



HOWARD COLLEGE

ADMISSIONS

Big Spring (432) 264-5000 • Lamesa (806) 872-2223 • San Angelo (325) 481-8300 • SWCID (432) 264-3700

Dear Prospective International Student:

We are pleased you are interested in enrolling at Howard College. Enclosed is the International Student Application packet. Almost all of the forms that are required for the application process are included in this packet, **with the exception of the Howard College Application for Admission**, which can be downloaded and printed at <http://www.howardcollege.edu/pdf/Registrar/HCAmissionsApp.pdf>.

International students applying to Howard College must complete the following checklist and **all items** listed below **must be submitted** to the International Student Advisor, (Howard College, 1001 Birdwell Lane, Big Spring, TX, 79720) before an I-20 will be issued. The entire application process must be completed according the **following application deadlines**:

Fall Semester:	May 15th
Spring Semester:	October 15th
Summer Session(s):	March 15th

- _____ Application for Admission to Howard College
- _____ \$50 **non-refundable** application fee (by check on **U.S. bank account**, or credit card)
- _____ Proof of English Proficiency: ACT, SAT, or TOEFL Scores
- _____ OFFICIAL copies of high school and college (if any) transcripts. (Refer to Transcripts section below for more information)
- _____ Financial Agreement – signed by student applicant AND parent/guardian or sponsor
- _____ Supporting Document for Proof of Income/Ability to Pay
- _____ Financial Statement – signed by student, parent, financial institution and a witness.
- _____ Financial Status Form
- _____ International Student Information Sheet
- _____ Conditions of Acceptance Agreement
- _____ Deposit of \$5,000 US dollars before the beginning of each semester you plan to attend. Thereafter, a minimum of \$5,000 US dollars must be on deposit before the start of each semester you plan to attend. **Deposit must be mailed to Howard College, Attn: Business Office, 1001 Birdwell Lane, Big Spring, TX 79720, along with the Payment Authorization form (p.13).**

We are pleased that you are considering Howard College! If you need any assistance with the application process, please contact me. Also, this information is available on our website www.howardcollege.edu.

TaNeal Richardson
District Registrar



Transcript Information

Submit official transcripts from schools previously attended, which includes all high school and colleges attended. Transcripts that are not written in English, must be translated to English. If you wish to have your college credit at previous schools considered for credit toward your degree at Howard College, the transcript must be evaluated by one of the approved agencies listed on the last page of this packet. **It is the student's responsibility to submit the information to the evaluator and pay the required fee.** Howard College will not consider transfer credit until the evaluated transcript has been received directly from the evaluation agency.

Proof of English Proficiency: All international students are required to show English proficiency in order to study at Howard College/SWCD.

Howard College students may accomplish this by: 1) taking the Test of English as a Foreign Language (TOEFL) with minimum passing scores listed below; 2) submit a composite score of 17 or higher on the American College Test (ACT); 3) submit a combined score of 1230 on the Scholastic Assessment Test (SAT) 4) show certificate of completion from an English as a Second Language (ESL) program; or 5) show citizenship from a home country where English is the native language.

An official copy of scores on the TOEFL must be received directly from the Educational Testing Service (ETS). No score below 500 (paper based version), 173 (computer based version) or 61 (internet based version) on the TOEFL will be accepted as a minimum passing score. Information about the TOEFL exam may be obtained from the Educational Testing Service, Box 899, Princeton, NJ 08540, U.S.A. The website address is www.toefl.com. Howard College/SWCD will pay for the TOEFL exam for those students receiving a scholarship from Howard College that have a signed Letter of Intent and/or a signed Howard College/SWCD scholarship on file with the Howard College International Student Coordinator. The Howard College/SWCD scholarship must be an award of \$500 or more a semester/\$1000 for the academic term. All other scholarships limits apply.

Required Placement Testing (Upon Acceptance of Admission and before enrolling in classes)

Upon admission acceptance, students seeking a college degree of higher learning in the state of Texas are required to test for proficiency in reading, writing and math skills before enrolling in college-level courses. The TSI Assessment is a state-approved placement test that is available for students to take during regular office hours on campus, once you arrive. Unless a student is exempt from this test, registration for classes will not be allowed until the placement test is taken. A student who meets one of the following criteria will be exempt from placement testing:

- SAT Exam – combined score of 1070, with a minimum of 500 in math and/or English.
- ACT Exam – composite score of 23 with a minimum of 19 on the English and math sections.
- Has been awarded an associate or baccalaureate degree from an institution of higher education.
- A student who transfers from another accredited U.S. institution of higher education and has satisfactorily completed college-level coursework (grade of C or higher) as determined by the receiving institution. The college transcript must be evaluated by an academic advisor to establish sufficient coursework for exemption.



