATION AVAILBLE NOW



##### [www.dvc.edu/international](http://www.dvc.edu/international)

Application requirements and instructions are available on DVC's International Student Office webpage. We are now accepting applications for fall Academic Bridge , spring and spring Academic Bridge.

# HOW TO APPLY

## STEP 1: CREATE A CCCAPPLY ACCOUNT & COMPLETE THE DVC INTERNATIONAL ADMISSIONS APPLICATION



After creating an CCCApply account, you are automatically directed to the DVC International Student Application. This is two-step process: 1) account set-up & 2) application completion.

Click [here](#) to find the application or visit [www.dvc.edu/international](http://www.dvc.edu/international), for application details.

## STEP 2: PAY THE \$50 APPLICATION FEE

After you complete the online application, you will receive an email with account login details. You must log into your account to pay the \$50 application fee.



## STEP 3: EMAIL REQUIRED APPLICATION DOCUMENTS

Email your required documents to: [intlapp@dvc.edu](mailto:intlapp@dvc.edu)



### Documents needed:

- Copy of passport
- Proof of English proficiency
- Bank statement and financial sponsor form
- Agent form for students with agents

### Transfer Students:

- All documents above **and**
- Copy of F-1 visa
  - Copy of current I-20

### Students under 18:

- All documents above **and**
- Proof of high school graduation
  - Minor consent form

## NEXT STEPS:

### 5-7 Business days after submitting application and required documents:

- Receive acceptance email with registration and account login details
- Receive I-20 request email
- Receive DVC Welcome Packet



## QUESTIONS?

INTERNATIONAL STUDENT OFFICE  
iso@dvc.edu  
+1-925-969-2196

## International Student Application Process

The Diablo Valley College international student application is a three-step process:

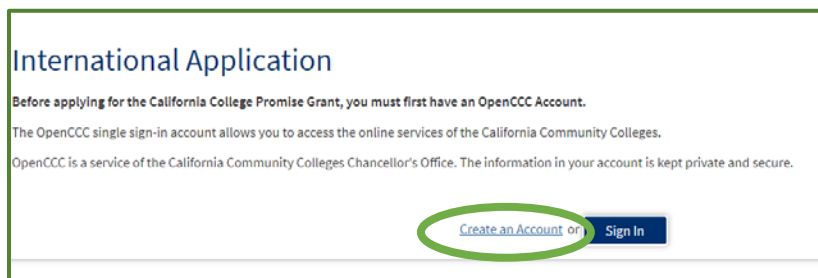
- 1. Create a CCCApply account and completing the DVC International Student Application:** [Application](#)  
Creating a CCCApply account and completing the Diablo Valley College international student application will take about 30 minutes. After you create and account, you will be automatically directed to complete the DVC International Student Application. Please use these directions to guide you: [Step by Step Guide](#)
- 2. Pay the \$50 application fee.**  
After you complete the online application, you will receive an email with instructions for how to pay your application fee. Your application will not be processed until the application fee is paid.
- 3. Email the following required documents to [Intlapp@dvc.edu](mailto:Intlapp@dvc.edu):**
  - **All students:** A copy of your passport, [proof of English proficiency](#) and financial support documents (bank statement showing at least \$23, 966 ) and [Financial Sponsor Form](#),  
OPTIONAL: [Student Consent and Release Form](#)
  - **Students under 18:** Proof of high school graduation, [Minor Consent Form](#)
  - **Transfer students:** Copy of I-20 and F1 student visa
  - **Students with agents:** [Agent Form](#)

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## Instructions for Completing the Online Application

### Step 1: Create an account

Before completing a Diablo Valley College international student application, you must create a CCCApply account. Please click [here](#) to begin.



After you click “Create an Account”, click, “Begin Creating My Account” at the bottom of the page.



The next page asks if you have a Social Security Number. Click “NO” then click “Continue”.

### Social Security Number

The Social Security Number (SSN) or Taxpayer Identification Number (TIN/iTIN) is used by the college as a means of matching student records, facilitating federal financial aid, and reporting tax-related information to the Internal Revenue System (IRS). However, it is not required for admission.

