



# International Student Handbook



# Table of Contents

Message from the President	1
10 Reasons to choose NVC	2
Degree Programs	3
Admission Steps & Required Documents	4
Admission Steps & Required Documents (continued)	5
Immigration Information	6
Tips for Your Visa Interview & Traveling to Napa	7
On-Campus Housing	8
Upon Arrival	9
Tuition and Fees	10
Maintaining your F-1 Student Visa	11
Student Services and Resources	12

# Welcome



## Superintendent/President's Message

As a first-generation community college student and the first person in my family to graduate from college, I know well the power that our college has to transform lives. My vision for Napa Valley College is to foster an environment that is student-centric, equity-focused and community-oriented.

Whether you are pursuing a certificate or degree, planning to transfer or are looking to gain new skills, Napa Valley College stands ready with a comprehensive array of academic programs and student support services. We are here to support you and maximize your potential for academic and personal growth

On behalf of our community-elected Board of Trustees, our distinguished faculty of innovative teachers and administrators, dedicated and creative staff and diverse student body, I invite you to discover Napa Valley College, your gateway to the rest of the world!

Sincerely,

A handwritten signature in black ink that reads "Torence Powell".

Dr. Torence Powell  
Superintendent/President

## Napa Valley Community College District Board of Trustees

**Kyle Iverson**, President, District 4

**Jeni Olsen**, Vice-President- District 5

**Jeff Dodd**, District 2

**Jason Kishineff**, District 3

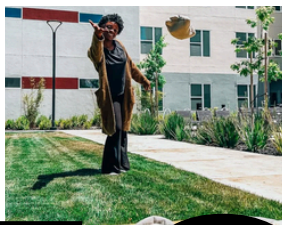
**Jennifer Baker**, District 1

**Ines De Luna**, District 6

**Rafael Rios**, District 7

**Cindy Gonzales**, Student Trustee

Board of Trustees meetings are generally scheduled on the second Thursday of the month with public session beginning at 5:30 p.m. in the McPherson Administration Building, Room 1538.



# 10 Reasons To Choose Napa Valley College

## GET A SUPERIOR EDUCATION at Napa Valley College

Ranked as one of the top two-year colleges in California (among community and private colleges), Napa Valley College (NVC) consistently demonstrates exceptional student success—whether transferring to a four-year university or entering the workforce.

### Why Choose NVC?

#### Exceptional Transfer Pathways

- Guaranteed transfer to California State Universities (CSUs) through 17 Associate Degrees for Transfer (ADT), plus strong pathways to UCs and top private universities.

#### Affordable, High-Quality Education

- Lower tuition costs than four-year universities, with the same academic rigor—ideal for international students looking to save on education expenses.

#### Small Class Sizes = Big Support

- Enjoy a 25:1 student-to-faculty ratio for personalized attention, supportive instruction, and stronger academic outcomes.

#### On-Campus Housing

- Live at River Trail Village, a modern residence hall just steps from class—safe, convenient, and community-oriented.

#### Hands-On Career Training

- Explore 48 career-ready programs in areas like viticulture, culinary arts, and more—develop practical skills that prepare you for the global workforce.

#### Athletics & Campus Life

- Join competitive sports teams like baseball, soccer, volleyball, and more—be part of the NVC Storm and build lifelong friendships.

#### Safe, Scenic Location

- Study in world-renowned Napa Valley, known for its natural beauty, safety, and welcoming community. It's the perfect mix of inspiration and comfort.

#### Cultural & Academic Support

- Access international student advising, counseling, tutoring, and events that help you adjust, connect, and thrive.

#### Dedicated Faculty & Personalized Learning

- Learn from experienced instructors who are passionate about teaching and committed to helping you reach your goals.