Placement Testing - Continued

If a student is not exempt from the placement exam and does not meet the minimum required score in reading, writing and math portions of the TSI Assessment, he/she will be required to take the college preparatory classes assigned in the area(s) of deficiency. The college preparatory courses must be completed with a C or higher before college-level courses in the area(s) can be taken. The student can retake the placement test at the end of a semester to attempt a passing score to be able to take the college-level courses the following semester. The cost for the TSI Assessment is \$10 per subject area.

Financial Documents

All three of the following documents showing proof of financial support must be submitted **IN FULL**, complete with the required signatures indicated **AND** required supporting documents. This would include proof of income from the person responsible for the financial support (parent/guardian or sponsor, etc.). Proof of income can come in the form of a notarized letter from an employer stating total annual income (in US dollars), or a recent certified bank statement from a financial institution (no older than two months). The application **will be denied** if these documents are not submitted with complete information, required signatures and required supporting documents:

- Financial Agreement – attach proof of income
- Financial Status Form
- Financial Statement

Bacterial Meningitis Vaccination Requirements

The 82nd Texas Legislature approved Senate Bill 1107, which requires all students entering a public, private, or independent institution of higher education in Texas as of January 2012 and thereafter to provide documentation that they have had a meningococcal (bacterial meningitis) vaccine or “booster” dose- **within the last five years and at least 10 days prior to the first day of class**

The meningitis vaccination requirement applies to:

- All first time students at Howard College/SWCD
- All students who are transferring from any institution of higher education to Howard College/SWCD
- All students who previously attended Howard College/SWCD, and who are enrolling following a break in enrollment of at least one fall or spring semester. (Students who complete a spring semester at HC/SWCD, are not enrolled for the summer at HC/SWCD, and who return in the fall are considered “continuing students” and are not included in this requirement.)

Students **EXEMPT** from this requirement:

- You will be age **22** or older on the first day of classes of the semester in which you are enrolling at HC/SWCD
- Students who present an affidavit signed by a licensed physician stating that the vaccination would be injurious to the health or well-being of the student.
- Students who decline the vaccine due to reasons of conscience, including a religious belief. **For students age 18 or older and NOT living in on-campus housing:** before you will be allowed to register for classes, Howard College/SWCD must receive a completed, notarized “Exemption from Immunizations for Bacterial



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Meningitis for Reasons of Conscience” Affidavit. Visit the Texas Higher Education Coordinating Board webpage at <http://www.theccb.state.tx.us/reports/PDF/2554.PDF?CFID=20379104&CFTOKEN=47730119> to print the affidavit. **For students under age 18 or living in on-campus housing:** The official Texas Department of State Health Services (DSHS) form must be used. This form is available at <https://webds.dshs.state.tx.us/immco/default.aspx>. The form must be completed, notarized and provided to Howard College. Please allow 7 to 10 business days for delivery from DSHS. More information can be found at <https://www.dshs.state.tx.us/immunize/school/default.shtm#exclusions>.

Acceptable documentation to prove that you have met the meningococcal vaccine requirement

- The signature or stamp of a physician or his/her designee or public health personnel on a form that shows the month, day and year of your most recent meningococcal vaccination or booster dose;
- an official immunization record generated from a state or local health authority that includes the same information as above; or
- an official record received from school officials, including a record from another state that includes the same information as above.

Housing Requirements

International students are required to live on campus, unless an alternate living arrangement has been approved by the Dean of Students. Upon acceptance of admission, the student will be required to submit a dorm deposit of \$100. Information on who to contact to reserve a dorm room will be provided with the acceptance letter sent by e-mail. **Per Texas State Law, students living in the residence halls must show proof of Bacterial Meningitis vaccination that is no more than 5 years old, before being allowed to move into the residence halls. If proof is not provided upon arrival on campus, the student will be required to house in a local motel or make other living arrangements (at the student’s expense) for a total of 10 days AFTER the vaccination has been administered and before being allowed to move in the residence hall.**