[Why am I being asked for my social security number?](#)

**Do you have a social security number or taxpayer identification number?**

Yes, I have a social security number or taxpayer identification number.

No, I do not have a social security number or taxpayer identification number, or I decline to provide one at this time.

[Continue](#) or [Cancel](#)

The next screen asks you confirm you do not have a social security number. You must check this box before you can continue.

**Do you have a social security number or taxpayer identification number?**

Yes, I have a social security number or taxpayer identification number.

No, I do not have a social security number or taxpayer identification number, or I decline to provide one at this time.

**i Just Remember...**

Providing a social security number or taxpayer identification number is not required with respect to non-U.S. resident students (whether documented or undocumented), students taking noncredit courses, students whose qualified tuition and related expenses are waived or paid with scholarships or paid by an institutional third party including an employer or government agency. (26 C.F.R. § 1.6050S-1.) A SSN or TIN/iTIN is not required when IRS reporting is not required.

Check this box if you are a student enrolled exclusively in noncredit courses, an undocumented student, an international student, a nonresident alien, or another exception and do not have a social security number or taxpayer identification number.

[Continue](#) or [Cancel](#)

In the next screen, type your permanent address (your address in your home country) to create a username and password. This username and password are for your CCCApply account. These are **NOT** your DVC username and password. Those will be emailed to you after you complete your Diablo Valley College International Student Application.

When you successfully complete your CCCApply account set-up, you will see a screen that looks like this (**Note:** You are not finished applying to DVC yet. See **Step 2** below):

## Account Created

Your secure OpenCCC account has been created.

Please take a moment to ensure that you remember your username and password.

**Your CCCID is: AAG0327**

Next Step

Continue to a Secure CCC Application

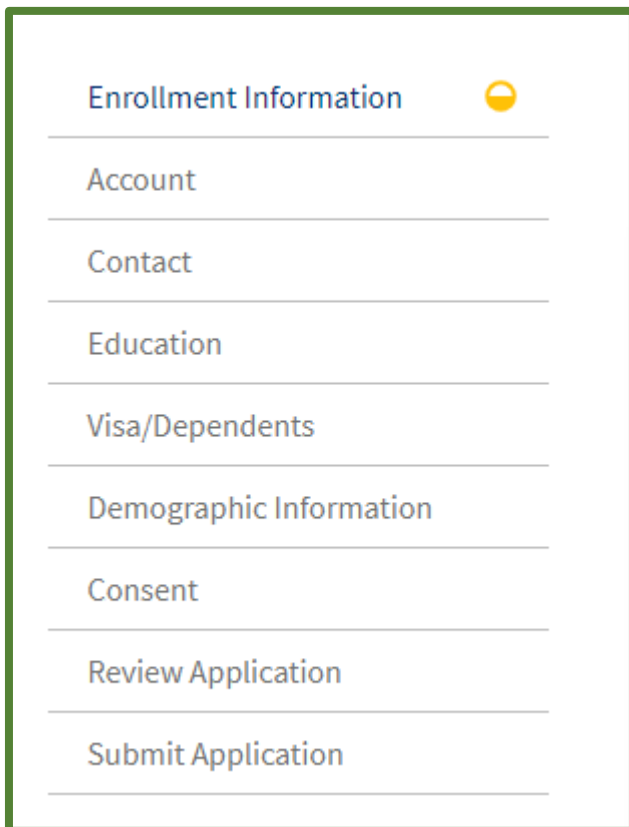
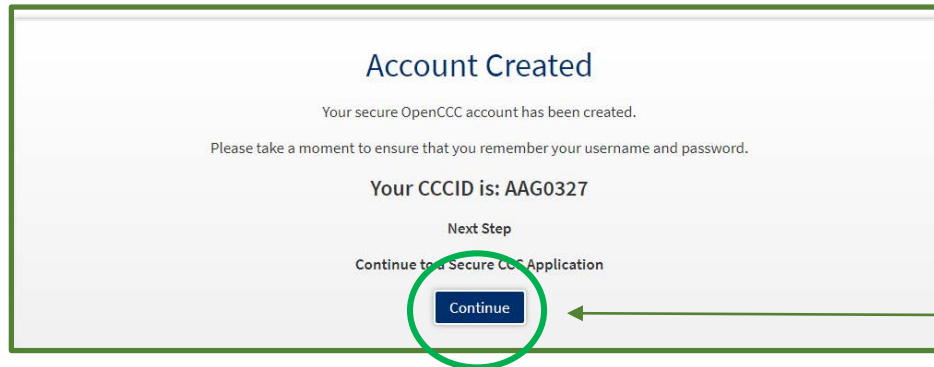
[Continue](#)

## Step 2: Complete the Diablo Valley College international student application.

This step is where you include your address, educational goals, education history, selected major and other important details about you.