#### Experience California Life

- Be close to San Francisco, Silicon Valley, and the Pacific Coast—NVC is your launchpad to explore, learn, and grow in one of the most vibrant regions in the world

Find **your** future here



# Degree Programs

Napa Valley College, a California Community College, offers a variety of Associate Degree programs. Full-time students can typically complete the required 60 units in two years, while part-time students may take longer depending on their schedules and responsibilities.

We offer three types of degrees:

- **Associate of Arts (AA) degrees**, many of which are designed for students planning to transfer to four-year universities.
- **Associate Degrees for Transfer (AD-T)**, which provide a clear pathway to the California State University (CSU) system.
- **Associate of Science (AS) degrees**, which include both transfer-oriented and career-focused options in areas such as Health Occupations and Criminal Justice.

For more details on specific programs, please visit [nvc.edu/academics](http://nvc.edu/academics).

## Associate Degrees for Transfer

- Administration of Justice
- Anthropology Art History
- Business Administration
- Communication Studies
- Early Childhood Education
- English
- History
- Kinesiology
- Mathematics
- Music
- Political Science
- Psychology
- Sociology
- Spanish
- Studio Arts
- Theater Arts

## Associate in Arts Degrees

- Art History
- Graphic Design
- Humanities and Philosophy
- Musical Theater
- Music: Instrumental
- Music: Voice Psychology
- Spanish for Heritage Speakers
- Spanish for Non-Heritage Speakers
- Studio: Arts: Ceramics
- Studio Arts: Painting and Drawing
- Theater Arts: Acting
- Theater Arts: Technical Theater

## Associate in Science Degrees

- Business:
  - Administration
  - Administration of Justice
  - Accounting Concentration
  - Computer Studies
  - Office Administration
- Child and Family Studies
- Digital Design Graphics Technology
- Emergency Medical Technician: Paramedic
- Hospitality and Tourism Management
- Human Services
- Machine Tool Technology
- Natural Science and Mathematics
- Nursing
  - ADN Nursing - Advanced Placement for LVN Photography
- Psychiatric Technician
  - FastTrack & 3-Semester
- Respiratory Care
- Viticulture and Winery Technology
  - Viticulture Option
  - Wine Marketing and Sales Option
  - Winemaking Option
- Vocational Nursing
- Welding Technology

## Transfer Center

The Transfer Center has many resources to support student transfer. A Transfer Day is held on campus every fall and representatives of four- year colleges visit the center year-round. The Transfer Center is located in room 1335 or can be reached at 707-256-7333.

## Transfer Success

Napa Valley College is the bridge for many students to a four-year college or university. Academic standards are high and follow-up studies show that our students excel in four-year programs. Our top transfer schools are in close proximity—Sonoma State, Sacramento State, San Francisco State, UC Davis, and UC Berkeley. Students also transfer to many independent and out-of-state institutions. The college has Transfer Admission Guarantees with UC Davis, UC Santa Cruz, UC Santa Barbara, UC Riverside, UC San Diego, UC Irvine, UC Merced, and St. Mary's College.

# Application Deadlines

For Fall semester admission, all materials must be submitted by **May 1**.

For Spring semester admission, all materials must be submitted by **October 1**.

## Admission Steps & Required Documents

### Choose Your Program

F-1 Students are permitted to take any Associate of Arts (AA), Associate of Science (AS) or Associate Degree for Transfer (AD-T).

### Complete Online Application Form

Submit your personal and academic information online to begin the application process. Be sure to select your program of study before submitting.

### Copy of Passport

A clear, valid copy of the photo identification page from your passport issued by your home country is required.

### Bank Statement

A bank statement no older than 6 months is required to verify financial resources for the applicant. Documentation must show that applicants meet the required financial minimum for a full academic year (\$31,090). If your account is outside the U.S., the bank must stamp or sign the statement for verification. Students requesting an F-2 Dependent I-20s must also provide proof of an additional \$5,000 in financial support per dependent.