Medical Emergency/Evacuation Insurance

All international students are encouraged to have medical and accident insurance coverage that includes medical evacuation, repatriation of remains, and a deductible of less than US \$500 during their studies at Howard College. It is highly recommended that the student participate in a Student Accident and Sickness Insurance Plan to help cover any unexpected medical expenses. Howard College will not be responsible for any existing medical conditions or out-of-pocket medical expenses incurred by the student, unless the medical cost is within guidelines of any scholarship contract between the student and Howard College. It is also highly recommended that a student obtain medical evacuation coverage. Although this coverage is not required for admission, **Howard College relinquishes any/all responsibility for travel expenses due to medical emergency/evacuation.**

SEVIS/VISA/I-20 Information

Upon receipt of the required documents outlined above, Howard College will review the applicant’s admission information and evaluate it for authenticity. When admission is granted, an acceptance letter, Form I-20 and information on securing a dorm room will be sent to the student through regular postal service. If a student wishes to have the information sent by a more expedient/tracking method (Federal Express, etc.), shipping cost will be incurred by the student.



Estimated Cost Outline

The following cost outline will give an incoming student an approximate idea of the cost for tuition/fees/room/board per semester at Howard College. These rates are subject to change at any time. The international student will also need to allow further expenses on books, supplies, personal items, entertainment, etc.

Tuition

The tuition rate for non-Texas residents/international students enrolled is a minimum of \$200 base fee per semester, PLUS \$159/semester hour each semester. All international students are required by immigration to be enrolled full-time, which means you must be enrolled and maintain an enrollment of at least 12 semester hours. A breakdown of sample charges is provided below:

<u>Hours Enrolled</u>	<u>Tuition</u>	<u>FIXED Fees</u>	<u>Est. Total</u>
15	\$2585.00	\$125.00	\$2710.00
14	\$2426.00	\$125.00	\$2551.00
13	\$2267.00	\$125.00	\$2392.00
12	\$2108.00	\$125.00	\$2233.00

Fixed Fees

Fixed fees include a building use fee of \$80.00, and a student services fee of \$45.00.

Lab Fees

Lab fees vary with the different areas of study. Lab fees usually run from \$8.00 to \$80.00 per lab course, depending on the nature of the course. This fee is only incurred when a student takes a course with a lab. Course lab fees for each lab course are listed in the HC Catalog.

Room and Board

The charge for housing and meals (room/board) for each semester is \$2520.00. Each student is also required to make a housing deposit of \$100.00 to secure space in the residence hall. A payment plan is available as an option for room and board. A valid US checking account, US savings account, credit card, or debit card is required for payment plans. A fee of \$30 will be charged for payments returned due to insufficient funds. When choosing the payment plan, a (one-time) \$25.00 service charge will be added to the following charges:

Payment Plan for Room and Board

1st payment due at registration - \$1260.00

2nd payment due October 1 in fall semester; March 1 in spring semester - \$630.00

3rd payment due November 1 in fall semester; April 1 in spring semester - \$630.00



FINANCIAL AGREEMENT

A letter from an employer or other proof of annual income MUST be attached to this agreement

I, _____
Student's Last Name First M.I.

certify that I have provided an official document/letter from my parent/guardian/sponsor's employer or other valid source, showing proof of income and the amount available to me while enrolled in Howard College. Such document is attached.

Additional conditions of this agreement:

- It will be the responsibility of the student and parent/guardian/sponsor to pay all additional expenses, above and beyond the cost of education, to include all travel, personal items, entertainment, etc.
■ It is the sole responsibility of the international student to be covered by medical evacuation insurance.
■ All international students are required to live in the dormitory if space is available; unless waived by the Dean of Students.
■ The international student will abide by all regulations set forth in the HC College Catalog and HC Student Handbook.
■ The international student understands that employment off-campus is prohibited and can only work 20 hours per week on-campus, IF employment is available.
■ The international student understands that any and all financial transactions with Howard College will be conducted in U.S. currency ONLY.
■ The international student understands that \$5,000.00 must be paid in full before the beginning of each semester they plan to attend.

Student Date

Parent/Guardian or Sponsor Date

PRINTED name of Student

PRINTED name of Parent/Guardian/Sponsor



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STATEMENT OF FINANCIAL STATUS

The school estimates the student’s average 9-month cost of living to be as follows. These figures are based on enrollment of 15 hours/semester for Fall/Spring semesters. Additional cost will be required of the student chooses to take courses in the summer semesters and/or lives off-campus.

