

DES MOINES AREA COMMUNITY COLLEGE, IOWA

Application for Admission for International Students



International Student Office
800-362-6200, ext. 6471
or 515-964-6471
or intlstudentoffice@dmacc.edu

www.DMACC.edu

Ankeny Campus
2006 S. Ankeny Blvd.
Ankeny, Iowa 50023-3993

Boone Campus
1125 Hancock Drive
Boone, Iowa 50036-5399

Carroll Campus
906 N. Grant Road
Carroll, Iowa 51401-2525

Newton Campus
600 N. 2nd Avenue W.
Newton, Iowa 50208-3049

Urban/Des Moines Campus
1100 7th Street
Des Moines, Iowa 50314-2597

West Des Moines Campus
5959 Grand Avenue
West Des Moines, Iowa 50266-5302

ANKENY • BOONE • CARROLL • NEWTON • URBAN/DES MOINES • WEST DES MOINES

DMACC AT PERRY VANKIRK CAREER ACADEMY | DMACC CAREER ACADEMY, HUNZIKER CENTER, AMES
CENTER FOR CAREER AND TECHNICAL DEVELOPMENT, DES MOINES | DMACC TRANSPORTATION INSTITUTE
EVELYN K. DAVIS CENTER FOR WORKING FAMILIES | DMACC CAPITOL CENTER

DMACC
DES MOINES AREA
COMMUNITY COLLEGE
Life's Calling™

Instructions For Completing Your Application For Admission To DMACC

Thank you for applying to DMACC. Below are instructions to help you complete the application. Once your application is received, it will be processed as soon as possible and you should receive a letter informing you of your admission status.

All International applications and supporting documents must be received **NO LATER THAN** 30 days prior to the first day of the semester.

Admission procedures and entry requirements vary by program. Check our website for specific program details. (www.dmacc.edu/programs)

Please note: Some programs accept a limited number of students. If you have met all of the program requirements and the program is full, you will be placed on a waiting list until a seat becomes available.

Section 1Personal Information (Questions 1-13)

- Question 1-10 Print or type the information on this application. **Any address change must be reported to DMACC within 10 days.**
- Question 2 If your high school or college records appear under a different name, please indicate that name under "Former Legal Surname(s)."
- Question 3 Enter a **valid** email address. DMACC will use this to communicate important information.
- Question 4 Enter your U.S. mailing address. Mail will be sent to that address.
- Question 6 Enter all telephone numbers where you can be reached.
- Questions 11 & 12 This information is required for state and/or federal reporting purposes only.
- Single parent* is a person who (1) is either pregnant or has custody or joint custody of one or more child/children; (2) is also unmarried or legally separated from a spouse.
- Displaced Homemaker* is a person who has been a homemaker exclusively but now because of divorce, death or disability of a spouse, must prepare for paid employment.
- Students who indicate their first language is not English* may be required to meet ESL admission requirements.

Section 2U.S. Residency Information (Question 14)

Individuals who are not U.S. citizens, permanent residents or refugees should contact the International Student Office at 1-800-362-6200, ext. 6471 or intstudentoffice@dmacc.edu for residency information. Generally, international students here on B, F, J or M Visas CANNOT be considered for in-state resident rates and will be charged at the nonresident rate unless they are residents of Iowa Sister States. Please visit www.dmacc.edu/international for a complete list of Sister States.

Section 3English Proficiency (Question 15)

English Proficiency Test: (Request that official test results be mailed to the DMACC International Student Office.) The following TOEFL scores are required for admission to regular college credit classes: 500 (paper); 173 (computer-based); 61 (internet-based). If you have not taken the TOEFL or ACT test, DMACC provides COMPASS testing. An IELTS score of 5.0 or higher will be accepted.

Section 4Planned Academic Program (Questions 16-17)

Question 16 **Program of Interest** is sometimes referred to as a major course of study. If you are not sure about your program, visit with a counselor or advisor before applying. There is a list of programs on page 6 of this application packet. A Form I-20 will NOT be issued for someone to enter only a "Certificate of Specialization" Program.

