

# International Admission & Enrollment Check-list



Apply - FREE online OJC Application at [Apply to OJC](#).

Submit your documents to [international@ojc.edu](mailto:international@ojc.edu)

- Copy of Passport ID Page
- High School Transcripts (Graduation Date)
- Proof of English Language ability
- Proof of Financial Support

Once all documents are received, your application will be processed and you will receive your acceptance packet.

- Apply for your Student Visa!** Reach out to the U.S. Embassy nearest you to get detailed information about the visa process and the steps that you need to complete to get your visa.

**You are on your way to becoming a Rattler! Let's get enrolled!**

Log-in to your [MyOJC](#) portal at [www.ojc.edu](http://www.ojc.edu). The MyOJC icon is in the upper left corner.  
[STEP-BY-STEP INSTRUCTIONS](#)

Access to Navigate, starts from within the MyOJC, Portal. Just click on the Navigate icon from the dashboard; there is phone app, but let's start with the web.

- Take the Major Explore Survey in Navigate.** From the homepage, click on "My Major" on the left menu and Take the Major Explorer Survey at this link. Is your major in line with the results?
- Access your Degree Plan in Navigate.** Go to the Planning tab at the top of your screen. If you selected a major during the application process, the courses you need to complete will be on the left! This list will come in handy when creating your schedule.
- Book an Appointment with your Advisor.** You can schedule appointments through Navigate once you are in the U.S., until then, please use this [calendar](#) to schedule a WebEx or WhatsApp appointment for advising. **Make sure to select the time zone you are in or will be in for the meeting.** During this appointment you will be making your schedule. Take a look at your semester's [Course Schedule](#).
- Submit [Payment Agreement](#)**
- Submit a copy of the visa stamp in your passport.**

**Time to Plan for Your Arrival!**

- Submit Housing Application and pay \$100 deposit.** (Residence Hall Students Only)
- Submit Immunization Records.** Required - Proof of two MMR shots (Measles, Mumps & Rubella). Meningococcal or a [waiver form](#) is required for students living in the residence halls.
- Complete the [Intl Student Arrival Form](#).** If you would like to take advantage of the Int'l Relations transport from Denver Int'l Airport to Otero Junior College, you need to come by the dates and times requested by the Int'l Office. We will have a special orientation starting the prior to the start of classes. We will be going over important aspects of being an international student in American including academics, immigration, basic concerns and adjustment.
- Complete [OJC 101](#) an online New Student Orientation!** An introduction to OJC for all students to help you get the most out of your college experience. You need to complete OJC 101 and participate in the International Student Orientation.
- Purchase your Books at the [OJC Online Bookstore](#)**

**PACK YOUR BAGS!**