Tuition and Fees:	\$5,420.00
Room & Board Cost	\$5,040.00
Books & Supplies (ESTIMATE)	\$1,500.00
Miscellaneous/Personal Expenses	<u>\$2,000.00</u>

Approximate Total for 9 months \$13,960.00

Student’s Statement of Financial Status:

The following means of support, estimated on a 9-month basis, will be provided by the sources indicated for the duration of my enrollment at Howard College:

Personal Funds (from student) \$ _____
 Funds from Family/Sponsor \$ _____
 Funds from Other Source \$ _____

Type of Other Source: _____

Responsible Party for Other Source: _____

PRINT LEGIBLY

The Financial Statement Form MUST be completed for evidence of ability to provide supporting funds. Funds should equal or exceed the cost of education and living expenses, currently estimated at approximately \$13,000.00 US Dollars per academic year (9 month period).

I understand that the information submitted herein will be relied upon by college officials to determine my status for admissions. I authorize the college to verify the information I have provided. I certify that the information provided is complete and correct and understand that the submission of false information is grounds for rejection of my application, or dismissal from enrollment, if discovered at any time.

Student’s Signature

Date



FINANCIAL STATEMENT

Immigration regulations require non-immigrant students to verify that funds will be available to pay for all costs of education, living and other personal expenses, while studying in the U.S. Students must NOT rely on extra income from part-time employment to help with cost of education. International students are reminded that they are not authorized to obtain employment off-campus, unless an Employment Authorization Document has been awarded by U.S. Department of Immigration. The school DSO will not recommend an EAD for any student who does not provide valid proof that an unexpected and mitigating circumstance has occurred that has caused an economic hardship. International students are allowed to work ON-campus, if employment is available, for a maximum of 20 hours/week while school is in session; and 40 hours/week during a holiday or summer break.

PART I. Financial Statement of International Student

I, _____ do hereby certify that:

Name (PRINT)

- I will have a **minimum** of \$13,000 in U.S. currency available to me for each academic year (nine months) while I am pursuing a degree at Howard College, plus adequate funds for travel to and from the United States.
- In addition to having adequate funds for my own expenses, I will also have sufficient funds to cover living and travel expenses for any dependents who accompany me.
- If I remain in the United States during the summer months, I will have a minimum of \$8,082 in U.S. currency available for the cost of education and residence hall. Meals are not provided in the summer months as part of the residence hall cost.
- These funds can and will be provided during my entire duration of studies by the individual noted in Part II.
- I must make arrangements to have \$5000.00 transferred to the U.S. prior to the issuance of an I-20 form.

Student's Signature

Date



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PART II. Financial Statement of Responsible Party for Payment (Self, Parent/Guardian/Sponsor)

I, _____, do hereby certify that I am the responsible person for all expenses incurred by the above applicant, while studying at Howard College. I am employed by _____, and **a statement of annual income is provided in Part III to prove that I can provide the funds needed in accordance with the stipulations stated above.**

Signature

Date

Relationship to the Student

Signature of Witness (NOT related to student)

PART III. Statement of Proof of Income by Financial Institution

I hereby certify that our records indicate that the responsible party named in Part II is capable of meeting all expenses incurred by the international student applicant and any accompanying dependent as noted in Part I of this form. By signing below, I understand that I am not liable nor is the bank/financial institution that I represent, in this matter.

PLEASE PRINT:

Name of Bank Official

Occupation/Title

Mailing Address:

Name of Financial Institution

Signature

Date

Email Address/Phone #



CONDITIONS OF ACCEPTANCE AGREEMENT

International students who are applying for admission at Howard College with an F-1 or F-2 visa must abide by the college policies as well as the U.S. Citizenship and Immigration Service rules. It is the student's responsibility to know and abide by these regulations set forth in this agreement. Violation of any of the following rules can result in possible withdrawal from classes and removal from the U.S. The rules outlined below are mandated by Howard College. All other rules/regulations of an F-1/F-2 visa are the responsibility of the student visa holder.

Read each statement and indicate that you agree with the condition by providing your initials in the space provided.