Question 17 **Areas of Concentration:** If you selected Liberal Arts as your Program of Interest, please indicate from the list below which area of concentration you wish to pursue.

Accounting	Drama	Journalism	Pre-Dental	Social Work
Anthropology	English	Literature	Pre-Education	Sociology
Architecture	Environmental Science	Mathematics	Pre-Engineering	Speech
Art	Fitness/Sports Management	Music	Pre-Law	Undecided
Biology	Foreign Language	Nursing	Pre-Medicine	
Business Administration	Geography	Philosophy and Religion	Pre-Pharmacy	
Chemistry	Global Studies	Physics and Astronomy	Pre-Physical Therapy	
Computer Science	History	Political Science	Pre-Physician Assistant	
Criminal Justice	Humanities	Pre-Business	Psychology	

DMACC offers a wide range of concentrations and preprofessional offerings designed to prepare students for their transfer to four-year colleges and universities. Graduates are awarded the Associate in Arts or Associate in Science degree with a major in Liberal Arts. Students who have determined which profession they plan to enter should become familiar with the specific course requirements of the four-year institution to which they plan to transfer. Then with the help of an academic advisor or counselor, students can select the curriculum best suited to satisfy their particular transfer objectives.

Section 5Admission Information (Questions 18-23)

- Question 18 Make sure the Program of Interest you select offers classes during the semester you plan to enter DMACC.
Fall = August; Spring = January; Summer = May
- Question 19 Make sure the DMACC location you select offers your Program of Interest. (Refer to page 6 of this application packet.)
- Question 20 Guest Students who have been accepted for admission at another college or university or whose primary enrollment is at another college or university and do not plan to enroll in a program of study at DMACC.
- Question 21 Students who do not plan to receive a degree and check "No" will be categorized as a non-degree-seeking student.

Instructions (Cont.)

- Question 22 If you answered “Yes” to Question 21, see the definitions below for specific awards. The Program of Interest selected in Question 16 must agree with the award offered in the program. (Refer to page 6 of this application packet.)
(AA) Associate in Arts Degree provides the courses of study equivalent to those offered to freshman- and sophomore-level students in most four-year colleges/universities.
(AS) Associate in Science Degree provides a program of college-level courses designed to prepare students for transfer to a four-year college/university or for skills preparation for entry-level employment in a specific occupation where a Bachelor’s degree is usually needed.
(AAS) Associate in Applied Science Degree is a two-year degree that may include Fall and Spring semesters plus Summer semesters and that is designed to develop the student’s competence for employment in a specific occupational field.
(AGS) Associate in General Studies Degree provides students the opportunity to select their coursework to meet specific educational goals and interests. It is generally not designed to meet college transfer requirements.
Diploma provides students the opportunity to satisfactorily complete a career or technical program that is typically one year long (which may include three semesters) and includes at least one general education course in addition to courses designed to develop a person’s technical skills and knowledge.
- Question 23 If you plan to transfer to another college or university, please indicate, using the school’s official name.

Section 6 Secondary Education Information (High School) (Questions 24–26)

- Question 24 List current or last secondary school attended. (If you have received your high school diploma from DMACC or another community college, enter the name of the college as high school last attended.)

Section 7 College Education Information (Question 27)

- Question 27 List all colleges (including DMACC) previously attended, beginning with the most recent, in order of attendance.
AN OFFICIAL TRANSCRIPT FROM EACH INSTITUTION ATTENDED (PLUS AN ENGLISH TRANSLATION IF NECESSARY) MUST BE SUBMITTED DIRECTLY TO THE DMACC INTERNATIONAL STUDENT OFFICE. ALL DOCUMENTS SUBMITTED BECOME THE PROPERTY OF DMACC AND CANNOT BE RETURNED TO THE STUDENT OR SENT TO OTHER INSTITUTIONS.

