

Tulsa Community College

**International Student Admissions Packet
(New and Transfer F-1 Visa Students)**

2011-2012



**Tulsa Community College
International Student Services
3727 E Apache
Tulsa, OK 74115**

Phone: 1.918.595.7478

Fax: 1.918.595.8451

Email: iss@tulsacc.edu

Web: tulsacc.edu/iss

Welcome!

Thank you for applying to Tulsa Community College. Your application is very important to us. In order to have your application processed as quickly as possible please complete the enclosed application packet and submit it to the International Student Services Office before the following deadlines:

Deadlines for F-1 Applications from Outside the United States

Document Submission Deadline

July 1
November 1
April 1

First Semester of Enrollment

August (Fall Semester)
January (Spring Semester)
June (Summer Semester)

Deadlines for F-1 Transfer Applications Within the United States

Document Submission Deadline

August 1
December 15
May 28

First Semester of Enrollment

August (Fall Semester)
January (Spring Semester)
June (Summer Semester)

Once you have completed the application packet, mail it to:

International Student Services
Tulsa Community College
3727 East Apache
Tulsa, OK 74115

OR

A local contact who will be responsible for picking up the I-20 and mailing it to you

If you have any questions about this application packet please contact the International Student Services Office directly at:

(918) 595-7478 or iss@tulsacc.edu

Application Checklist

The following documentation must be provided BEFORE the International Student Services Office can process an I-20 so that the student can obtain an F-1 visa.

Date Submitted: _____ **Check if completed:**

1. Application for Admission form (see page 4) yes ___
2. Immigration Responsibilities Form (see page 6) yes ___
3. I-20 Application form (see page 7) yes ___
4. Proof of Financial Support for school and living expenses (see page 8) yes ___
5. English Proficiency Requirements (see page 9) yes ___
6. Completion of Secondary/High School Studies (see page 10) yes ___
7. Family Form (see page 11) yes ___
8. Local Contact in the U.S. who can help with application, housing, transportation, etc. & Passport Page Request (see page 12) yes ___

Transfer Students MUST also provide the following:

9. A copy of the F-1 visa, passport, current I-20 and I-94 card (For new F-1 students applying from outside the country, these are required AFTER you arrive in the U.S.) yes ___
10. Official transcripts from any schools attended in the U.S. yes ___
11. A transfer form completed by the student and the international student advisor from the previous school (see page 13) yes ___

Please complete this checklist to make sure that you have submitted all of the required documents. You should also make a note of the date you submitted the application. Any missing documents will cause a delay in application processing. Thank you and we hope to see you soon!

TC Application for Admission 2011-2012 www.tulsacc.edu

Before mailing: Please be sure you have: (1) answered all questions completely (2) signed and dated this application (3) verified your Social Security Number (4) ordered official copy of your transcript(s) reflecting credits completed to date.

1. Semester and Year of Entry Spring _____ Summer _____ Fall _____

2. Social Security Number _____
Provide Social Security Number initially - students will be assigned a college identification number.

3. Student's Full Legal Name
Last _____ First _____ Middle _____

4. Current Address
All TCC correspondence prior to the beginning of classes will be mailed here.
Street _____ City _____ State _____ Zip _____
Years at this address _____ Years in Oklahoma _____ County _____ Years in County _____

5. Current Phone _____ E-mail address _____
Area Code _____ Number _____

6. Student's Date of Birth _____ Place of Birth _____
Month _____ Day _____ Year _____ City _____ State _____ Country _____

7. Gender Male Female

8. Race/Ethnicity

• Do you consider yourself to be Hispanic or Latino?
 Yes No

If yes, which best describes your background? :

- Central America
- Cuba
- Mexico
- Puerto Rico
- South America (excluding Brazil)
- Spain
- Other _____

In addition, select one or more of the following racial categories to describe yourself:

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Pacific Islander
- White

Regardless of your answer to the prior question, please select one or more of the following groups in which you consider yourself to be a member:

• American Indian or Alaska Native (including all Original Peoples of the Americas)

Which best describes your background? :

- Alaska Native
- Chickasaw
- Chippewa
- Choctaw
- Cherokee
- Creek
- Navajo
- Sioux
- Other _____

Tribal Affiliation _____
Derived from: Mother _____ Father _____ Both _____

Are you Registered?