### Financial Certification Form

**(Only Required for Students with a Sponsor or Family Member Covering Expenses)**

The Financial Certification Form is required for all applicants who will not be self-funding their education. If a family member, sponsor, or other third party will be paying for your tuition and living expenses, this form confirms their commitment to financially support you while studying at Napa Valley College.

### F-2 Dependent Requirements

**(Only Required if Requesting Dependent (F-2) I-20s)**

Students requesting dependent (F-2) I-20s must submit a clear, valid copy of the photo identification page from each dependent's passport issued by their home country, and the financial support documentation must show an additional \$5,000 USD per dependent.

### Transfer Students

Students transferring from another U.S. college or university must submit copies of all previously issued I-20s from any institutions they have attended. A completed Transfer Form, signed by the current Designated School Official (DSO), is also required if applicable. In addition, students must confirm their eligibility for a SEVIS record transfer and ensure that a SEVIS transfer release date has been scheduled. A copy of the student's most recent I-94, available at [i94.cbp.dhs.gov](https://i94.cbp.dhs.gov), must also be provided as part of the transfer documentation.

## Admission Steps & Required Documents (cont.)

English proficiency test scores and official transcript evaluations may be submitted electronically through the respective testing or credential evaluation service portals:

### English Proficiency Test Score

- Official English Proficiency Exam scores may be submitted directly to Napa Valley College. We accept scores from the following tests, with the minimum required scores listed below:

English Proficiency Exams	Minimum required
<a href="#">TOFEL</a>	Computer-based (133) Internet-based, iBT (45) Paper based (450)
<a href="#">Duolingo English Test</a>	Score: 75
<a href="#">IELTS</a>	Band: 5.0
<a href="#">ITEP</a>	Undergraduate 3.0 level

### Official Transcripts Evaluation

- Applicants must provide proof they have at least the equivalent to a U.S. high school graduation. Foreign transcripts must be evaluated by an international evaluation service for general education credit. We recommend using World Education Services ([www.wes.org](http://www.wes.org)). Evaluations must be completed by a recognized credential evaluation service. For a full list of approved transcript evaluator services, please visit: <https://naces.org/members/>. Official evaluations can be sent to Napa Valley College International Students Program.



- Please note that international transcript evaluations can take 2 to 4 weeks (or longer during peak seasons). We recommend starting this process early to avoid delays in your admission and I-20 issuance.**



Note: Foreign transcripts must be evaluated by an international evaluating service for general education credit. World Education Services is the recommended provider of international evaluations for Napa Valley College. We will take other evaluations from other evaluating services but strongly recommend using WES. If you have further questions about World Education Services, please go to their website at <http://www.wes.org/>.



# Immigration Information

## F-1 STATUS

Once you are admitted to NVC, you will be issued a certificate of eligibility called an I-20 for F-1 students. This certificate of eligibility (also known as a visa document) must be used to apply for a student visa at a U.S. Consulate or Embassy. After your student visa is issued, you can make plans to come to the U.S. (Note for Canadian citizens: a student visa is not required but you must obtain F-1 status when you enter the U.S.)

## SEVIS

The Student and Exchange Visitor Information System (SEVIS) is a database system used by the U.S. Department of Homeland Security (USCIS) and SEVIS-approved educational institutions to monitor students in F-1 status. Your SEVIS number is printed on your I-20.

## What you will need to apply for an F-1 Student Visa:

### 1. Acceptance Letter from Napa Valley College

- You must be accepted into a full-time academic program at a U.S. school certified by the Student and Exchange Visitor Program (SEVP).

### 2. Form I-20 (Certificate of Eligibility)

- Issued by your U.S. school's Designated School Official (DSO) after admission and financial verification.

### 3. Valid Passport

- Your passport must be valid for at least six months beyond your intended stay in the U.S.

### 4. Completed DS-160 Form

- Complete the Online Nonimmigrant Visa Application (Form DS-160) and print the confirmation page for your interview.