Admission Steps

NEW FULL-TIME INTERNATIONAL STUDENT APPLICANTS:

New full-time international students need to obtain a Certificate of Eligibility form I-20 to receive a student visa through the U.S. Consul or Embassy in their country. The I-20 indicates that all admission requirements have been met to enter the College. This document is issued through SEVIS, the Student Exchange Visitor Information System. The U.S. Consulates make the final decision regarding whether students will be allowed to enter the United States to study. All international students must report to DMACC on or before the date stated in the I-20 form. **Late-arriving students will not be allowed to register for class.** International students requesting admission and issuance of an I-20 must provide:

- 1 A completed and signed DMACC International Application for Admission. Do not apply online.
- 2 A completed International Student Information Form.
- 3 A Financial Resource Statement verifying the ability of the student or the student’s sponsor to meet all educational and living expenses for one year while attending DMACC. This must be signed and sealed by a notary public and accompanied by a letter or bank statement dated within six months of the application. Financial support of approximately \$20,000 (USD) is needed per year, plus deposit. (see #7)
- 4 An official transcript that provides evidence of graduation from a secondary school and transcripts from all postsecondary institutions attended. Photocopies may be accepted if they are properly notarized as true copies. Transcripts must be translated into English.
- 5 Page 1 of passport

- b. Official transcripts from an accredited United States college or university showing successful completion (“C” or better grade) of a college-level writing course and 6 hours of college-level academic course work requiring reading.
 - c. ACT score of 19 or higher in Reading and Writing. The ACT code for DMACC is 1272
 - d. IELTS (International English Language Testing System) score of 5.0 or higher.
- 7 A refundable deposit of \$4,000 (US). This deposit is required for new or transfer F-1 students at DMACC and must be paid before course registration; it may not be used to pay educational expenses until the last semester the student is enrolled.

TRANSFER INTERNATIONAL STUDENT APPLICANTS:

International students who apply to Des Moines Area Community College as transfer students from a college or university within the United States must provide the same items as new students listed as 1–9 above. In addition, transfer students must submit:

- 8 A completed DMACC International Student Inquiry Form, completed by the current school’s International Student Advisor.
- 9 Copies of passport including the VISA pages, I-94 forms and all previously issued I-20 forms.

GUEST STUDENT APPLICANTS:

International students who are enrolled full-time at another college or university within the United States and wish to enroll part-time at DMACC must provide items 1, 6 and 9 from above, plus a copy of their student ID card from the primary school. Always apply as a Guest student and choose Liberal Arts as your Program of Interest. Guest students must remain part-time for spring and fall semesters.

INTERNATIONAL HIGH SCHOOL EXCHANGE STUDENTS:

Students who are enrolled in high school and wish to take courses at DMACC must provide items 1, 6 and 9 from above, and written approval from parent/guardian and high school counselor or principal. Students should meet with a DMACC advisor or counselor prior to registration.

The College issues an I-20 Certificate of Eligibility form after students complete the steps above (1–5) and qualify for admission. The following items must be provided upon the student’s arrival at DMACC to complete the admission process:

- 6 Official evidence of English proficiency. All full-time and part-time students whose native language is NOT English are required to take and pass the ESL Test in COMPASS as a requirement for admission. This test is available at the testing centers located on each DMACC campus. This requirement may be waived by providing any of the following:
 - a TOEFL (Test of English as a Foreign Language) score of 173 on the computer test, 500 on the paper test, or 61 on the iBT internet-based version (45 if speaking not completed) in order to enroll in credit courses. The TOEFL code for DMACC is 6177

Grid for DMACC ID Number

SECTION 4 DMACC Degree & Program

16. Program of Interest

17. If you selected Liberal Arts in Question 16, what will be your Area of Concentration? (Refer to page 2, Section 4.)

Grid for Area of Concentration

SECTION 5 Admission Information

18. Semester you plan to attend DMACC

1. Fall 2. Spring 3. Summer Year: Grid

19. DMACC location you plan to attend:

Grid for location: Ankeny, Boone, Carroll, Newton, Urban/Des Moines, West Des Moines, Ames, Perry, Southridge, Online Only

