

# Tulsa Community College

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



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



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**Phone: 1.918.595.7478**

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

**Web: [tulsacc.edu/iss](http://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 10

### First Semester of Enrollment

August (Fall Semester)

January (Spring Semester)

## **Deadlines for F-1 Transfer Applications Within the United States**

### Document Submission Deadline

August 12

January 7

May 27

### First Semester of Enrollment

August (Fall Semester)

January (Spring Semester)

June (Summer Semester)

Submission deadlines are subject to change based on the visa wait times in each country. If it is deemed not reasonably possible for an international student to be able to navigate the visa process in time to arrive for the next semester, the student's application will be deferred.

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

**iss@tulsacc.edu**

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

Thank you for your interest in Tulsa Community College. Students can apply up to 120 days before the beginning of the semester. Please, fill this form out online, save and email a copy to [ISS@tulsacc.edu](mailto:ISS@tulsacc.edu). All fees and required documents are listed inside.

Your application will not be processed until we receive all of the required documents. All documents must be scanned and not photographed. No JPG or photographs will be accepted.

Our deadlines for applying to TCC are on the front of the application packet. These dates are for acceptance to a particular semester, and they are non-negotiable. However, we can receive and process documents at any time, and we will hold them until the semester for which the students are accepted and able to attend.

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Please check the box or boxes that apply to you:

- I am applying for the Fall Semester (August – December)
- I am applying for the Spring Semester (January – May)
- I am a transfer student and applying for the Summer Semester (June – July)
- I am transferring from another school in the U.S.

\*If you are transferring within the U.S., please give your U.S. address:

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Street Address	City	State	Zip Code	Telephone #
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# 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.

## **First Time Applicants: Students must complete all 8 requirements**

1. Application for Admission to Tulsa Community College (go online to <http://www.tulsacc.edu/programs-and-courses/admissions/apply-admissions/new-college>) Your official acceptance to TCC will come from the ISS Office. yes
2. Immigration Responsibilities Form yes
3. I-20 Application form yes
4. Family Form yes
5. Proof of Financial Support for school and living expenses yes
6. TOEFL or IELTS (For ESL speakers, only if you have taken them) yes
7. Completion of Secondary or High School and College Studies yes
8. Passport Page Request yes

## **Transfer Students MUST also provide the following:**

9. A copy of the F-1 visa, passport, and current I-20 yes   
(For new F-1 students applying from outside the country, these are required AFTER you arrive in the U.S.)
10. Official transcripts from any schools attended in the U.S. 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!

# Immigration Responsibilities Form

## Immigration Responsibilities Form, I agree to:

1. Maintain 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 was 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. Students are not required to attend school in the summer unless it is the first semester listed on the I-20.
  - c. Notifying the International Student Services Office BEFORE dropping a class if dropping the class puts the student below 12 credit hours.
  - d. Maintaining a valid passport for at least 6 months into the future.
  - e. NOT accepting off-campus employment unless permission is given 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.
8. Not be deportable for any reason.

**Please, check the box to show that you have read the above and understand it.**

# International Student Application

Last/Family Name    First    Middle                                  Date of Birth

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## **Permanent address in your home country (Required)**

Street: \_\_\_\_\_ City: \_\_\_\_\_  
Province: \_\_\_\_\_ Country: \_\_\_\_\_  
Postal Code: \_\_\_\_\_ E-mail Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_

## **Program of Study (Required)**

List your major field of study that will appear on the I-20: \_\_\_\_\_

## **Passport Information**

Country of origin: \_\_\_\_\_ Passport Number: \_\_\_\_\_  
Country of birth: \_\_\_\_\_ . Passport Expiration: \_\_\_\_\_ .  
Passport Expiration Date: \_\_\_\_\_ . **(Must have at least 6 months remaining)**

# Family Form

Last/Family Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

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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: \_\_\_\_\_.  
Gender: (male/female): \_\_\_\_\_.

## 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: \_\_\_\_\_.  
Gender: (male/female): \_\_\_\_\_.

## 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: \_\_\_\_\_.  
Gender: (male/female): \_\_\_\_\_.

**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.**

# Proof of Financial Support

International students must submit official original documents that demonstrate the ability to pay for educational and living expenses for a minimum of one year. The copy must be scanned, clear, and reflect a current date of validity. We cannot accept photographs/jpg documents.

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

**Most Majors**

Tuition/Fees	\$ 9,408
Living Expenses	\$11,763
Books/Transportation	<u>\$ 600</u>
	<b>\$ 21,771</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 used to provide TCC International Student Services with your required financial documentation. Acceptable documentation cannot be more than six months old at the time you present it in the embassy. For this reason, it should be no older than three months old when you send it to TCC.

SOURCES	REQUIRED DOCUMENTS
<b>Student Funds</b>  (OR)	<input type="checkbox"/> 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)	<input type="checkbox"/> 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. <u>Sponsor must also provide a letter referencing the bank statement, bank account information, and student of sponsorship. The letter must be signed and dated. The letter must say that the sponsor is willing to financially support the student while he/she attends TCC.</u>
<b>Sponsoring Agency</b>	<input type="checkbox"/> Official letter of sponsorship from a government agency that will be <i>sponsoring</i> the student with a scholarship.



# English Proficiency Requirements

- 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 = 5.5**See note about ordering a test score report.**
  
- 3. I have taken the TOEFL or IELTS and have made less than the scores listed in #2. **See note about ordering a test score report.**
  
- 4. I will arrive in Tulsa at least three weeks before the beginning of the semester so that I can take the TOEFL test before the semester begins.
  
- 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 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 and College Transcripts

All International students who enter Tulsa Community College must provide documentation that they completed secondary school/high school. You must also submit transcripts of any college classes which you have previously taken in any country other than the U.S. If you have attended high school or university in the U.S., you can have your institution submit these transcripts directly to TCC. They do not need to be evaluated by a third party.

To submit these documents, you must pay for your high school transcript and any college transcripts to be certified and translated, if appropriate, by a third-party organization that is a member of the National Association of Credential Evaluation Services ([www.naces.org](http://www.naces.org)). WES (World Education Services) at [www.wes.org](http://www.wes.org) is preferred. You must then have the transcripts submitted directly from the credential evaluation service to the TCC records department at [records@tulsacc.edu](mailto:records@tulsacc.edu) or Tulsa Community College Office of Records, 909 S. Boston Ave., Tulsa Ok 74119. For further information, please see TCC's webpage on [Requesting and Submitting Transcripts](#).

(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. TCC and many local universities in Tulsa can and do accept, at least, some foreign credits that have been evaluated by a third party credentialing service.)

# Passport Photo Page Request

A photocopy of the ID page of your passport must be submitted with this application. The copy must be scanned, clear, and reflect a current date of validity. We cannot accept photographs/jpg documents.