### 5. Visa Application Fee Receipt

- Pay the nonrefundable visa application fee (currently \$185 USD) and retain the receipt.

### 6. I-901 SEVIS Fee Receipt

- After receiving your Form I-20, pay the \$350 SEVIS fee at [fmjfee.com](http://fmjfee.com) and keep the receipt.

### 7. U.S. Visa Photo

- Provide a recent passport-style photo that meets U.S. visa photo requirements (2x2 inches, white background).

### 8. Proof of Financial Support

- Demonstrate sufficient funds to cover tuition and living expenses for your entire course of study. Acceptable documents include:
  - Bank statements
  - Affidavits of support
  - Scholarship letters
  - Financial guarantee letters

### 9. Evidence of Ties to Your Home Country

- Provide documentation showing your intent to return home after your studies, such as:
  - Job offers
  - Family obligations
  - Property ownership

### 10. English Proficiency Test Scores (if applicable)

- Some visa officers may request proof of English proficiency, depending on your background and program requirements.



# Tips for Your Visa Interview

## 1. Be Clear About Your Academic Plans

- Know the program, degree, and school you've been accepted to.
- Be prepared to explain why you chose that school and how it fits your future goals.

## 2. Show Strong Ties to Your Home Country

- The F-1 visa is non-immigrant. You must provide proof to the officer that you plan to return home after your studies.
- Mention family, job prospects, property, or future career plans in your home country.

## 3. Know Your Financials

- Be ready to explain who is funding your education (e.g., parents, sponsors, savings).
- Understand and articulate the amounts listed on your bank statements or financial documents.

## 4. Practice Concise Answers

- Visa interviews are often under 5 minutes.
- Answer clearly, honestly, and confidently—avoid overly long or vague responses.

## 5. Bring Organized Documents

While you may not be asked for everything, bring:

- I-20 Form
- SEVIS Fee Receipt (I-901)
- DS-160 Confirmation Page
- Valid Passport
- Visa Photo
- Admission Letter
- Bank Statements/Financial Docs
- Academic Transcripts/Test Scores (if applicable)

## 6. Dress Neatly and Arrive Early

- Business casual attire is appropriate.
- Arrive early to allow time for security checks and screening.

## 7. Be Honest

- Never falsify documents or lie. If you don't know something, it's better to say so honestly than guess.

## 8. Stay Calm and Polite

- The officer may seem serious—that's normal. Remain respectful and don't argue or show frustration.

# Traveling to Napa

Fly into **San Francisco (SFO)** or **Sacramento (SMF)**—each about 1.5 to 2 hours from Napa. Use shuttle services or rideshare apps (like Uber or Lyft) to reach campus. NVC does not currently offer airport pickup, but students with confirmed housing at River Trail Village can coordinate move-in timing with Housing. For help, contact Ashley Knapp, Housing Director, at [ashley.knapp@napavalley.edu](mailto:ashley.knapp@napavalley.edu).

**We recommend arriving during the day and arranging transportation in advance for a smooth arrival.**

# On-Campus Student Housing

📍 On-campus convenience | 🤝 Supportive student community | 🌍 Cultural connection, global comfort

For a closer look at housing follow them on instagram!  
[@rivertrailvillage](https://www.instagram.com/rivertrailvillage)



## Live Where You Learn: River Trail Village at Napa Valley College

River Trail Village is Napa Valley College's brand-new, on-campus student housing community—offering international students a safe, convenient, and inclusive home just steps from your classrooms. Set against the beautiful backdrop of Northern California's wine country, River Trail Village provides fully furnished rooms, high-speed internet, and shared community spaces that make it easy to connect, study, and thrive.

Enjoy the peace of mind that comes with 24/7 campus security, walking access to academic support services, and a built-in community of fellow students from around the world. Whether you're adjusting to life in the U.S. or exploring all that Napa has to offer, River Trail Village helps you feel at home—right from day one.