20. I plan to enroll: Full-time, Part-time, As a guest student

21. Do you plan to receive an associate degree, diploma or certificate of specialization from DMACC? Yes No

22. If YES, indicate which award you are seeking:

Grid for award type: Associate in Arts, Associate in Applied Science, Associate in Science, Associate in General Studies, Diploma, Certificate of Specialization

23. DMACC Education Goals (select one)

Grid for education goals: UN, SI, PI, CC, CL, EX, IS, JM, TA

SECTION 6 Secondary Education Information (High School)

24. Name of Secondary School Last Attended

Grid for secondary school name

City, State, ZIP

25. Have you graduated or will you graduate with a:

26. Year of Graduation?

Grid for graduation type: High School Diploma, Home School Diploma, GED Diploma, Adult High School Diploma, None of the above

If none of the above, please contact the DMACC International Student Office.

SECTION 7 List all colleges (including DMACC) previously attended for credit courses in order of attendance

27. College Name (Most Recent)

Grid for college name, city, state, from month/year, to month/year, type of degree earned

College Name

Grid for college name, city, state, from month/year, to month/year, type of degree earned

College Name

AN OFFICIAL TRANSCRIPT FROM EACH INSTITUTION ATTENDED (PLUS AN ENGLISH TRANSLATION IF NECESSARY) MUST BE SUBMITTED DIRECTLY TO THE DMACC INTERNATIONAL STUDENT OFFICE. ALL DOCUMENTS SUBMITTED BECOME THE PROPERTY OF DMACC AND CANNOT BE RETURNED TO THE STUDENT OR SENT TO OTHER INSTITUTIONS.

SECTION 8

I CERTIFY THAT ALL STATEMENTS ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I AGREE TO ABIDE BY ALL APPROVED COLLEGE POLICIES AS OUTLINED IN THE CURRENT ISSUE OF THE COLLEGE CATALOG AND STUDENT HANDBOOK. I AGREE TO REPORT ALL CHANGES, INCLUDING NAME AND ADDRESS, TO THE STUDENT SERVICES OFFICE AT ANY DMACC CAMPUS WITH THE UNDERSTANDING THAT MY ADMISSION MAY BE DELAYED IF ALL CHANGES ARE NOT REPORTED. I UNDERSTAND THAT FALSIFICATION OR OMISSION OF INFORMATION IS SUFFICIENT CAUSE FOR DENIAL OF MY APPLICATION OR DISMISSAL FROM DMACC.

SIGNATURE OF APPLICANT DATE

Des Moines Area Community College requests this information for the purpose of processing your application for admission. No persons outside the College are routinely provided this information. Responses to all items are required for admission. If you plan to receive financial aid assistance, additional applications must be completed and filed in a timely manner.

Des Moines Area Community College shall not engage in or allow discrimination covered by law. This includes harassment based on race, color, national origin, creed, religion, gender, sexual orientation, gender identity, age, disability and genetic information. Veteran status in educational programs, activities, employment practices, or admission procedures is also included to the extent covered by law. Individuals who believe they have been discriminated against may file a complaint through the College Discrimination Complaint Procedure. Complaint forms may be obtained from the Human Resources Department, the campus Provost's office, or the EEO/AA Officer. Persons who wish additional information or assistance may contact the EEO/AA Officer, Human Resources, Bldg. 1, 515-964-6301. For requests for accommodations, the Accommodation/Section 504/ADA Coordinator can be contacted at 515-964-6857.