No Yes, please enter Registration number _____

• Asian (including Indian subcontinent and Philippines)

Which best describes your background? :

- China
- India
- Japan
- Korea
- Pakistan
- Philippines
- Vietnam
- Other East Asian _____
- Other Indian Subcontinent _____
- Other Southeast Asian _____

• Black or African American (including Africa and Caribbean)

Which best describes your background? :

- African American
- African
- Caribbean
- Other _____

• Native Hawaiian or Other Pacific Islander (Original Peoples)

Which best describes your background? :

- Guam
- Hawaii
- Samoa
- Other Pacific Islands (excluding Philippines) _____

• White (including Middle Eastern)

Which best describes your background? :

- European American
- European
- Middle East
- Other _____

9. Citizenship/Residency Are you an Oklahoma resident? Yes No If yes, list the Oklahoma County _____

If no, list state of residence _____

Are you on active military duty, or the dependent of someone on active duty, assigned to the state of Oklahoma? Yes No

Are you a citizen of the United States? Yes No if no, are you a Permanent Resident? Yes No

If yes, please include a photocopy of your Permanent Resident (Green Card) both front and back. (Original will be required)

Country of Birth _____

Is English your native language? Yes No If no, what is your native language? _____

10. International Applicants (applicants on visas or requesting an F-1 student visa)

Current Visa type _____ Country of Citizenship _____

Is English your native language? Yes No If no, what is your native language? _____

If no, have you taken the TOEFL? Yes No If yes, what was your score? _____

Please go to www.tulsacc.edu/iss for more information and to download the International Student Application. Or you may call the International Student Services Office at 918-595-7478.

11. Educational Goal Which college major do you plan to pursue? Indicate below desired college major or area of interest. (See lists pages 18-20)

Major name: _____ Major code: _____

My objective while attending Tulsa Community College is to:

- Complete a certificate program. Complete an associate degree. Not seeking a certificate or degree.

TCC receives federal funding for services to students with the following special characteristics. Please check all that apply.

- I will receive financial aid based on need I am a foster child I am a single parent with dependent children/child
 I am a displaced homemaker I have a documented physical, learning or mental disability I have limited English proficiency

Are you planning to receive financial aid? Yes No If yes, a major must be declared and transcripts provided. (optional)

Did either of your parents attend college? Mother Father Both Neither

Did either of your parents complete a four-year college degree? Mother Father Both Neither

12. All Applicants – Please fill out all information pertaining to your high school and/or career/vo-tech.

HIGH SCHOOL _____ DATE ATTENDED _____ From- To _____

CITY _____ STATE _____

CAREER / VO-TECH _____ DATE ATTENDED _____ From- To _____

CITY _____ STATE _____ Program: Adult High School

Are you a high school graduate? Yes No Actual or expected date of high school graduation _____

If no, do you have a GED? Yes No If yes, date awarded _____ (Submit a copy of your GED score report.)

13. Have you taken the ACT? Yes No If yes, when? _____ Were scores sent to TCC? Yes No

14. COLLEGE INFORMATION

List below all colleges attended or currently attending. You must submit official transcripts from EACH college attended, even if no credit was earned at the institution. If readmission, please indicate semester of last enrollment.

LIST ALL COLLEGES PREVIOUSLY ATTENDED IN ORDER OF MOST RECENT TO FIRST

College	Location (City/State)	Attended From	Attended To	GPA	Degree Received (Yes or No)
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

15. Employment

Employer: _____ Full time Part time

Employer Address: _____ City _____ State _____ Zip _____

Work phone: _____ Area Code _____ Number _____ Work email: _____

16. Expelled, Suspension or convicted of a Felony

Have you ever been suspended or expelled from any college or university? Yes No

Have you ever been convicted of a felony? Yes No

If yes, for either write a description of the circumstances and attach. include full legal name and SSN.

