

Get Started at Bergen - Transfer F1

Steps to Get Started at Bergen

Follow the color-coded steps to complete your enrollment at Bergen Community College.

1. Submit Transfer Recommendation Form

2. Log In to Your Portal Account bergen.edu/portalhelp

3. Study and Take the Placement Test bergen.edu/testing

4. Meet with an ISC Academic Advisor and Register for Classes

5. Pay Your Tuition bergen.edu/bursar

6. Attend Mandatory International Student Orientation

Don't Forget:

- Complete the **Medical Form** and return to the Office of Health Services (HS-100) before classes start. bergen.edu/healthservices
- Once you've registered and paid for classes, visit the Office of Public Safety in Room L-154 (Paramus) to obtain your student ID card and parking pass. Bring a copy of your paid bill with you!
- **Transcripts**
 - **Transfer Transcripts** – submit official sealed transcripts from other colleges or universities to the Office of Admissions and Recruitment. Visit bergen.edu/transfertobcc for more information.
 - **Foreign Transcripts** – All transcripts from schools outside of the U.S. must be evaluated by a NACES accredited organization. Visit www.naces.org for more information.

Questions?

International Student Center, Room SC-110 (Paramus)

Phone; (201) 689-7601 • isc@bergen.edu • bergen.edu/ISC

To view this packet online, visit bergen.edu/ISC

The information contained in this packet is subject to change without notice.



Step 1: Submit Transfer Recommendation Form

Transfer Recommendation

Now that you have been accepted to attend Bergen Community College, you need to complete and submit the Transfer Recommendation form. This form must be emailed to intadmissions@bergen.edu before your I-20 is issued.

Only students who have been attending school in the United States under the F-1 status need to submit this form. Please complete the section below and then ask the Designated School Official (DSO) at your current school to complete the bottom section. Please note that we will not be able to issue an I-20 until the transfer release date indicated on this form. Once the transfer release date has been reached, Bergen Community College will have access to your SEVIS record.

Last Name First Name

Bergen Community College Student ID E-mail Address

Mailing Address in the U.S:

Street City State Zip

I intend to transfer to BCC (check one box and include year): Spring 20____ Fall 20____

I hereby grant permission for the intended request to be made available to Bergen Community College.

Student Signature Date

TO BE COMPLETED BY THE DESIGNATED SCHOOL OFFICIAL

The above student intends to transfer to Bergen Community College for the semester above. Please answer all questions based on the term immediately preceding the transfer or the last semester preceding a vacation or authorized Practical Training.

Degree level being pursued: _____ Last date of attendance: _____

Has the student maintained full-time status? Yes No To the best of your knowledge, is the student currently in legal status? Yes No

SEVIS ID#: N00: _____

Comments: _____

Please contact the school DSO to confirm acceptance before you release any "COMPLETED", "TERMINATED" OR "CANCELLED" records.

Transfer Release Date in SEVIS: _____ BCC Paramus Campus: NEW214F00601000

Institution Telephone

Street City State Zip

Name Title

Signature of DSO



Step 2: Log In to Your Portal Account

How to login to your Portal account:

To login to your my.bergen.edu Portal you will need your Bergen Username included in your letter of acceptance.

- 1 **Click (<https://passwordreset.microsoftonline.com>) to set your account password.** A verification email will be sent to your personal email address. Check your junk or spam folder if you don't see it.

Note: Your new password must be a minimum of 8 characters long with at least one UPPERCASE letter, one lowercase letter, and a number. Your password cannot be the same as your previous 12 passwords, and cannot contain any part of your name or Bergen username.

- 2 Go to **<https://my.bergen.edu>**.
- 3 Enter your **Full Bergen Username**. (Ex. username@me.bergen.edu)
- 4 Enter the **password** you set up.
- 5 Click **Sign in**.

How to Reach the Help Desk

Paramus Campus

2nd Floor of Pitkin Building, in the Sidney Silverman Library
(201) 879-7109
helpdesk@bergen.edu

Help Desk Office Hours

Monday – Friday 8:00 a.m. – 7:00 p.m.
Saturday & Sunday Closed

Please read our Acceptable Use Policy



Step 3: Study and Take the Placement Test

Office of Testing Services

No appointment necessary. Visit bergen.edu/testing for instructions on how to schedule your placement test.

- ✓ Bergen Community College administers a test to determine a student's levels in English, Arithmetic, and Quantitative Reasoning, Algebra and Statistics.
- ✓ The results of this test determine a student's required entry level courses in both English and mathematics.
- ✓ Please study for the placement test. *The test is administered in Room S-127 in the Pitkin Education Center at the Paramus campus. Please visit bergen.edu/testing for the current testing schedule and come prepared to take the exam with a pen, a government issued photo ID. No test will be administered without proper identification.*



Most students need to take the placement test, but there are some exceptions.

To determine if you are eligible for a testing waiver, please visit bergen.edu/testing and click "Placement Test Waiver Information" to read about conditions that will waive the placement test requirement.



Step 4: Meet with an ISC Advisor and Register for

Visit the International Student Center (ISC) to meet with an Advisor and plan your course schedule

Now that you have completed your placement testing requirements, you can head to the ISC. Advisors can help you with the following:

- Explaining your Test Results
- Teaching you how to read and understand your degree requirements
- Selecting and registering for classes that will meet the academic requirements of your degree
- Teaching you how to read the college catalog
- Accessing Web Advisor through Portal
- Providing information about academic deadlines
- Explaining College Policies and Procedures
- Offering referrals to campus resources



ISC Advising

Paramus Campus, Room SC-110
(201) 689-7601 • isc@bergen.edu

Office Hours

- **Monday - Thursday**8:30 a.m. – 6:00 p.m.
- **Friday**8:30 a.m. – 5:00 p.m.

Step 5: Pay Your Tuition

For Tuition and Fees Information and Bill Payment, please visit bergen.edu/bursar.



Step 6: Attend International Student Orientation



Welcome and congratulations on your acceptance to Bergen Community College. We are thrilled that you will be joining our Bulldog family!

During the International Student Orientation we will tell you about what Bergen Community has to offer and we will give you the nitty gritty about things like:

- Immigration rules
- Academic Life and Expectations
- Student Success and Support Services
- Student Life
- And more!

The Orientation is usually held the week before the start of the semester. Dates will be sent to you by email.



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www.facebook.com/bergencommunitycollege



Follow us on
Twitter @BergenCC



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at www.youtube.com/bergencommcollege



See us on **Instagram**
at
www.instagram.com/bergencec