DMACC Programs Available

GROUP NAME/PROGRAMS OF INTEREST	AWARD	CAMPUS	GROUP NAME/PROGRAMS OF INTEREST	AWARD	CAMPUS
ACCOUNTING			COMPUTER INFORMATION SYSTEMS (CONT'D)		
Accounting & Bookkeeping	Diploma	B,U	Data Entry I	Certificate	A,B,C,U
Accounting Certificate I	Certificate	A*,B,N*,U	Database Specialist	Certificate	A,W
Accounting Certificate II	Certificate	A*,B,U	E-Commerce Design	Certificate	A
Accounting Income Tax Preparer	Certificate	A, B,U	Informatics	Certificate	A
Accounting Information Systems	AS	A,B,U	Information Technology/Network Administration	AAS	A,B*,C*,N*,U*,W*
Accounting Paraprofessional	AS	A,B,C,N*,U	Management Information Systems	AS	A*,C*,U
Accounting Payroll	Certificate	A,B,C,U	Microcomputers	Certificate	A,N*,U*,W
Accounting Specialist	AAS	B,U	Network Security Manager	Certificate	A,U
ADMINISTRATIVE ASSISTANT/LEGAL/SECRETARIAL			Web Developer	Diploma, Certificate	A
Administrative Assistant	AAS	A,B,C,U	Web Development	AAS	A
Information Processing Support	Certificate	A,B,C,U	CULINARY ARTS/HOTEL & DIETARY MANAGEMENT		
Legal Assistant	AS, Certificate	U	Culinary Arts	AAS, Diploma	A
Medical Insurance and Coding	Certificate	A	Dietary Manager	Certificate	A
Medical Office Specialist	AAS, Diploma	A	Enology	Certificate	A
Medical Transcriptionist	Certificate	A,B,C*,U	Hospitality Business	Diploma	A
Office Assistant	Diploma	A,B,C,N*,U	Hotel & Restaurant Management	AAS	A
Office Specialist	Certificate	A,B,C,N*,U	Viticulture	Certificate	A
Supervision	Certificate	A,B,N,U	Wine Service	Certificate	A
AGRIBUSINESS			DRAFTING/DESIGN		
Agri-Business	AAS	A	Architectural Technologies	AAS, Diploma	A
Agronomy	Certificate	A	Computer Aided Design Technology	AAS, Diploma	A
Animal Science	Certificate	A	ENGINEERING TECHNOLOGY		
Farm Management	Certificate	A	Civil Engineering Technology	AAS	B
Sales/Service	Certificate	A	Electronic Systems Servicing Technology	AAS	A
Sustainable Agriculture	Certificate	A	Electronics, Robotics & Automation	AAS	A
Veterinary Technology	AAS	A	Telecommunications Technology	AAS	W
AUTOMOTIVE/DIESEL			FITNESS & SPORTS MANAGEMENT		
ASEP-General Motors	AAS	A	Fitness & Sports Management	AS	B
ASSET-Ford	AAS	A	GENERAL STUDIES (NOT COLLEGE TRANSFER)		
Auto Auto Engines & Tune-up	Diploma	A	Associate in General Studies	AGS	A,B,C,N,U,W
Auto Chassis & Power Train	Diploma	A	HEALTH PROFESSIONS		
Auto Collision Technology	AAS, Diploma	A	Adult Services	Certificate	A
Auto Maintenance & Light Repair	Diploma	A*,U	Advanced Standing Nursing	AAS	A,B
Auto Mechanics Technology	AAS	A,U*	Aging Services Management	AS	A
CAP-Chrysler	AAS	A	Associate Degree Nursing	AAS	A,B,C
Caterpillar Technology	AAS	A	Dental Assistant	Diploma	A
Diesel Technology	AAS, Diploma	A	Dental Hygiene	AAS	A
Maintenance (Diesel)	Certificate	A	Emergency Medical Technology—Basic	Certificate	A
ART—SEE GRAPHIC DESIGN			Gerontology Specialist	Certificate	A
Airbrush Art	Certificate	A	Health Information Technology	AAS	A
Basic Visual Communications	Certificate	A	Licensed Practical Nursing (LPN)	Diploma	A,B,C,N
Corel Painter	Certificate	A	Long-Term Care Administrator	Certificate	A
Digital Illustration	Certificate	A	Long-Term Care Administrator—Practicum	Certificate	A
InDesign	Certificate	A	Medical Assistant	Diploma	A
