REQUIREMENTS FOR INTERNATIONAL ADMISSION

Thank you for your interest in Galveston College (GC). Please complete and return the I-20 request form along with the other required items as early as possible to ensure enrollment for the semester in which you are applying. Read the following information and follow all instructions carefully and completely.

APPLICATION DEALINES

SPRING…………………….October 30
FALL………………………..July 14

All the information listed must be submitted as a complete packet, with the exception of transcripts and evaluation. Information for these documents being sent later must be noted on the Check List. The Check List allows the insert of date information needed for documents that can be sent directly from an Agency or Institution to GC and is not required to be submitted with your application packet. The application packet and outside documents should be submitted to: Admissions & Records/ International Admissions, 4015 Ave Q, Galveston, TX 77550.

1. I-20 REQUEST FORM
The I-20 Request Form is included in the packet and also can be found in our Forms Gallery. This form will assist us with the information needed by SEVIS to generate the I-20 form. An I-20 is the document generated for a student to show the U.S. Embassy or Consulate and Customs that you have been accepted to our institution.

2. $200 APPLICATION (non-refundable)
There is a non-refundable application fee of U.S. $200.00. Payment is required with your I-20 REQUEST FORM, the payment can be paid by check or money order or major credit card (MasterCard, Visa, American Express, and Discover). Payments cannot be made via draft or wire transfer.

3. STATEMENT OF UNDERSTANDING
The Statement of Understanding is a contract between the student and GC. By signing this, the student is agreeing to comply with the items stipulated in the Statement of Understanding. Take time to thoroughly read what you are signing, as you will be held accountable.

4. ENGLISH LANGUAGE PROFICIENCY
TOEFL (TEST OF ENGLISH AS A FOREIGN LANGUAGE) is the only exam accepted to satisfy the English Language Proficiency requirements. For information on the where the TOEFL test is be taken in your area, exam dates, and score reporting, visit the TOEFL website at www.toefl.org . GC’s code for the TOEFL is 6255, this code ensures that the scores will be sent directly to GC. Your test fee includes 4 free official TOEFL reports, so please make sure that you submit the GC code when registering for the TOEFL. If you request the scores to be sent after you test, there will be additional charges. Scores received directly from the TOEFL testing site are considered official or must be submitted with your packet in a sealed envelope from the TOEFL testing center. Downloaded PDF Scores Reports will not be accepted as official.

EXEMPTIONS:
For Students whose native language is English are exempt from the TOEFL exam. The following countries/regions are exempt from the TOEFL exam:

Australia, the Bahamas, Belize, Bermuda, the British Isles, Cameroon, English-speaking Canadian provinces, the Cayman Islands, the Fiji Island, Gambia, Ghana, Guyana, Jamaica, Kenya, Liberia, Malta, Nauru, New Zealand, Nigeria, Sierra Leone, the Solomon Islands, South Africa, Sri Lanka, Tanzania, Tobago, Trinidad, United Kingdom, the Virgin Islands, the West Indies, Zambia, and Zimbabwe.

5. TRANSCRIPT(S)
Official transcripts or certified transcripts are required to be submitted as well as an official evaluation from one of our approved agencies for schooling outside the U.S.
-Requirements for transcripts outside the U.S.

If you have not completed the equivalent of an associate degree or higher
- we require your official transcript or certified copy of your high school and all colleges that you have attended.

If you have completed an equivalent of an associate degree or higher
- then we only require the official transcript or certified copy of each college or university that you attended.

-Requirements for transcripts within the U.S.

Have official transcripts sent directly from the institution(s) or you may submit official transcript with your application packet as long as they are submitted in the sealed envelope from the issuing institution.

6. EVALUATION OF TRANSCRIPT(S)

All foreign transcripts must be evaluated by one of our approved agencies, we accept evaluation from any member of NACES (www.naces.org). Please review our recommended agencies on the International Page of our website. The only waiver or exception for submitting an evaluation of a transcript are for High School transcripts from Canada with the exception of the Quebec Province.

GC requires only a General Document-by-Document Evaluation, We are looking for the U.S. equivalency of your credential and verification of the authenticity of your documents. Your evaluation must be sent directly to GC from the agency or in a sealed envelope from the agency if delivered with your application packet.

7. CONFIRMATION OF FINANCIAL SUPPORT

This is a signed statement from the student indicating the awareness of all financial obligations required before and throughout enrollment at GC. The form will also give the name of your Sponsor(s), each Sponsor will need to submit a

Sponsor Statement and required Supporting Documentation.

