

**Tulsa Community College**

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

**2016-2017**



**Tulsa Community College  
International Student Services  
3727 E Apache St. Rm S128  
Tulsa, OK 74115**

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**phone: +1 (918) 595-7478**

**email: [iss@tulsacc.edu](mailto:iss@tulsacc.edu)**

**web: [www.tulsacc.edu/iss](http://www.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 15

December 15

May 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 10

January 4

May 28

### First Semester of Enrollment

August (Fall Semester)

January (Spring Semester)

June (Summer Semester)

**Once you have completed the application packet, email it to:**

**[ISS@tulsacc.edu](mailto:ISS@tulsacc.edu)**

If you have any questions about this application packet please contact us.

# Application Checklist

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

**First time applicants must submit all 8 required documents**

**Date Submitted:** \_\_\_\_\_

Required documents	Please v if completed
1. Application for Admission to Tulsa Community College ( <a href="#">online</a> ) (separate from ISS admission)	<input type="checkbox"/>
2. Immigration Responsibilities Form (pg 4)	<input type="checkbox"/>
3. I-20 Application form (pg 5)	<input type="checkbox"/>
4. Proof of Financial Support for school and living expenses (pg 6)	<input type="checkbox"/>
5. English Proficiency Requirements (pg 7)	<input type="checkbox"/>
6. Completion of Secondary/High School Studies (pg 8)	<input type="checkbox"/>
7. Family Form (pg 9)	<input type="checkbox"/>
8. A copy of passport photo page (pg 10)	<input type="checkbox"/>
<b>Transfer Students MUST also provide the following</b>	
9. A copy of F-1 visa	<input type="checkbox"/>
10. A copy of current I-20	<input type="checkbox"/>
11. Official transcripts from any schools attended in the U.S.	<input type="checkbox"/>

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!

# 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.

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Signature

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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 (MM/DD/YYYY): \_\_\_\_\_

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 (if available)

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: 2016-2017**

**All costs are approximate and subject to change without notice.**

**Most Majors**

Tuition/Fees	\$7,848
Living Expenses	\$9,696
Books/Transportation	<u>\$1,380</u>
	<b>\$18,924</b>

**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 provided to TCC International Student Services. Acceptable documentation cannot be more than six months old, and funds must be in U.S. dollars.

SOURCES	REQUIRED DOCUMENTS
<b>Student Funds</b> (OR)	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.
<b>Family, Friends</b> (OR)	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.  <b>(AND)</b> 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.
<b>Sponsoring Agency</b>	1. Official letter of sponsorship from a government agency that will be sponsoring the student with a scholarship.

# English Proficiency Requirements

**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 date or completion date on it.  
(not required to submit TOEFL / IELTS scores)
2. I come from a country that uses English as the official language of communication.  
(not required to submit TOEFL / IELTS scores)

3. 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 = 5.5

**See note below about ordering a test score report.**

4. I have taken the TOEFL or IELTS and made less than the scores listed above.

**See note below about ordering a test score report.**

5. 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.

6. I will take the TOEFL test upon arrival at Tulsa Community College. I will arrive at least two weeks before the beginning of the semester so that I can take the TOEFL test and be eligible to enroll at Tulsa Community College. I understand that a TOEFL or IELTS score is mandatory for enrollment and attendance at TCC.

**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

**Please scan and email a copy of your high school transcripts or graduation test scores. We can work with a copy to create your I-20, but you will need to bring the original documents with you, when you first come to Tulsa, in order to be permitted to enroll at Tulsa Community College.**

We do not require that your documentation to be translated into English. The International Student Advisors use all available current information regarding the secondary school or 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 or high school studies.

\*Note: Although you may have completed some university study in your country, TCC still requires documentation that you completed your secondary school or high school studies.

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## Local Contact (if available)

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, we recommend you to have a local contact.

**Your Local Contact will be:** Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_



# 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 (MM/DD/YYYY): \_\_\_\_\_

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 (MM/DD/YYYY): \_\_\_\_\_

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 (MM/DD/YYYY): \_\_\_\_\_

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.**

# 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.



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## Semester (which you're applying to be admitted)

Check One:

- Fall Semester (August - December)
- Spring Semester (January - May)
- Summer Semester (June - July)

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## Admission Type

Check One:

- First time student (currently outside the U.S.)
- First time student (currently in the U.S.)
- Transfer from another institution in the U.S.