Interactive Media for Graphic Design	Certificate	A	Medical Laboratory Technology	AAS	A
Photography	Diploma	A	Optometric/Ophthalmic Technician	Diploma	A
Visual Communications	Diploma	A	Paramedic Specialist	AAS, Certificate	A
Graphic Design	AAS	A	Pharmacy Technician	Diploma	A
Graphic Technologies	AAS	A	Phlebotomy	Certificate	A
BIOTECHNOLOGY			Respiratory Therapy	AAS	A
Biotechnology	AS	A	Surgical Technology	Diploma	U
Environmental Science	AA	A,B,U	HORTICULTURE		
Wastewater Treatment Technology	Certificate	A	Commercial Horticulture	AAS	A
Water & Wastewater Treatment Technology	Diploma	A	Greenhouse Production	Certificate	A
Water Environmental Technology	AAS	A	Landscape Design	Certificate	A
Water Treatment Technology	Certificate	A	Turf Maintenance	Certificate	A
BUILDING TRADES			INTERPRETATION AND TRANSLATION		
Architectural Millwork	Diploma	A	Interpretation & Translation	AS	U
Building Maintenance	Certificate	A,N	Interpretation & Translation—Business	Certificate	U
Building Trades	Diploma	A	Interpretation & Translation—Education	Certificate	U
Electrical Construction Trades	Diploma	N	Interpretation & Translation—Health Care	Certificate	U
Heating, Air Conditioning & Refrigeration Technology	AAS, Diploma	A	Interpretation & Translation—Human Services	Certificate	U
BUSINESS			Interpretation & Translation—Judiciary	Certificate	U
Business Administration	AA, AS	A,B,C,N,U,W	LIBERAL ARTS		
Entrepreneurship	Diploma, Certificate	A,N*,U	Liberal Arts	AA,AS	A,B,C,N,U,W
Fashion/Design	AAS, Diploma, Certificate	A	MANUFACTURING		
Human Resource Management	Certificate	A	Biomass Operations Technology	Certificate	C
Interior Design Consultant	Certificate	A	CNC Operator	Certificate	A
Management	AA, AAS, Certificate	A,B*,N,U*	Diemaking	Diploma	A
Marketing	AA, AAS	A	Digital Publishing	Certificate	A
Mortuary Science	Adv. Standing Diploma	A	Fluid Power Technology	AAS, Diploma	A
Retailing	Diploma, Certificate	A	Graphic Sales & Customer Service	Certificate	A
Sales & Management	Diploma, Certificate	A	Industrial Electro-Mechanical Technology	AAS	A,B*,C*,N*
COLLEGE TRANSFER—LIBERAL ARTS			Machinist Technology	Diploma	A,N
Liberal Arts	AA,AS	A,B,C,N,U,W	Manufacturing Technology	AAS	A,N
COMMUNITY SERVICE			Printing Technologies	Certificate	A
Criminal Justice	AA,AS	A,B*,N*,U*	Tool & Diemaking	AAS	A
Digital Forensic Investigation	Certificate	A	Welding	Diploma	A
Early Childhood Education	AS, Diploma, Certificate	A,U*	Welding—Blueprint Reading	Certificate	A
Fire Science Technology	AS	A,U*	Welding—Gas Metal Arc	Certificate	A
Fire Specialist	Certificate	A,U*	Welding—Gas Tungsten Arc	Certificate	A
Human Services	AS	A,N*,U	Welding—Oxy-Acetylene	Certificate	A
COMPUTER INFORMATION SYSTEMS			Welding—Pipe Welding	Certificate	A
Advanced Web Developer	Certificate	A	Welding—Shielded Metal Arc	Certificate	A
Business Information Systems	AAS	A,B*,C*,U,W*	Welding—Structural Welding	Certificate	A
Computer Applications	Certificate	A,B,U			
Computer Languages	Certificate	A,U*			

*Selected courses in this program are offered at this campus.

Campus Codes: (A) Ankeny • (B) Boone • (C) Carroll • (N) Newton • (U) Urban/Des Moines • (W) West

AA = Associate in Arts Degree; AS = Associate in Science Degree; AAS = Associate in Applied Science Degree; AGS = Associate in General Studies Degree