17. Next of Kin/Emergency Contact

Mr. Ms. _____ Last _____ First _____ Middle _____ Relationship _____

Street _____ City _____ State _____ Zip _____

Area Code _____ Number _____

REQUIRED SIGNATURE (All Applicants) **BY MY SIGNATURE BELOW, I:**

- Understand that withholding information requested or giving false information may make me ineligible for admission to, or continuation in, Tulsa Community College.
- Authorize any high school, university or college I have attended to furnish enrollment and/or grade information as may be requested by TCC. TCC is authorized to provide TCC enrollment or grades as requested by another school or college.
- If currently enrolled in high school or college, will furnish the College with final transcripts within two weeks of the end of the semester. Failure to do so may result in difficulty with academic advising, a delay in admission decision, financial aid packaging and, if provisionally admitted, an enrollment hold.
- Promise to fulfill all financial obligations to the institution which I may incur and will comply with all Board of Regents and institutional policies or standards.

ALL CREDENTIALS SUBMITTED IN SUPPORT OF THIS APPLICATION BECOME AND REMAIN THE PROPERTY OF TULSA COMMUNITY COLLEGE.

SIGNATURE _____

PRINT NAME HERE _____

DATE _____

Please review your application carefully to make sure all information is complete. An incomplete application will result in a delay of our admission decision. Return completed form to the "Attention" of any Admissions/Enrollment Services Office. See campus addresses on page 21.

Immigration Responsibilities Form

If admitted as a Full-time Student to Tulsa Community College, I agree to:

1. Maintain my F-1 visa status with respect to the U.S. Customs and Immigration Services (USCIS) regulations for the duration of my studies at TCC. This includes but is not limited to:
 - a. Attending the school whose I-20 I used to enter the U.S. for at least one semester.
 - b. Maintaining a full course of study, at least 12 credit hours, each fall and spring semester. I am not required to attend school in the summer unless it is the first semester listed on my I-20.
 - c. Notifying the International Student Services Office BEFORE I drop a class if dropping the class puts me below 12 credit hours.
 - d. Maintaining a valid passport for at least 6 months into the future.
 - e. NOT accepting off-campus employment unless I have permission from USCIS through the International Student Services Office on the Northeast Campus.
2. Notify the International Student Services Office within 10 days if I change my address or telephone number.
3. Carry my original I-20 with me at all times.
4. Attend an International Student Orientation as required by USCIS and the International Student Services Office at TCC.
5. Not use my F-1 visa student status to request changes to my grades.
6. Abide by TCC policies and procedures as they apply to student conduct and academic progress. (<http://www.tulsacc.edu/archive/misc/policies.pdf>)
7. Assume all responsibility for maintaining my immigration status, applying for benefits through USCIS in a timely manner, and notifying the International Student Services Office of any changes that may affect my immigration status.

With my signature below, I hereby certify that:

1. The information I have provided in the International Student Application is accurate and truthful to the best of my knowledge;
2. I understand that any misrepresentation or failure to submit official transcripts from previous or current secondary/high school, colleges and universities or ESL programs, may be cause for refusing or revoking admission; and that
3. I have read and understood the International Student Agreement.

Signature

Date

I-20 Application Form

Please print your **exact legal name as it appears on your passport**. All documents submitted must be in this name. If you are admitted, this name will appear on all permanent records at TCC.

Last/Family Name First Middle

Date of Birth: _____
 Month Day Year

City & Country of Birth: _____

Country of Current Citizenship: _____

Permanent address in your home country (Required)

Street: _____

City: _____

Province: _____ Country: _____

Postal Code: _____

E-mail Address: _____ Telephone: _____

Address where you plan to live in the United States

Street: _____ City: _____

Zip code: _____ Telephone: _____

Program of Study (Required)

List your major field of study that will appear on the I-20: _____
(Keep in mind that Nursing and other Allied Health majors require an additional application process once the student arrives in the U.S. and therefore admission to TCC does not guarantee admission to those programs.)

