

## International Admissions Packet

- **Incomplete admissions packets will not be reviewed.**
- **Submit your admissions packet by sending all documents via mail or you can email [Madelyne.Tolliver@VictoriaCollege.edu](mailto:Madelyne.Tolliver@VictoriaCollege.edu).**
- **All documents must be received by the deadline listed below.**

### APPLICATION DEADLINES

Semester	Deadline	Semester you plan to enroll (Please circle one)	Which of these choices correctly describes your international application? (Please circle one)
Fall (August – December)	June 1	<b>FALL</b> <b>SPRING</b>	<b>New Student</b> (Freshman) <b>Transfer Student</b> (from US school)
Spring (January – May)	November 1	<b>Year</b> _____	

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

Country of Birth: \_\_\_\_\_ Country of Citizenship: \_\_\_\_\_

Primary E-Mail: \_\_\_\_\_  
(This will be the primary way we communicate with you)

Secondary E-Mail: \_\_\_\_\_ (Optional)

Foreign Address: (required)  
Include street address, city, Province/Territory, Postal Code, Country

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

US Address:  
(If you do not have a US address yet, leave blank.)

Street Address \_\_\_\_\_

\_\_\_\_\_

City, State, Zip \_\_\_\_\_

Telephone Number \_\_\_\_\_

**Dependent Information: if no dependents please write N/A for each dependent.**

**Dependent 1:**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Relationship to Applicant: \_\_\_\_\_

Country of Birth: \_\_\_\_\_ Country of Citizenship: \_\_\_\_\_

**Dependent 2:**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Relationship to Applicant: \_\_\_\_\_

Country of Birth: \_\_\_\_\_ Country of Citizenship: \_\_\_\_\_

*\*If you have more than 2 dependents, attach an additional page to this application.*

**Financial Guarantor (Sponsor):**

Guarantor's Name: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_

Guarantor's Contact Phone Number: \_\_\_\_\_

Guarantor's Contact Email Address: \_\_\_\_\_

**Confirmation of Information Provided:**

By signing below, you are confirming that all of the information you provided in this document is complete, accurate, and true and that you understand the requirements and responsibilities you will have under an F-1 Status.

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please initial the following checklist items once they are complete. Please read instructions thoroughly. **Once all correct documents are received, processing time takes about two weeks.**

\_\_\_\_\_ **1. Online Application**

You must submit an online application for Victoria College at [www.applytexas.org](http://www.applytexas.org).

\_\_\_\_\_ **2. Passport**

Submit a scanned copy or take a picture of the passport document.

\_\_\_\_\_ **3. Evidence of English Proficiency**

Provide evidence of proficiency in the English language. Citizens of some countries are exempt from this requirement. This requirement may be satisfied by submitted results from the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS). Students need a minimum aggregate TOEFL score of 500 on the paper-based test (PBT), 173 on the computer based test (CBT), or 71 on the internet based test (iBT). On the IELTS, a score of 6 or higher is required.

\_\_\_\_\_ **4. Proof of High School Completion**

Transcripts must be translated and evaluated by one of the accepted evaluation services located on page 6. Transcripts must have a graduation/completion date.

\_\_\_\_\_ **5. Official College/University Transcript**

This is only needed if you are transferring from a college or university within the United States. At initial application an unofficial transcript needs to be sent along with the international packet. Upon completion at the university or college, the official transcript will need to be sent directly to Victoria College from the institution. If the transcript is from a foreign college/university, the transcript is not required but it can be submitted after being translated and evaluated by one of the accepted evaluation services located on page 6.

\_\_\_\_\_ **6. I-20 Advisor's Report and Copy of your current I-20**

Number 6 is only for students transferring from a college or university within the United States. The Advisor's Report is to be filled out by a representative from the transfer institution. Submit a copy of your current I-20 from your current college or university.

\_\_\_\_\_ **7. Affidavit of Support Form I-134 (<http://www.uscis.gov/sites/default/files/files/form/i-134.pdf> )**

This form is to be completed by your financial sponsor only if they are residing in the United States. Every blank must be completed on the form and where the information is not applicable, you must mark N/A. The original signed document must be sent. This form will be turned in with the packet.

