



REQUIREMENTS FOR INTERNATIONAL ADMISSION

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

APPLICATION DEADLINES

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 are 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. 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 by check, 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 where the TOEFL test is to 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. There will be additional charges to send your test results if sent after your test. 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:

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** you have attended.

If you have completed an equivalent of an associate degree or higher

-then we require the official transcript or certified copy of **each** college or university you attended.

-Requirements for transcripts within the U.S.

Have official transcripts sent directly from the institution(s), or you may submit an official transcript with your application packet as long as they are submitted in a 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 an 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 is 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 receiving an athletic scholarship must show proof of financial resources for all tuition/fees not covered by the scholarship. A copy of the Scholarship Contract and the Confirmation of Financial Support must be submitted.

*Students supporting their own financial obligations must 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 the 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 costs 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 admission and a visa.



Admissions & Records / International Admissions
 4015 Ave Q, Galveston, Texas 77550
 Phone: 409.944.1227 Fax: 409.944.1501
 Email: internationaladmissions@gc.edu

I-20 REQUEST FORM

GCID# _____

Please Print clearly

Type of Application:

- Overseas (Students not in the U.S. without an F-1 visa)
- U.S. Transfer (Students currently in the U.S. with an F-1 visa)
 - Current Institution attending _____
- Change of Status (Students currently in the U.S. with a visa other than F-1)
 -Do you plan to remain in the U.S. to apply for a change of status? Yes No

Indicate Semester Start Date:

- Fall (20____)
- Spring (20____)

Name (as it appears in your passport):

Last Name

First Name

Middle

Former name/Birth Name (if applicable): _____

Last Name

First Name

Middle

Birth Date ____/____/____
Month Day Year

- Male Female
- Married Single

Country of Birth _____

Country of Citizenship _____
(If dual citizenship, match Passport)

Native Language _____ Cell Phone _____

Email _____ Home Phone _____

If you do not have a
 Passport, attach a
 Passport Photo

Foreign Resident Address (required):

Number & Street

City

State/Province

Country

Postal Code

U.S. Address (if known):

Number & Street

Apt#

State

Zip Code

Emergency Contact:

In Home Country:

Last Name

First Name

Phone Number

Email: _____

English Speaking: ___Yes ___No

In the U.S.:

Last Name

First Name

Phone Number

Email

Email: _____

English Speaking: ___Yes ___No

Spouse /Dependent Information

Please submit the information below for the spouse and/or children that will accompany you. A birth certificate and colored passport will be required for each dependent. A marriage certificate will be needed for the accompanying spouse.

Complete Name	Relationship	Date of Birth	Country of Birth	Country of Citizenship
		/ /		
		/ /		
		/ /		

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?

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

*Agency Name: _____ Contact Person: _____

Email: _____ Phone: _____

Address: _____

Number & Street City

State/Province Country Postal Code

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 pay by card over the phone to our Business Office (409-944-1362).

- Check/Money Order (attach to I-20 Request Form)
- Payment by phone – Receipt # _____ Date of Payment: ____/____/____
- Payment by credit card (complete required information below)
 - MasterCard Visa American Express Discover

Card Number: _____ Expiration: _____ V-Code _____

Name _____
(Name as shown on the card)

Billing Address _____

Street Address City

State/Providence Country Postal/Zip Code

I have reviewed the requirements on my checklist 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 _____

GC ID# _____

STATEMENT OF UNDERSTANDING FORM

Note: Before submitting this form, 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 admission.

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, I must complete and submit the [Housing Application](#). (*Athletes should contact their coach for information regarding housing arrangements*)
 - _____ 3. I understand that I must give written permission 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 that my application packet will not be 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 that 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, visa restrictions 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 in 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



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 4015 Ave Q, Galveston, Texas 77550
 Phone: 409.944.1227 Fax: 409.944.1501
 Email: internationaladmissions@gc.edu

GCID# _____

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 can make the necessary arrangements to transfer my funds to the United States.
- 3) I understand that fees are due and payable according to institutional policies and that my enrollment will be canceled if I do not pay the said fee on the appropriate date. Consequently, the 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:

(mark all that apply)

- 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



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CONFIRMATION OF SPONSOR SUPPORT

Fall & Spring 9 mo. Estimated Cost

Foreign Tuition/Fees	\$ 4,000
Books/Supplies	1,000
Room/Board	6,000
Miscellaneous	2,000
Transportation	1,600
TOTAL	\$14,600

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-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 I-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



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APPROVED PROGRAMS OF STUDY FOR INTERNATIONAL STUDENTS

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 is 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 that are not listed below. If the program is not listed, it is not approved 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 (*)

Cosmetology	Nuclear Medicine Technology*
Culinary Arts	Nursing (ADN)*
Electrical/Electronics Technology	Radiation Therapy Technology*
Emergency Medical Services*	Radiography*
Heating/Ventilation/Refrigeration/Air Cond.	Surgical Technology*
Medical Administration	Welding Technology

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.

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



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APPLICATION CHECKLIST

For confirmation of review, please initial 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