Passport Information

Country of origin: _____ Passport Number: _____

Passport Expiration Date: _____ (Must have at least 6 months remaining)

Proof of Financial Support

Your Last/Family Name

Your First Name

International students must submit official original documents that demonstrate the ability to pay for educational and living expenses for a minimum of one year.

Required funds: 2011-2012

All costs are approximate and subject to change without notice.

<u>Majors</u>	<u>Most Majors</u>		<u>Nursing and Allied Health</u>	
	Tuition/Fees	\$6,500	Tuition/Fees	\$8,500
	Living Expenses	\$10,890	Living Expenses	\$10,890
	Books/Transportation	<u>\$3,800</u>	Books/Transportation	<u>\$3,800</u>
		\$21,190		\$23,190

Additional Expenses for Dependents:

You must add an additional **\$5,000** if a spouse will accompany you. An additional **\$4,500** must be added for each child that will accompany you.

Required Documents

One of the following sources must be used to provide TCC International Student Services with your required financial documentation. Acceptable documentation cannot be more than six months old.

SOURCES	REQUIRED DOCUMENTS (Please ✓ the applicable box)
Student Funds (OR)	<input type="checkbox"/> 1. Personal bank statement or letter from the student's bank, on bank letterhead, listing the account balance. An acceptable statement may come from the student's personal checking or savings account.
Family, Friends (OR)	<input type="checkbox"/> 1. Sponsor must include a current and original bank statement from their personal checking or savings account. The statement must be printed clearly, and indicate the account holder's name, account number, and current account balance. (and) 2. Sponsor must also provide a letter referencing the bank statement, bank account information, and student of sponsorship. The letter must be signed and dated.
Sponsoring Agency	<input type="checkbox"/> 1. Official letter of sponsorship from a government agency that will be sponsoring the student with a scholarship.

English Proficiency Requirements

Your Last/Family Name

Your First Name

Please check the method you will use to indicate English Proficiency:

_____ 1. I graduated from an accredited U.S. high school and I will submit an official high school transcript with the graduation/completion date on it.

_____ 2. I have taken the TOEFL or IELTS and have made the following score:
TCC Paper-based TOEFL = 500 or above
Computer-based TOEFL = 173 or above
Internet-based TOEFL = 61 or above
IELTS = 6

See note about ordering a test score report.

_____ 3. I have taken the TOEFL or IELTS and have made the following score:
TCC Paper-based TOEFL = 460-499
Computer-based TOEFL = 140-172
Internet-based TOEFL = 48-60
IELTS = 5

Students in this score range will be enrolled in a 12-week Intensive English Program before they can study at the college level. **See note about ordering a test score report.**

_____ 4. I have taken college level classes at a U.S. college or university and I can transfer at least 24 hours of credit to Tulsa Community College.

_____ 5. I come from a country that uses English as the official/main language of communication. Students from countries that use English as the official/main language are NOT required to submit TOEFL / IELTS scores. However, proficiency testing once the student arrives may require the student to take English as a Second Language or developmental English classes. *Official transcripts verifying the completion of secondary education instructed in English are required.*

Note: TOEFL scores that are not from TCC must be sent directly from Educational Testing Service and cannot be more than 2 years old.

To order a test report from ETS, call:

609-771-7100. TCC's school code is **6839**. For IELTS, test scores should be mailed from the IELTS test administrator to the International Student Services address listed in this application.

Completion of Secondary/High School Studies

All International students who enter Tulsa Community College must provide documentation that they completed secondary school/high school. We do not require that your documentation be translated into English, however, if the documentation is not in English your application may be delayed in processing.

Different countries use different systems for recording completion of secondary school/high school. Some schools provide a transcript, others provide only national test scores, and others provide a certificate. The names of the documents may be different as well—from diploma to O Levels to BACC and many others.

The International Student Advisors use all available current information regarding the secondary school/high school requirements in your country in order to process your application. If the information is not available, you MAY be required to provide additional proof of completion of secondary school/high school studies.