\_\_\_\_\_ **8. Original Bank Statement Certified by Bank Official**

The sponsor must show that they have at least \$17,600 USD (traveling with no dependents) or \$20,600 USD (traveling with dependents) in a checking or savings account. The minimum amount of funds must all be in one bank account. A certified letter on a bank letterhead verifying the amount in the account will also be accepted.

\_\_\_\_\_ **9. Evidence of Bacterial Meningitis**

Only required if under the age of 22.

\_\_\_\_\_ **10. Signed Statement of Understanding**

The Statement of Understanding is located on page 8 of this packet. Read through each statement carefully and sign the statement showing your agreement.

\_\_\_\_\_ **11. Change of Status Form I-539 Submitted** (<http://www.uscis.gov/sites/default/files/files/form/i-539.pdf> )

The I-539 Form is only needed for the applicants who are already in the United States on a non-student visa. If this does not apply to you, mark N/A instead of initialing. Make sure to choose F-1 as your change of status requesting.

**Permission to Release Information** (optional)

In order to protect your privacy, the Admissions Office requires that you give us the name of any person(s) who may access information concerning the status of your application and/or admission to Victoria College. If you wish to designate someone to have access to your application information, please complete the following:

I, \_\_\_\_\_, give \_\_\_\_\_ permission to request information concerning the status of my application and/or admission to Victoria College upon request of the named person. I understand that the named person must present picture identification when requesting information in person or, if requesting information by telephone, must be able to provide my full name, date of birth, and complete address.

**If this person is in the United States, please provide their contact information:**

E-mail \_\_\_\_\_ Phone Number \_\_\_\_\_

**I-20 Processing**

Once your I-20 is ready for processing, you will be notified by e-mail with instructions for shipping. If you choose, we will allow you to pick up your I-20 in person or designate someone to do it for you. Please indicate below:

- Please ship to me
- I will pick up in person
- Name of person picking up I-20 (person must show ID) \_\_\_\_\_

## Regulations for F-1 Students.

**Please read carefully. You must agree to each statement before being considered for admission.**

I understand and agree that:

- 1) If English is not my native language, I must take the Test of English as a Foreign Language (TOEFL) in order to qualify for admission.
- 2) I will take the placement exams (TSI Exam) administered by Victoria College to place me at the appropriate level of English, Reading, and Mathematics.
- 3) I must make my own arrangements for housing.
- 4) I have read and understood all admissions procedures. I understand that all documents and materials relating to my admissions should be forwarded to the Admissions Office and must be received by the deadline.
- 5) I must give written permission (see above) to Victoria College for anyone other than myself to request information about the status of my application and/or admission.

### **F-1 visa students must also agree to the following:**

I understand and agree that:

- 1) I will comply with visa restrictions, which prohibit any engagement in off-campus employment.
- 2) I am only allowed to take one online course per semester.
- 3) I must retain full time status (12 hours) during the Fall and Spring semesters. Failure to do so may result in being “out-of-status”.
- 4) I must be in Victoria on or before the date specified on the I-20 form. If I cannot arrive on time, I must request my application be considered for a subsequent semester and will send in another International Admissions Packet.
- 5) Personal (change of address, change of phone, etc.) and program (change of major, etc.) changes must be reported to the Admissions and Records Office within 10 days of the change. (I must identify myself as here on an F-1 visa when visiting the Admissions & Records Office.)
- 6) It is my responsibility to apply for an “Extension of Stay”, through the Admissions and Records Office, if the program of student will not be completed by the time indicated on the I-20. This needs to be completed at least 5 months before the expiration date.
- 7) I must contact the Admission and Records Office prior to travel for a new signed I-20, Verification of Enrollment Letter, Copy of Visa, Copy of Passport, and Verification of Travel requirements.
- 8) I will comply with all Victoria College policies. If I do not comply with all policies, I understand that my F-1 visa will be terminated.
- 9) For more information on maintaining status on F-1 Visa, visit <https://studyinthestates.dhs.gov/maintaining-your-status>.