Students who are receiving an athletic scholarship are required to show proof of financial resources for all tuition/fees not covered by the scholarship. A copy of the Scholarship Contract must be submitted along with the Confirmation of Financial Support.

Students who are supporting their own financial obligations are required to submit a Letter from the Bank showing the balance of the full two-year cost of $29,200 (+additional family member cost that applies. Please review requirements for information needed on the Letter From The Bank.

8. SPONSOR STATEMENT

This is a signed statement from the Sponsor indicating their willingness to assist in covering any or all cost related to and throughout the duration of the student’s enrollment at GC. Supporting Documentation is required for sponsors assisting with monetary support.

9. SPONSOR SUPPORTING DOCUMENTATION

Before being accepted, GC must receive documentation from the Sponsor showing that they have sufficient income or financial resources to assure that the sponsored student will not become a public charge while in the United States. Failure to provide evidence of sufficient income or financial resources may result in the denial of the prospective student’s application for a visa or his or her removal from the United States.

-LETTER FROM THE BANK

Statement from an officer of the bank or other financial institutions with deposits, identifying the following details regarding the account:
   a. Date account opened;
   b. Total amount deposited for the past year; and
   c. Present balance

-LETTER FROM EMPLOYER

Statement(s) from your employer on business stationery showing:
   a. Date and nature of employment;
   b. Salary paid; and
   c. Whether the position is temporary or permanent.

“How Much Money Does My Financial Document Need to Show?”

Most of our International Students are either here with family members or on an Athletic Scholarship, therefore, we do not require a said specific amount. We are looking for enough readily allotted funds to assist in your initial tuition/fee cost and your initial start-up for your cost of living. The more funds your financial document shows to support your attendance the more likely you are to be approved for admissions and for a visa.

**ALL APPLICATIONS AND DOCUMENTS RECEIVED WILL BE HELD FOR ONE YEAR, AFTER WHICH A NEW APPLICATION WILL BE RESUBMITTED**
## I-20 REQUEST FORM

**Please Print clearly**

<table>
<thead>
<tr>
<th>Type of Application</th>
<th>GCID#__________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overseas (Students not in the U.S. without an F-1 visa)</td>
<td></td>
</tr>
<tr>
<td>U.S. Transfer (Students currently in the U.S. with an F-1 visa)</td>
<td></td>
</tr>
<tr>
<td>- Current Institution attending ___________________________</td>
<td></td>
</tr>
<tr>
<td>- Change of Status (Students currently in the U.S. with a visa other than F-1)</td>
<td></td>
</tr>
<tr>
<td>- Do you plan to remain in the U.S. to apply for a change of status?</td>
<td>Yes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Indicate Semester Start Date:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall (20_____)</td>
<td></td>
</tr>
<tr>
<td>Spring (20____)</td>
<td></td>
</tr>
</tbody>
</table>

**Name (as it appears in your passport):**

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle</th>
</tr>
</thead>
</table>

**Former name/Birth Name (if applicable):**

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle</th>
</tr>
</thead>
</table>

**Birth Date __________________/_______/_________**

<table>
<thead>
<tr>
<th>Month</th>
<th>Day</th>
<th>Year</th>
</tr>
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</table>

<table>
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<tr>
<th>Male</th>
<th>Female</th>
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<table>
<thead>
<tr>
<th>Married</th>
<th>Single</th>
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<table>
<thead>
<tr>
<th>Country of Birth ___________________</th>
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<table>
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<tr>
<th>Country of Citizenship ___________________</th>
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</table>

(If dual citizenship, match Passport)

**Native Language _________________________**

**Cell Phone _________________________**

**Email _________________________**

**Home Phone _________________________**

**Foreign Resident Address (required):**

<table>
<thead>
<tr>
<th>Number &amp; Street</th>
<th>City</th>
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<thead>
<tr>
<th>State/Province</th>
<th>Country</th>
<th>Postal Code</th>
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**U.S. Address (if known):**

<table>
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<tr>
<th>Number &amp; Street</th>
<th>Apt#</th>
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<tr>
<th>State</th>
<th>Zip Code</th>
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**Emergency Contact:**

**In Home Country:**

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Phone Number</th>
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</table>

**Email: _________________________**

English Speaking: ______Yes ______No

**In the U.S.:**

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Phone Number</th>
<th>Email</th>
</tr>
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</table>

**Email: _________________________**

English Speaking: ______Yes ______No

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It is the policy of Galveston College to provide equal opportunities without regard to age, race, color, religion, national origin, gender, disability, genetic information, or veteran status.
Spouse /Dependent Information

Spouse and/or Children that will accompany you, please provide names, dates and places of birth, marriage certificate, birth certificates and color passports will be required for each dependent.