Your Last/Family Name	Your First Name
What is the name of the Secondary School / High School you attended?	

Country: _____	Date Completed: _____
What documents have you included with this application to demonstrate that you have completed your secondary school/ high school requirements?	

(Note: Even though you may have completed some university study in your country, TCC still requires documentation that you completed your secondary school/high school studies. Although TCC is currently unable to accept any university credit that you may have earned outside the United States, many local universities in Tulsa can and do accept these credits. If you have already completed a number of credits toward your Bachelor's degree, you may want to have your transcript evaluated to find out if your credits may be applied to a degree here in the United States, and then complete any general education requirements at TCC.)

Family Form

Your Last/Family Name

Your First Name

Home Country Address: _____

City: _____ Country: _____

Check One:

_____ I will NOT bring a spouse (husband or wife) or children into the U.S. on an F-2 visa at this time.

_____ I WILL bring my spouse and/or children into the U.S. on an F-2 visa at this time. If so, please complete the following information:

Your Spouse's Information (Complete if they will enter the country on an F-2 visa)

Family/ Last Name: _____

First Name: _____

Date of Birth (Month/Day/ Year): _____

City of Birth: _____

Country of Birth: _____

Country of Citizenship: _____

Your Child's Information (Complete if they will enter the country on an F-2 visa)

Family/ Last Name: _____

First Name: _____

Date of Birth (Month/Day/ Year): _____

City of Birth: _____

Country of Birth: _____

Country of Citizenship: _____

Your Child's Information (Complete if they will enter the country on an F-2 visa)

Family/ Last Name: _____

First Name: _____

Date of Birth (Month/Day/ Year): _____

City of Birth: _____

Country of Birth: _____

Country of Citizenship: _____

Note: If you will bring more than two children with you, please make copies of this form. Each person you bring with you on the F-2 visa will need their own SEVIS I-20.

Local Contact

A local contact is someone who lives in or near Tulsa, Oklahoma who will be responsible for submitting your application and picking up your I-20. Your local contact will also help you locate housing once you arrive (TCC does not have dormitories or other housing) and will help you with banking, transportation, etc. If you are applying from overseas, you are required to have a local contact without exception.

Your Local Contact will be: Name: _____
Address: _____

Phone: _____
Email: _____

Local Contact's Signature: _____ Date: _____

Passport Photo Page Request

A photocopy of the ID page of your passport must be submitted with this application. The copy must be clear and reflect a current date of validity.





F-1 Student Transfer Form

International Student Services
Tulsa Community College
3727 E Apache, Tulsa, OK 74115
Phone: (918) 595-7478 • Fax: (918) 595-8451

Students who are transferring from another U.S. educational institution must complete and return this form (as well as official transcripts from the institution) to the address listed above.

► **To be completed by the transferring International Student:**

Name of student: _____ Country of citizenship: _____
SEVIS ID #: _____ Student's Phone: _____
Name of school you are transferring from: _____

"I give permission for my former school to release any information needed from my files"

Signature of Student

Date

► **To be completed by the international student advisor from the former institution:**

1. Visa Type (F-1, J-1, etc.) _____ 2. I-20 Program Expiration Date: _____

2. Is the student currently in legal status? Yes ____ No ____

3. Would the student be permitted to continue or return to your institution? Yes ____ No ____

If no, please explain : _____

4. Has the student ever been on disciplinary or academic probation or exhibited difficulties in other areas (English, financial, physical, psychological, etc.) ? If yes, please explain: _____

6. How was the student's minimum English Proficiency requirement satisfied?

TOEFL ____ English Studies ____ Other ____ Not Required ____

7. Was the student: Employed on campus? ____ CPT? ____ OPT? ____

► **SEVIS I-20 Release Date: Only release the SEVIS I-20 record to TCC's Northeast Campus (DAL214F13710000) after the admission of the student has been confirmed.**

Name of International Student Advisor

Name of Institution

Signature

Address of Institution

Date

Phone / Fax