You can save each page and return to the application if necessary. This application will take 30 minutes to complete.

After you successfully created an account, you will see this screen. Please click the blue “**continue**” tab to complete the Diablo Valley College international student application.



There are 9 pages in the Diablo Valley College international student application. This application will take approximately 30 minutes to complete. You can save each page to return to the application later.

Once you successfully complete the DVC international student application, you will receive a confirmation email within 1 hour.

**Don't forget!** After you complete the DVC international student application, your next steps are to pay the \$50 application fee and email your required documents to [intlapp@dvc.edu](mailto:intlapp@dvc.edu). An email will be sent to you with instructions for how to complete these steps.

### Questions?

For technical support with the application, please contact CCCApply at +1- 877-247-4836 or [support@openccc.net](mailto:support@openccc.net)

For general DVC international admissions questions, please email [iso@dvc.edu](mailto:iso@dvc.edu)

Dear Sam Smith,

We are happy you have chosen to study at Diablo Valley College! We have received your international admission application for fall 2020.

Your admission is a three-step process:

1. You have completed the first step by submitting your application. Once your application has been processed, you will receive a "Welcome to DVC" email with information on how to access your online account called 'InSite Portal' and your student email called 'InSite Mail'. Please read this important email.
2. To complete the second step, you must pay the \$50.00 application fee. An invoice has been created for you in your InSite account. Log in to InSite and click on the "Payment" tile, to pay your invoice. [Instructions to log in to InSite](#).
3. The third step is to email the required application documents. Please scan the following documents and [email](#) them to the International Student Office by clicking on the word "email" above.
  - Copy of passport ID page
  - Copy of transcripts showing proof of high school graduation
  - Proof of English proficiency (for a full list of approved proficiency please click [here](#))
  - Bank statement (dated within the past 6 months showing at least \$23,966) and [Financial Sponsor Form](#).

If you are under 18 years old, also include:

- Minor consent of release of information form: [Minor Consent of Release of Information](#)
- Parent/guardian authorization for a minor to attend DVC form: [Parent Guardian Authorization for Minor to Attend](#)

If you are transferring to DVC from another school, also include:

- Copy of F-1 visa & current I-20 form (first page only)

If you have an agent, also include:

- [Agent Form](#)

When your payment and documents have been processed and approved, you will be officially admitted to Diablo Valley College. You will receive an email with information about the mandatory orientation and how to request your I-20.

Please check your email for additional messages. Once your InSite Mail has been assigned, we will only send emails to your InSite account.



International Student Office

Please [email](#) us if you have additional questions.

Sincerely,

International Student Office

Diablo Valley College

321 Golf Club Road

Pleasant Hill, CA 94523

[iso@dvc.edu](mailto:iso@dvc.edu)

**Agent Contact Information Form**

**Student Information**

Student's Given Name: \_\_\_\_\_  
Student's Family Name: \_\_\_\_\_  
Student's Birthday: \_\_\_\_\_

**Agent Information**

Name of Agency: \_\_\_\_\_  
Name of Agency Contact: \_\_\_\_\_  
Agent Email Address: \_\_\_\_\_  
Agent Phone Number: \_\_\_\_\_  
City: \_\_\_\_\_ Country: \_\_\_\_\_  
Branch Name: \_\_\_\_\_

**Diablo Valley College requires that you certify by submitting an electronic signature. To certify your application, provide an electronic signature (type your name) below.**