**For more information on international student housing costs please reach out to housing directly at [rivertrailvillage@assetliving.com](mailto:rivertrailvillage@assetliving.com)**

## Upon Arrival

- **Arrive at Campus Housing or Your Accommodation**
  - Move in, unpack, and take time to get settled—whether you're living in NVC campus housing or off-campus accommodations.
- **Check in with the International Student Program**
  - Meet your DSO (Designated School Official)
    - Julia Perez - Academic Affairs Specialist, International Student Program
      - McPherson Building 1500, Room 1533
      - (707) 256-7154
      - [julia.perez@napavalley.edu](mailto:julia.perez@napavalley.edu)
    - Provide Your I-94
    - Provide proof of Insurance
    - Submit your U.S. address, contact number, and emergency contact
- **Attend Required Orientation**
  - Learn about visa rules, student responsibilities, and campus resources
  - Receive a campus tour and meet key staff
- **Get Your NVC Student ID Card**
  - Visit the Welcome Center or designated office
  - Bring photo ID and your student ID number
- **Meet with an Academic Counselor**
  - Finalize your Student Educational Plan (SEP)
  - ***Confirm you're enrolled in at least 12 units, with 9 in-person***
- **Purchase Textbooks and Supplies**
  - Visit the NVC bookstore (online or in-person)
- **Explore Campus Services**
  - Health Center
  - Library
  - Cafeteria
  - Math & Writing Center
  - Student Life Office
- **Secure Transportation Info**
  - Get your bus pass from the Basic Needs Center
- **Join Clubs or Student Activities**
  - Connect with other students and find your community early

# Tuition and Fees

International students are required to pay the current per-unit tuition rate for international students, along with any applicable college fees. For the most up-to-date information, please visit our [website](#).

**There is no financial aid available for international students.**

**Payment is due immediately upon registration.**

Napa Valley College enforces a Pay-to-Stay policy, which provides students a 14-day grace period from the date of registration to pay in full. **If payment is not received within this period, students may be dropped from their classes for nonpayment.**

For full details on grace periods and deadlines, please visit the [Pay-to-Stay Website](#) or contact the Cashier's Office at (707) 256-7188.

Tuition and enrollment fees will be collected in full at the time of registration. Based on the 2024- 2025 academic year, the estimated cost of attendance is as follows:

\$11,376	Tuition & Fees based on 24 units minimum required for F1 visa student.
\$11,493	Food and housing (based on home stay)
\$1,062	Books and other educational expenses
\$1,962	Transportation
\$4,059	Miscellaneous and personal
\$1,138	Mandatory medical insurance (fall and spring/summer)
<b>\$31,090</b>	<b>Total</b>

## **Tuition is subject to change.**

Costs above are based on the 2024-2025 academic year and will be adjusted annually. Students who choose on-campus housing will have a variable cost for housing depending on which type of accommodation they select. In support of the F-1 visa application, a current bank statement must show a minimum balance to cover at least the amount needed for the total cost of one academic year's expenses.

## **Tuition Refunds – Non-resident and International Students Only**

Out-of-state and international student tuition will be refunded according to the application date based on the following schedule:

During the first two weeks of instruction. .... 100%  
Third week of instruction. .... 50%  
Fourth week of instruction. ....25%  
After Fourth week of instruction. .... 0%

## **Appealing Your Fees**

To appeal a decision concerning your fees, file a "Petition for Late Add, Drop, or Refund" by the end of the semester the fees are incurred. For more information, call the Admissions and Records Office at (707) 256-7201.



# Maintaining Status

As an F-1 international student, you must follow specific immigration rules to remain in lawful status while studying in the U.S. Failing to follow these rules could affect your ability to stay in the country or continue your studies. The guidelines below highlight key responsibilities and provide trusted resources to help you stay on track. Always reach out to your Designated School Official (DSO) if you have questions or plan to make changes to your schedule, or travel plans.

