

Educational Agent Training Manual

Fulton-Montgomery Community College is a college of the State University of New York (SUNY). SUNY is the largest comprehensive public university system in the U.S. SUNY alumni include successful local and global influencers- Nobel Laureates, members of the National Academy of Sciences, and Pulitzer Prize winners. At FM, our students can benefit from our FM SUNY Transfer Pathway Program. Students are provided with academic counseling and course selection assistance that will maximize credit transfer and facilitate the enrollment to our partner campuses within SUNY for the bachelor degree after completing the Associate degree at FM. FM also offers unique one year certificate and two year Associate degrees in a variety of interesting majors. Specific detail will be found on our website www.fmcc.edu under Academic Programs. We also offer an Intensive English Language Program.

Every year FM enrolls more than 100 international students from 25 or more countries. We are a residential campus and have strong residence life educational and social programming options. While we are small averaging about 2600 students each year, our students are able to benefit from strong academic programs and excellent quality with a community college price scale. Currently scholarships are limited for international students.

FM operates on a semester system. Typically new students arrive one week prior to the start of classes for International Student Orientation. For example, if classes begin early September, the move in date is usually about one week prior in late August. College housing is required for all students (under age 24) in their first academic year of study. Orientation is also required for new students. The academic year has two start dates: Early September and Late January every year. Summer term is optional and usually reserved for continuing students or students only studying ESL. Academic Commencement (our annual graduation ceremony) is held mid-May every academic year.

Enrollment requirements:

All international students who have completed secondary school in their countries will be admitted. FM is an open admission college. All international students on the F-1 student visa will be required to be full-time students in either the Intensive English language Program (if needed) or the degree program. Two degree programs are competitive and require special application and pre-requisite coursework (Nursing and Radiologic Technology); otherwise, students can simply apply using the free online application found at www.fmcc.edu

Students who have not completed secondary school may be enrolled through the one year General Education certificate program.

Requirements: the student must have sufficient English ability (see below) and be at least 16 years old. The student will transition to the two year Associate degree after completion of the one year Certificate program. Students enroll as a sophomore in their Associate degree, so no time has been delayed. This is called Special Admission. Students will receive a New York State General Equivalency Diploma Earned through College Credit after the first year of study is successfully completed.

More information can be found at <http://www.acces.nysed.gov/aep/college-credit-and-out-state-testing> and <http://www.acces.nysed.gov/common/acces/files/hse/attachmentJ.pdf>

Students who have completed satisfactory English requirements may be directly enrolled in their degree program. There are many forms of meeting the English requirement including following TOEFL 61 ibt or IELTS 5.5, or other well know placement exams. FM is partnered with pathway programs so students may choose to attend a partner ESL schools and centers first prior to attending FM through standard agreements.

Please contact the International Student Office for more information:
intl@fmcc.suny.edu

Application Processing:

To assist with the assessment of applications, please ensure that:

Application forms are completed online www.fmcc.edu

The required documents are submitted and all documents are correctly certified.
Documents are translated (where required).

Your agent name and email address is included clearly on the front of the application or in an accompanying cover letter.

Sign and date each copy sent with the following statement “This is a true copy of the original document”. Every page of the documents must be verified in this way. lone signature/statement to cover of multiple pages is not sufficient.

We are hoping to have an electronic system in place soon for document sending.

There is no application fee for the admission application.

The processing of applications may be delayed if:

The application is incomplete or insufficient documentation is provided.

It is a peak period just prior to the start of a semester.

You have sent bulk applications in one packet rather than sending the applications as they are completed in your office.

Once an admission decision has been reached, the office will contact the agency with a copy of the SEVIS record including SEVIS id number and provide a tracking number for the express mail package. Please notify the office as soon as the student wishes to accept the admission offer and seek the visa. A housing application and deposit will be required once the student has obtained the visa.

How to become a Partner:

Agencies who wish to become a partner should email intl@fmcc.suny.edu and then we will send you a questionnaire to complete and return. Once we review, a decision will be made and a formal agency agreement will be sent signed by our college president.

Marketing Fees:

FM will pay marketing fees to our agency partners when they provide quality service to our students.

The agent partner must send a formal request for the payment after the third week of the semester. This can be emailed but must be on company stationery and signed and dated. Invoices should be sent in the same semester as the student has been enrolled.

Marketing fees are currently 20% of the tuition alone (not fees, housing or meal costs). This is paid for both the first and second semesters of enrollment. A 10% marketing fee can be invoiced for students in their third and fourth semesters.

Marketing fees will only be paid for students who have zero balance due accounts and whom the agent has provided valuable pre-arrival assistance. Please note that students should be counseled appropriately on arrival dates, housing requirements, tuition & fees and payment requirements as well as arrival (Albany NY airport has free pickup at 1 pm on the housing move in day each semester).

Training:

In-person training is preferred for most partners when possible. You will be contacted when FM is traveling to your region or attending an international event or U.S. Roadshow which you may be attending.

Or, we may choose to train staff using SKYPE and other electronic meeting options.

Finally, we request that all partners become very familiar with the www.fmcc.edu website, particularly the International Student Section. We are happy to answer any questions you or your students may have. Please send all questions to intl@fmcc.suny.edu

We look forward to working with you.