

Dear Prospective International Student,

I would like to thank you for your interest in Douglas Education Center. The following pages are designed to assist you in the stages of studying in the United States and, more specifically, at Douglas Education Center.

It is a very exciting time at Douglas Education Center as we embark in the admission of international students and I look forward to you being a part of the Douglas family. While you are attending Douglas Education Center, you will have the opportunity to meet and study with students from all over the United States. The City of Monessen is rich in ethnic diversity and possesses a hometown feel. We will work diligently to assure that your transition from your home to Douglas Education Center is smooth and effortless.

The commitment that we make to all of our students is one that will provide an educational and personal experience to last a lifetime. Everyone at Douglas Education Center is committed to helping you achieve this goal.

Please feel free to contact any of the Designated Officials to discuss your international admission to Douglas Education Center. I look forward to your future attendance.

Sincerely,



Jeffrey D. Imbrescia  
President and Designated School Official



# INTERNATIONAL Student Handbook

**Welcome to Douglas Education Center! We are very pleased to provide the following information specifically applicable to our M-1 Visa international (non-U.S.) applicants and students.**

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This school is authorized under federal law to enroll non-immigrant alien students (M-1 Visa).

International applicants are required to submit the following application documentation:

- Request an application form from the Admissions Department or go to our website: [www.douglas-school.com](http://www.douglas-school.com) for a downloadable application.
- Complete and sign the application form and mail it to the school. Application fee in the amount of \$50 payable via money order or certified funds to Douglas Education Center (in U.S. dollars).
- Complete official records of all studies taken in each school attended, including secondary. All official records should include years of attendance and grades for all examinations taken, certifying that the candidate has completed the equivalent of at least twelve years of primary and secondary education of high academic quality. Official records must be originals or copies certified by the appropriate official of the school attended. Documents which are in a language other than English must be accompanied by certified exact translations. These official records must be mailed directly to Douglas Education Center in a sealed envelope from the educational institution. Optional: official transcripts and course descriptions from colleges and universities, technical and professional schools.
- TOEFL scores evidencing written and verbal proficiency in English (if the applicant's native language is other than English). To qualify for admission, applicants must score a 400 (paper version) or 97 (computer version) on the examination. Note: Douglas Education Center reserves the right to require an admitted student to make up English deficiencies at his/her own expense and, possibly, without degree credit.
- Schedule an interview with the Admissions Department. Interviews may be conducted in person, via telephone, postal mail or e-mail. Prospective students are encouraged to visit Douglas Education Center. School tours may be arranged by contacting the Admissions Department.

**Address:**  
Douglas Education Center  
Admissions Department  
130 Seventh Street  
Monessen, PA 15062

**Telephone:**  
(724) 684-3684  
1-800-413-6013

**e-mail Address:** [dec@dec.edu](mailto:dec@dec.edu)  
**Web Address:** [www.dec.edu](http://www.dec.edu)

- Successful completion of the Wonderlic Scholastic Level Examination.
- Data obtained is evaluated by the Admissions Department and determination is made if the applicant will benefit from our training. If it is determined that the applicant could benefit, then he/she is accepted; otherwise, he/she is not accepted. The application fee is fully refundable if the applicant is denied acceptance.
- Documentation evidencing medical insurance during your entire period of stay in the United States
- Documentation evidencing the student's financial ability to pay for his or her education and support himself/herself while attending school at Douglas Education Center.
- Sign an Enrollment Agreement. This represents a contractual agreement between the student and the school.
- Those accepted will receive a formal letter of acceptance.

**M-1 Visa must be extended after twelve months course of study(I-539 filing fee paid for by student).**

**CONTACTS AT DOUGLAS:**  
Sherry Lee Walters - Primary Designated School Official 724.653.2181  
Jeffrey D. Imbrescia - Designated School Official 724.653.2200

# INTERNATIONAL STUDENT HANDBOOK

## Immigration Documents

Foreign students **must** be aware of the immigration regulations applicable to their stay in the United States and **must** maintain all necessary documents. Please remember that the student is ultimately responsible for adherence to all U.S. immigration regulations. Therefore, the student should be familiar with the following:

- **Passport** - legal document issued by your country which indicates your identity and country of citizenship. It is your responsibility to make sure that your passport is at all times valid while in the United States.
- **Visa** - stamp placed into your passport which permits you to enter the United States. Please note that if your visa expires and you depart the United States, you will be required to obtain a new visa to be able to reenter the country. If you have any questions at all regarding this or any other immigration-related issue, please contact your immigration counsel.
- **Form I-94 Arrival/Departure Record** - this document, which is (at least currently) white and attached to your passport, evidences your lawful admission to the United States. It also indicates your visa classification (M-1) and the fact that you are authorized to remain in the United States through the duration of your academic program (assuming, of course, that you maintain your full academic course load). This document should remain in your passport at all times and, if ever lost, you need to obtain a new one through the appropriate office of the United States Citizenship and Immigration Services (USCIS). The document will be surrendered upon your departure from the United States (with the exception of trips of thirty (30) days or less to Canada or Mexico) and, when you return, you will be reissued a new Form I-94.
- **Form I-20** - this is the document, issued by Douglas Education Center, which a foreign national utilizes to apply for/obtain an M-1 visa stamp at the United States Consulate/Embassy in his or her home country. You must also present this document when entering the United States each and every time you travel abroad.

**Note:** We reiterate that it is the obligation of the **student** to know and comply with the applicable immigration regulations related to your stay in the United States. Again, if you have any questions or require any assistance, please contact your immigration counsel.

## How to Obtain Your U.S. (M-1) Visa

As noted above, and in order to enter the United States to be a student at Douglas Education Center, you must first obtain an appropriate visa at the United States Embassy/Consulate in your home country. This is the M-1 visa which authorizes you to enroll as a student at Douglas Education Center. To obtain the visa, you must present the following documentation to the Consulate/Embassy:

- Visa application
- Filing fee
- Form I-20 issued by Douglas Education Center (see above)
- Proof of your financial support

The process and, in certain cases, documents required vary for each Consulate/Embassy. Therefore, and prior to applying for a visa, **please contact the applicable Consulate/Embassy in your home country to confirm their procedures.**

**Note:** Canadian citizen students are not required to obtain a visa stamp in their passport. They are, however, required to provide much of the other documentation noted above to a U.S. immigration official at the port of entry for admission as an M-1 nonimmigrant student.

## Employment

Practical training in your field of study must be authorized by Douglas Education Center

## Helpful Information/Websites

For additional information regarding U.S. immigration procedures/regulations (including but not limited to those described above), please consult websites for the following:

- The United States Citizenship and Immigration Service
- The United States Department of State
- Consular Information and Global Travel Warnings
- NAFSA: Association of International Educators
- Institute of International Education
- United States Consulate/Embassy in your home country