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Signature of Applicant

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Date of Birth

## Approved Evaluation Services

- Foreign Credential Services of America [www.foreigncredentials.org](http://www.foreigncredentials.org)
- Spantran Educational Services, Inc. [www.spantran.com](http://www.spantran.com)
- Educational Credential Evaluators, Inc. [www.ece.org](http://www.ece.org)
- International Education Research Foundation, Inc. [www.ierf.org](http://www.ierf.org)
- Josef Silny & Associates, Inc. [www.jsilny.com](http://www.jsilny.com)
- World Education Services, Inc. [www.wes.org](http://www.wes.org)
- Peggy Bill Henderson Transcript Research [www.transcriptresearch.com](http://www.transcriptresearch.com)
- International Academic Credential Evaluators, Inc. [www.iacei.net](http://www.iacei.net)
- Global Credential Evaluators, Inc. [www.gceus.com](http://www.gceus.com)

## **Send Completed Application Packet to:**

Victoria College  
Admissions & Records  
2200 E Red River  
Victoria, TX 77901

or email to [Madelyne.Tolliver@victoriacollege.edu](mailto:Madelyne.Tolliver@victoriacollege.edu)

## **For more information:**

Madelyne Tolliver  
[Madelyne.Tolliver@VictoriaCollege.edu](mailto:Madelyne.Tolliver@VictoriaCollege.edu)  
361-572-6400

[www.victoriacollege.edu/internationalstudents](http://www.victoriacollege.edu/internationalstudents)

**Please keep a copy of your packet for your records.**

# International Students Advisor's Report

*This Form is for students already living in the United States and transferring from a U.S. school.*

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Student's Name: \_\_\_\_\_

Student's Address: \_\_\_\_\_

## To the Student:

*Please read this form carefully and sign it in the space provided. Then present this form to the International Student Advisor at the U.S. Institution you are now attending or last attended.*

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I grant permission for the information requested below to be forwarded to The Victoria College.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

## To the International Student Advisor:

*The student named above is applying for transfer admission to The Victoria College. If you have questions regarding this student or the transfer process, please call the Office of Admissions and Records at (361) 572-6407. Please mail this completed form to: Office of Admissions and Records, Victoria College, 2200 East Red River, Victoria, TX 77901.*

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1. What is the Student's visa type?  
\_\_\_\_\_

2. Is this student eligible to continue at your institution? If no, please explain.  
\_\_\_\_\_

3. Has the student met all financial obligations to your institution?  
\_\_\_\_\_

4. Have you enrolled this student in SEVIS and issued a SEVIS I-20? (Please circle yes/no)

Yes

No

SEVIS release date for transfer: \_\_\_\_\_ Program completion date: \_\_\_\_\_

5. To the best of your knowledge, is the student currently in legal student status? (Please circle yes/no)

Yes

No

If no, please describe:  
\_\_\_\_\_

Advisor's Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Title: \_\_\_\_\_

Institution Name: \_\_\_\_\_

## STATEMENT OF UNDERSTANDING

Please read the following statements carefully. In order to be considered for admission to Victoria College, you must agree to these requirements:

I understand and agree that:

- 1) Victoria College does not offer housing and I must make my own housing arrangements.
- 2) I have read and understood the international admissions requirements for Victoria College, and I understand that I cannot be accepted for admission until all required documents have been received.
- 3) Once submitted, my application documents are only valid for one year.
- 4) I understand that immigration requirements restrict me from off-campus employment and require that I complete at least 12 credit hours, with no more than one class taken outside of a traditional classroom environment, in each fall and spring semester for which I am enrolled at Victoria College.
- 5) I must arrive at Victoria College on or before the date specified on my I-20, but no earlier than 30 days prior to this date.
- 6) I understand that upon arriving to Victoria College, I must take the TSI Assessment, attend a Pirate Orientation session and complete the Campus Clarity Training before being able to register for classes at Victoria College.

\*\*\*Additional Requirement Specific to Those Filing a I-539 Change of Status \*\*\*

- 7) I understand that I will be prohibited from enrolling in classes at Victoria College until my I-539 Change of Status has been approved. I have been informed of my options and understand that, even if approved, my I-539 request may not be approved in time for the intended starting semester at Victoria College, in which case I would be unable to attend for that semester.

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Applicant's Signature

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Date