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Date

Financial Sponsor Form

**Student Information**

Student's Given Name: \_\_\_\_\_

Student's Family Name: \_\_\_\_\_

Student's Birthday: \_\_\_\_\_

**Financial Certification**

The Department of Homeland Security requires certification of available funds to cover all expenses related to living and studying in the United States for a minimum of one year. I certify that the total amount of funds that I have available for each year of study at Diablo Valley College is **\$23,966**. If you have a dependent requiring F-2 status, an additional \$5,000 per dependent must be shown on the bank statement. I plan to obtain funds to pay expenses while studying in the United States from the following source(s):

***Supported student (financial document cannot be a checking account)***

Include the sponsor's name (name of person responsible for paying tuition and living expenses) showing at least **\$23,966**, or the equivalent in liquid funds. The bank statement must be: 1) in English 2) no older than 6 months 3) must of student's name on the bank statement.

Sponsor's Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_

Country: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Relationship to student: \_\_\_\_\_

**Diablo Valley College requires that you certify by submitting an electronic signature. To certify your application, provide an electronic signature (type your name) below.**

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Date



STUDENT CONSENT FOR RELEASE OF INFORMATION
STUDENT WITHDRAWAL OF CONSENT FOR RELEASE OF INFORMATION

Student Name (Please Print)

Student ID#

The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, seeks to guarantee both a student's right of access to education records and the confidentiality of student information.

STUDENT CONSENT FOR RELEASE OF INFORMATION

I hereby give my consent for my parents, guardian or other third party, as named below, to have access to my education records. I understand that each individual will need to show a valid photo ID at the time of release to view my records.

Student's Signature

Date

[ ] One time only. This box must be checked if you wish this to cover a one-time only release.

Parent/Guardian/Third Party (Please Print)

1) Name

Relationship

2) Name

Relationship

3) Name

Relationship

STUDENT WITHDRAWAL OF CONSENT FOR RELEASE OF INFORMATION

I hereby withdraw my consent for my parent, guardian or other third party as named above, to have access to my education records, effective immediately. If I wish to reinstate the consent for release of information, I understand that I will have to complete another form at that time.

Student's Signature

Date



# DIABLO VALLEY COLLEGE

INTERNATIONAL STUDENT OFFICE

## Parent or Guardian Authorization For a Minor Student to Attend DVC Form

**For applicants younger than 18 years of age (at the start of classes) the following form must be on file in the International Student Office in order for the student to be granted admissions:**

I, \_\_\_\_\_, am the parent or legal guardian of the minor, \_\_\_\_\_,  
*(Parent/guardian's name)* *(Student's name)*

who is applying for admission as an international student at Diablo Valley College. I understand and agree that as the parent/legal guardian of the minor, I am and remain financially responsible for the mandatory health insurance required for all international students. I will promptly pay any invoice for the cost of such care (not covered by the insurance). I also grant permission for any necessary medical treatment of the minor while attending Diablo Valley College.

I understand that Diablo Valley College requires that minor students live under the supervision of a host family for the minimum two month requirement. Students may also show that they are living with family or friends of family in the area. I understand that the college and district have no legal responsibility for the care or well-being of the minor student wherever he or she chooses to live while in the U.S. attending Diablo Valley College. I also understand that the college and district have no relationship with any homestay company and assumes no responsibility for the action of any host family or homestay company. I understand that in all legal issues, I am and remain responsible for the care and guardianship of this minor student.

**Diablo Valley College requires that you certify your authorization by submitting an electronic signature. To certify your application, provide an electronic signature (type your name) below.**

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date

## International Student Application Checklist



- Set up a [CCCApply account](#)
- Complete the DVC International Student Application (you are automatically directed to the application after completing the CCCApply account set-up)
- Pay the \$50.00 application fee
- Email required documents to [intlapp@dvc.edu](mailto:intlapp@dvc.edu):
  - Copy of Passport
  - Bank statement showing \$23, 966
  - [Financial Sponsor Form](#)
  - Proof of English Proficiency
  - Students under 18: also include the [Minor Consent Form](#)
  - Transfer Students: also include a copy of visa and I-20
  - Students with Agents: [Agent Form](#)
  - Optional: [Release and Consent Form](#)

Visit [www.dvc.edu/international](http://www.dvc.edu/international) for more information about applying to DVC

Questions:  
[iso@dvc.edu](mailto:iso@dvc.edu)