<table>
<thead>
<tr>
<th>Complete Name</th>
<th>Relationship</th>
<th>Date of Birth</th>
<th>Country of Birth</th>
<th>Country of Citizenship</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

What will be your major at Galveston College? __________________________________________________________ (Please see Program of Study list)

Where would you like your form I-20 /admission document sent?

O Home Country Address  O U.S. Address  O * Agency or Other  O Will be picked up by: ____________________________

*Agency Name: ___________________________________________ Contact Person: ______________________________________

Email: _______________________________________ Phone: _________________________________________

Address: ____________________________________________________________________________________________________

APPLICATION PAYMENT INFORMATION

There is a $200 International application fee that needs to be submitted with the I-20 application packet. You may submit your application fee by check, credit card or paying by credit card over the phone to our Business Office (409-944-1362).

O Check/Money Order (attach to I-20 Request Form)

O Payment by phone – Receipt # ___________________________ Date of Payment: ______/_____/______

O Payment by credit card (complete required information below)

O MasterCard          O Visa           O American Express          O Discover

Card Number: _________________________________________________ Expiration: _______________ V-Code ______________

Name _________________________________________________________________________ ____________________________

(Name as shown on the card)

Billing Address ______________________________________________________________________________________________

I have reviewed the requirements on my check list and understand that all required documents must be submitted before my file will be reviewed. I am aware of the posted deadline dates that have been set by GC and understand that the received date of my completed application packet will determine the term of acceptance. I further understand that it will take up to seven business days before I receive a response of my I-20 request and that my application and documents will be held for one year, after which a new Application to GC and International Application Packet will need to be submitted.

_______________________________          __________________________
Signature                                           Date
STATEMENT OF UNDERSTANDING FORM

Note: You must complete the online application AND receive your GCID# from the International Office, before submitting this form.

Please read each statement carefully and initial. You must agree to each statement before being considered for admissions.

Initial

1. I understand that I must make my own arrangements for any and all transportation from my arrival and throughout my schooling at GC.

2. I understand that I must make my own arrangements for housing while enrolled at GC. I understand that if I decide to live on campus, it is my responsibility to complete and submit the Housing Application. (Athletes should contact their coach for information regarding housing arrangements)

3. I understand that I must give written permissions to GC for anyone other than myself to request information about the status of my application and/or admissions.

4. I have read and understand all admission requirements. I also understand my application packet will not reviewed until my application packet is complete.

5. I understand that my original application, application fee and materials are valid for only one year after submission.

6. I understand that as an F-1 visa holder, I am required to successfully complete a full course load each semester that I am a student (12 semester credit hours). U.S. Immigration Service does not require me to attend the summer session (June-July). I understand as an F-1 visa holder I must remain in status at all times for the duration of my F-1 status.

7. I understand that as an F-1 visa holder, there are visa restrictions which prohibit off campus employment without prior employment authorization from the U.S. Immigration Service and the Designated School Official/International Advisor. The penalty for working off campus without employment authorization is deportation. There is no option for reinstatement as the result of unauthorized off campus employment.

8. I understand that I must have the minimum insurance coverage of $50,000 health coverage and at least $5,000 in repatriation coverage throughout my enrollment at GC. I further understand that I must submit confirmation of this coverage yearly to the Designated School Official (DSO).

9. I understand that I must keep my current address in the U.S. updated in SEVIS and will submit any changes with the DSO.

10. I understand that I must appear in the GC Admissions Office on or before the date specified on the I-20 Form, but no earlier than 30 days. If I cannot arrive on time, I must request that my application be considered for a subsequent semester.

11. My signature acknowledges that I have read and understand the aforementioned Statement of Understanding and agree to abide by said provisions.

_________________________    __________________
Signature                      Date
CONFIRMATION OF FINANCIAL SUPPORT

Galveston College requires confirmation of financial resources from each applicant. This statement must be on file before the individual is offered admission to GC and provided a Form I-20 in order to obtain an F-1 visa. Once signed, this statement will be valid for the duration of the student’s enrollment at Galveston College.

