



HOWARD COLLEGE

SAN ANGELO • STUDENT RECORDS

3501 North US Highway 67 • San Angelo, Texas 76905 • 325-481-8356 • Fax 325-481-8361

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/HCA admissionsApp.pdf>

International students making application to Howard College must complete the following procedures and **all items** listed below **must be submitted** in order to receive an I-20. The entire application process must be completed according the **following application deadline dates**:

Fall Semester:	June 15 th
Spring Semester:	October 15 th
Summer I Session:	April 15 th
Summer II Session:	May 15 th

To be considered for admission, complete (with signatures) in full and submit the following documents to the Associate Director of Admissions/Registrar, Howard College, 3501 North US Hwy 67, San Angelo, TX 76905:

- _____ Application for Admission to Howard College
- _____ \$50 **non-refundable** application fee (by check on **U.S. bank account**, or credit card)
- _____ \$5000.00 for tuitions and fees paid before each semester
- _____ Copy of TOEFL scores (if required - refer to TOEFL section below)
- _____ 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.
- _____ Statement of Financial Status Form
- _____ International Student Information Sheet
- _____ Conditions of Acceptance Agreement

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.



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TOEFL (Test of English as a Foreign Language)

All international students are required to take the Test of English as a Foreign Language (TOEFL), EXCEPT for the following conditions:

- those students who come from a country that is established as an English-speaking country.
- A score of 17 or higher in the English section of the American College Test (ACT)
- A score of 430 or higher on the verbal section of the Scholastic Assessment Test (SAT I)

An official copy of the TOEFL scores must be received directly from the Educational Testing Service (ETS). An international student MUST meet one of the minimum scores to be accepted for admission:

- 500 – paper-based version
- 173 – computer-based version
- 61 – internet-based version

Information about the TOEFL exam may be obtained from the Educational Testing Service at

www.toefl.com

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, English and college-level Math skills before enrolling in college-level courses. The “Texas Success Initiative (TSI)” 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 in verbal and math of 1070, with a minimum of 500 in each section.
- 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) in English, Reading intensive courses, and Mathematics. The college transcript must be evaluated by an academic advisor to establish sufficient coursework for exemption.

If a student is not exempt from the placement exam and does not meet the minimum required score in Reading, English and Math portions of the TSI, 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 is \$36.00 for the initial test and \$12/section for any retest.

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); a recent certified bank statement from a financial institution, or a recent paycheck stub with amount translated into US dollars. 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 Statement
- Financial Status Form

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
- All students who are transferring from any institution of higher education to Howard College
- All students who previously attended Howard College, 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, are not enrolled for the summer at HC, 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 30 or older on the first day of classes of the semester in which you are enrolling at HC
- Currently enrolled Howard College students
- You will be enrolled only in online or distance education courses. (A completed, signed and dated copy of HC’s Bacterial Meningitis Exemption Form is required to request this exemption.)
- 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:** before you will be allowed to register for classes, Howard College must receive a completed, notarized “Exemption from Immunizations for Bacterial Meningitis for Reasons of Conscience” Affidavit. Visit the Texas Higher Education Coordinating Board webpage at <http://www.theceb.state.tx.us/reports/PDF/2554.PDF?CFID=20379104&CFTOKEN=47730119> to print the affidavit. **For students under age 18:** 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>



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- Students enrolled in a dual credit course which is taught at a public or private K-12 facility not located on a higher education institution campus.
- Continuing Educations students attending courses or programs that are less than 360 contact hours
- Students incarcerated in a Texas prison.

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.

Medical Emergency/Evacuation Insurance

All international students are required 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. Howard College makes such coverage available for purchase by international students upon their arrival at HC. Howard College will consider waiving the college contracted plan if the student submits proof of insurance coverage, documented in English, which meets the requirements described above. 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 and the Form I-20 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.

We are pleased you are considering Howard College as your place of training! If you need any assistance with the application process, please contact me. Also, the same information included in this packet is provided online at our website www.howardcollege.edu.

Oflia Gomez

Associate Director of Admissions/Registrar

ogomez@howardcollege.edu

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Estimated Cost Outline

The following cost outline will give an incoming student an approximate idea of the cost for tuition/fees 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:

<u>Hours Enrolled</u>	<u>Tuition</u>	<u>FIXED Fees</u>
15	\$2,830.00	\$245.00
14	\$2,671.00	\$245.00
13	\$2,512.00	\$245.00
12	\$2,353.00	\$245.00

Fixed Fees

Fixed fees include a building use fee of \$200.00, 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.



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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:	\$5,660.00
Room & Board Cost (ESTIMATE)	\$5,180.00
Books & Supplies (ESTIMATE)	\$2,500.00
Miscellaneous/Personal Expenses	<u>\$3,000.00</u>

Approximate Total for 9 months \$16,340.00

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 \$16,340.00 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 ground 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 \$16,340. 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 \$13,438 in U.S. currency available for the cost of education.
- These funds can and will be provided during my entire duration of studies by the individual noted in Part II.
- I can make the arrangements to have the necessary funds transferred to the U.S. and be available to me prior to or on the day of registration each semester. (Please note that there is a service charge for use of a credit card).

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 2 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



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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

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, to include 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 INFORMATION (for use of Pre-Payment by Major Credit Card)

(For Payment of \$50.00 Application Fee, Pre-Registration of Tuition/Fees; Room/Board)

NOTICE: 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 Howard College to collect funds in the amount of _____ for the purpose of
_____ from the following credit card account.

Visa _____ MasterCard _____ American Express _____

Card Number: _____

Name as it appears on the Card: _____

Expiration Date: _____ Security Code: _____

Signature of Authorization: _____



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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