**Homeland Security** <https://studyinthestates.dhs.gov/>  
**U.S. Citizenship and Immigration Services** <https://www.uscis.gov/>  
**U.S. Department of STATE** <https://travel.state.gov>

## Maintain Full-Time Enrollment

- Enroll in a full course load each academic term. For undergraduate programs, this typically means at least 12 credit hours per semester.
- If you need to drop below full-time, obtain prior approval from your Designated School Official (DSO) and ensure a Reduced Course Load (RCL) is authorized.

## Keep Your Immigration Documents Valid

- Ensure your passport is valid at all times.
- Keep your Form I-20 current and accurate. If there are any changes in your program, major, or personal information, notify your DSO to update your I-20 accordingly.
- If you need more time to complete your program, apply for a program extension before your I-20 expires.

## Work Only with Proper Authorization

- Do not engage in any employment without prior authorization.
- On-campus employment is generally permitted up to 20 hours per week during the academic term.
- Off-campus employment, including Curricular Practical Training (CPT) and Optional Practical Training (OPT), requires prior approval from your DSO and, in some cases, USCIS

## Report Changes Promptly

- Inform your DSO within 10 days of any changes to your U.S. address, phone number, or legal name.
- Report any changes in your academic program, such as a change of major, early graduation, or transfer to another institution.

## Travel Responsibly

- Before traveling outside the U.S., ensure your I-20 has a valid travel signature (signed within the last 12 months; within 6 months if on OPT).
- Carry all necessary documents when re-entering the U.S., including a valid passport, visa, and I-20.
- Avoid re-entering the U.S. with an expired visa unless eligible for automatic visa revalidation.

## Depart the U.S. on Time

- After completing your program, you have a 60-day grace period to depart the U.S., transfer to another SEVP-certified school, or apply for a change of status.
- If you complete OPT, you also have a 60-day grace period after your employment authorization ends.

## Maintain Communication with Your DSO

- Regularly check in with your DSO to ensure your SEVIS record is up to date.
- Consult your DSO before making decisions that could affect your immigration status, such as withdrawing from classes or changing your course of study.

# Student Services & Resources

For a comprehensive overview of all student services and resources, you can refer to the **Student Services & Resources** webpage or view the **Student Resource Guide**.

## **Napa Valley College Main Campus**

Campus Map: [View Map](#)

## **College Police Department**

Location: Building 2250

Phone: (707) 256-7770

Services: Campus safety, emergency response

Website: [College Police](#)

## **Basic Needs Center**

Location: Building 1202 (below the Little Theater)

Phone: (707) 256-7347

Email: [bnc@napavalley.edu](mailto:bnc@napavalley.edu)

Hours: Monday–Friday, 9:00 AM – 5:00 PM

Services: Food pantry, housing assistance, financial wellness resources

Website: [Basic Needs Center](#)

## **Student Health Center**

Location: Building 2250

Phone: (707) 256-7780

Hours: Monday–Friday, 9:00 AM – 4:00 PM

Services: Medical care, health education, mental health services

Website: [Student Health Center](#)

## **Admissions & Records / Welcome Center**

Location: Student Services Building, 1300

Phone: Admissions & Records: (707) 256-7201

Phone: Welcome Center: (707) 256-7215

Email: [WelcomeCenter@napavalley.edu](mailto:WelcomeCenter@napavalley.edu)

## **Office of Student Life**

Location: Building 1300, Room 1342

Phone: (707) 256-7340

Hours: Monday–Thursday, 9:00 AM – 5:00 PM; Friday, 9:00 AM – 12:00 PM

Services: Student clubs, leadership programs, campus events

Website: [Office of Student Life](#)

## **Student Housing – River Trail Village**

Location: On-campus housing facility

Services: Housing for students, including veterans and international students

Website: [Student Housing](#)

Find *your* **future** here.



International Students Program  
2277 Napa Vallejo Hwy.,  
Napa, California USA 94558