1) I certify that I will have funds to financially cover the cost of attendance at Galveston College and understand the statements below:
   a. *Students receiving an athletic scholarship: I certify that I have funding to cover all charges not covered by my scholarship.
   b. Immigration documents cannot be issued without a letter from your sponsor’s financial institution verifying the financial ability to support your education.
   c. Bank letter must be original and dated within the last 6 months; copies and scans cannot be used to fulfill this requirement.
   d. Accounts must stipulate funds immediately available; therefore funds such as stocks or bonds are not acceptable.
   e. Multiple accounts are admissible; however, if you have more than one person submitting a statement on your behalf, the legal name of each person must be written on the line sponsor information below.

2) I certify that I will have adequate funds for travel to and from the United States, and that I can make the necessary arrangements to have my funds transferred to the United States.

3) I understand that fees are due and payable according to the institutional policies and that my enrollment will be canceled if I do not pay said fee on the appropriate date. Consequently, cancellation of my enrollment will lead to my termination in SEVIS with United States Customs and Immigration Services (USCIS).

4) I understand that as an F-1 student I am NOT eligible for off campus employment without preauthorization from my school’s DSO as well as USCIS authorization. The penalty for off campus employment without USCIS authorization is deportation and subject to a five to ten year absence from the U.S. I fully understand that I cannot depend on income from on or off campus employment while studying in the United States. I certify that I can cover the cost of my education without employment.

5) I understand tuition and fees may increase on a yearly basis and I will have adequate funds to continue my education at Galveston College

The funds will be provided:  
○ from my own savings
○ from my financial sponsor(s)
○ from my athletic scholarship
  • (Submit Signed Scholarship Agreement Form)
  • (No Statement of Financial Support is required for full scholarship)

Legal Name of Financial Sponsor:  
(Please print clearly)

Legal Name of Financial Sponsor:  
(IF 2nd sponsor)  
(Please print clearly)

Signature ___________________________ Date ___________________________
**CONFIRMATION OF SPONSOR SUPPORT**

<table>
<thead>
<tr>
<th>Fall &amp; Spring 9 mo. Estimated Cost</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Foreign Tuition/Fees</td>
<td>$ 4,000</td>
</tr>
<tr>
<td>Books/Supplies</td>
<td>1,000</td>
</tr>
<tr>
<td>Room/Board</td>
<td>6,000</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>2,000</td>
</tr>
<tr>
<td>Transportation</td>
<td>1,600</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$14,600</strong></td>
</tr>
</tbody>
</table>

Galveston College requires confirmation of financial resources from each applicant. This statement must be on file before the individual is admitted to GC and provided a Form I-20 in order to obtain an F-1 visa. Once signed, this statement will be valid for the duration of the student’s enrollment at Galveston College.

- Applicants will be asked to provide proof of additional funding for each accompany dependent ($5,000/ for the first dependent, $2,500/each). A dependent is defined as the spouse or child of the F-1 student.

This is to certify that I _____________________________________________________________ will provide enough funds to

(full legal name of financial supporter)

cover all the expenses of _______________________________________________________ while enrolled as a student at GC.

(full name of student)

I understand that international students applying for a SEVIS 1-20 Certificate of Eligibility from Galveston College need to show evidence that they have the financial backing to support themselves throughout their enrollment. For your review, I am submitting official financial documents showing that I have sufficient funds for this purpose.

I understand that I am making a commitment to the United States government and to the student and will not expect the student to contribute through employment, as employment is strictly controlled by U.S. law and very limited to F-1 students.

**PLEASE INITIAL AND COMPLETE ALL THAT APPLY**

_____ The above-named applicant will be residing in my house and I will provide the room and board expenses.

_____ Educational expenses of $ ___________________ per/yr. will be provided by me for the above-named applicant. The required supporting documentation to show proof are included.

_____ I am including the following required documents.

______ Bank Letter

______ Letter from Employer

**Name**

(please print clearly)

______________________________

Signature

______________________________

Date
International Students (F-1) must pursue an approved program of study while attending Galveston College (GC). Our institution is only approved for students to seek an Associate degree while enrolled. Below are a list of Associate of Applied Science degrees (AAS), Associate of Arts degrees (AA) and Associate of Science degrees (AS). There are several programs that GC offers which are not listed below, if the program is not listed it is not an approved program for enrollment as an international student. Your application will be denied if it list a program of study not on the approved list.