1. Upon arrival on campus for my first semester, I must report to the International Student Advisor within 7 business days of the program start date indicated on the Form I-20. ____ I agree
2. For each semester for the duration of my enrollment at Howard College. I must maintain a full-time course load of at least 12 semester hours, unless I have received authorization to enroll below full-time by the International Student Advisor. Such authorization must be granted **BEFORE** I register. I understand I am also required to maintain satisfactory academic progress with a cumulative GPA of 2.0 or higher ____ I agree
3. As an F-1 visa holder, I am limited to only part-time employment **ON** campus and must receive permission from the International Student Advisor **before** obtaining such employment. ____ I agree
4. I must notify the International Student Advisor within 10 days of any name or address change that occurs for me and/or my dependents. I also understand it is my responsibility to notify USCIS of such change also within 10 days, by submitting form AR-11 found on their website: www.immigration.gov ____ I agree
5. If I plan to travel outside of U.S. and plan to re-enter, I must have a signature of authorization from the International Student Advisor on page 3 of my I-20 before leaving the U.S. I understand this is **MY** responsibility to obtain this signature. I understand a copy of my travel itinerary must be presented for signature **EACH** time I travel across U.S. borders ____ I agree
6. If I plan to remain enrolled past my completion date indicated on the I-20, due to academic circumstances, I must receive authorization from the International Student Advisor at least **30 days BEFORE** the completion date on the I-20. ____ I agree



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- 7. I understand that upon completion of my program at HC, I am required to depart the U.S. within 60 days of my completion date, unless I have been accepted to another U.S. institution as a transfer student. ____ I agree

- 8. I understand that if I plan to transfer to another institution, it is solely MY RESPONSIBILITY to notify the International Student Advisor and present a transfer form from the receiving institution. I also understand that failure to begin the transfer process within or before my 60-day grace period after completion date could result in F-1 “completion” status . ____ I agree

- 9. I understand it is my responsibility to keep my passport valid and keep the I-94 and original copy of the I-20 in my possession and secured at all times. ____ I agree

- 10. I understand it is my responsibility to maintain current knowledge on all Federal regulations regarding my F-1/F-2 visa. ____ I agree

- 11. I understand that I am solely responsible for all expenses incurred in the event of a medical emergency, including travel, regardless of my decision to purchase medical evacuation insurance. Howard College is not responsible for medical expenses, unless stipulated in another contract. ____ I agree

- 12. I understand that I am responsible for all financial debts incurred by my enrollment at Howard College and full payment is due by the end of each semester. Any outstanding balance from a semester will prevent me from being able to register for the following semester, or transfer of my I-20 to another U.S. institution, ____ I agree

I acknowledge that I understand all of the statements above and agree to their conditions by indicating with my initials. I further understand that any deviation from this agreement will be cause for notification to USCIS for appropriate action and possible withdrawal from classes. Howard College will not be responsible for any case of expulsion from the U.S. deemed mandatory by USCIS.

Student’s Signature

Date



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PAYMENT AUTHORIZATION FORM **(for use of Pre-Payment by Major Credit Card OR check)**

NOTICE: SWCD/Howard College only accepts major credit card or cashier's check drawn from a U.S. bank for payment of international student admissions. Per Texas law and school policy, this form will be shredded after payment has been received.

I authorize SWCD/Howard College to collect funds in the amount of _____ to be used towards:

_____ \$50 **non-refundable** application fee AND/OR

_____ \$5,000 deposit to be paid in advance of the semester the student plans to attend.

Please charge the following credit card account.

Visa _____ MasterCard _____ American Express _____ Discover _____

Card Number: _____

Name as it appears on the card: _____

Expiration Date: _____ Security Code: _____

Signature of Authorization: _____

This section must be completed regardless of payment method:

Student's full name: _____

Mailing Address: _____

Date of Birth: _____ Expected start date: _____



LIST OF APPROVED TRANSCRIPT EVALUATORS

The student is responsible for fees charged for transcript evaluations. Fee costs vary between agencies and information on cost can be provided by calling the phone number indicated.

FOREIGN CREDENTIALS SERVICE OF AMERICA

1910 Justin Lane
Austin, TX 78757-2411
(512) 459-8428

WORLD EDUCATION SERVICES, INC.

P.O. Box 75
Old Chelsea Station
New York, NY 10113-0745
(212) 966-6311

EDUCATIONAL CREDENTIAL EVALUATORS, INC.

P.O. Box 92970
Milwaukee, WI 53202-0970
(414) 289-3400

TRANSCRIPT RESEARCH

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Dallas, TX 75243-8262
(214) 810-1124