## ASSOCIATE IN APPLIED SCIENCE PROGRAMS

The AAS degree is awarded to students who successfully complete an approved curriculum for two-year occupational program. Several of the health related programs are considered closed admissions and require additional admission for acceptance, please review our website for the specific admission requirements. CLOSED PROGRAMS ARE DENOTED WITH AN (*)

<table>
<thead>
<tr>
<th>Program</th>
<th>Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cosmetology</td>
<td>Nuclear Medicine Technology*</td>
</tr>
<tr>
<td>Culinary Arts</td>
<td>Nursing (ADN)*</td>
</tr>
<tr>
<td>Electrical/Electronics Technology</td>
<td>Radiation Therapy Technology*</td>
</tr>
<tr>
<td>Emergency Medical Services*</td>
<td>Radiography*</td>
</tr>
<tr>
<td>Heating/Ventilation/Refrigeration/Air Cond.</td>
<td>Surgical Technology*</td>
</tr>
<tr>
<td>Medical Administration</td>
<td>Welding Technology</td>
</tr>
</tbody>
</table>

## ASSOCIATE OF ARTS DEGREE PROGRAMS (AA) (AS)

A.A. and A.S. degrees are the first two-years of a four-year degree, which may be completed upon transfer to a university.

<table>
<thead>
<tr>
<th>Program</th>
<th>Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Studies (AA)</td>
<td>Engineering, Mechanical (AS)</td>
</tr>
<tr>
<td>General Studies (AS)</td>
<td>English (AA)</td>
</tr>
<tr>
<td>Art (AA)</td>
<td>Health &amp; Physical Education (AA)</td>
</tr>
<tr>
<td>Biology (AS)</td>
<td>Health Science – Clinical Lab Science (AS)</td>
</tr>
<tr>
<td>Biology/Pre-Professional Health (AS)</td>
<td>Health Science – Occupational Therapy (AS)</td>
</tr>
<tr>
<td>Business Administration (AS)</td>
<td>Health Science – Transfer Nursing (AS)</td>
</tr>
<tr>
<td>Chemistry (AS)</td>
<td>History (AA)</td>
</tr>
<tr>
<td>Computer Science (AS)</td>
<td>Mathematics (AS)</td>
</tr>
<tr>
<td>Criminal Justice (AA)</td>
<td>Physics (AS)</td>
</tr>
<tr>
<td>Drama (AA)</td>
<td>Political Science (AA)</td>
</tr>
<tr>
<td>Education – EC-6, Generalist (AS)</td>
<td>Psychology (AA)</td>
</tr>
<tr>
<td>Education – Middle School Level Mathematics (AS)</td>
<td>Psychology (AS)</td>
</tr>
<tr>
<td>Education High School Level Mathematics (AS)</td>
<td>Sociology/Social Work (AA)</td>
</tr>
<tr>
<td>Engineering, Industrial (AS)</td>
<td>Speech Communication (AA)</td>
</tr>
</tbody>
</table>
APPLICATION CHECKLIST

For confirmation of review, please initial by each item or enter N/A (Not Applicable). If your official transcripts are not included with your packet, please include the date that you requested it to be sent to GC.

_____ I-20 Request Form
_____ Copy of Passport Data Page
_____ $200 Application Fee
_____ Statement of Understanding
_____ TOEFL, Test taken on _____/_____/_______

_____ Official scores are being sent directly to GC

_____ Transcripts (please read your instructions to determine what transcripts are required and what is determined as an official transcript)

_____ High School Transcript __________________________    _______/________/______
    (Name of High School) (Date Requested)

_____ College/University Transcript _____________________       _______/_______/_______
    (Name of Institution)                                                                        (Date Requested)

_____ College/University Transcript _____________________        _______/_______/_______
    (Name of Institution)      (Date Requested)

_____ Evaluation of Transcripts (if official evaluation is not enclosed please give information below)

Submitted to ___________________________________ on _______/_______/________
    (Name of Approved Agency)

_____ Confirmation of Financial Support

_____ Sponsor Statement

_____ Supporting Documentation from Sponsor

_____ Letter from the Bank
_____ Letter from Employer
_____ Copy of Passport

____________________________________________________________   ______________________
Signature                                                                                   Date