

# International Applicant Checklist

All Items Must Be Submitted by:      July 1              Fall Semester  
   November 1      Spring Semester

- \_\_\_\_\_ Complete and submit a Lee College Admissions Application for International Students. [www.applytexas.org](http://www.applytexas.org)
- \_\_\_\_\_ Submit proof of high school completion. An evaluation from a NACES approved evaluating agency is required. ([www.naces.org/members.html](http://www.naces.org/members.html)). If the student has attended another U.S. college, an official transcript and completed transfer letter from that institution are required.
- \_\_\_\_\_ Provide evidence of proficiency in the English language. This requirement may be satisfied in part 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 530 on the paper-based test (PBT), 197 on the computer-based test (CBT), or 71 on the Internet-based version (iBT). On the IELTS, a score of 5.5 or higher is required.
- \_\_\_\_\_ Present certified proof of financial support. This must be in the form of original bank statements or a certified letter on bank letterhead verifying the student has personal or family funds in the amount of \$16,000 a year available for support while studying in the United States. If a sponsor resides in the U.S. an Affidavit of Support ([www.uscis.gov/files/form/i-134.pdf](http://www.uscis.gov/files/form/i-134.pdf)) must be submitted.
- \_\_\_\_\_ Submit Passport document (Scan, copy, or take a picture of the document and send it in).
- \_\_\_\_\_ Complete and deliver International Student Supplemental Application (Print out and sign before delivering via email or mail).
- \_\_\_\_\_ Complete and deliver Statement of Understanding form (Print out and sign before delivering via email or mail).

## After Arriving in the United States:

- \_\_\_\_\_ Complete state required Texas Success Initiative (TSI) testing, which requires a measure of college readiness in English reading, writing, and mathematics and is used to determine placement. International students are subject to all TSI policies and required testing. Scores from these tests are not used to grant or deny admission to the college.
- \_\_\_\_\_ Meet with Registrar or Assistant Registrar.
- \_\_\_\_\_ Meet with an Advisor in the Counseling Center to determine what classes will be taken.
- \_\_\_\_\_ Pay \$50 non-refundable application fee.

## Important Information for International Applicants

All required documents must be on file prior to the international application deadline (July 1 for fall start; November 1 for spring start).

All international students who are issued an I-20 after Sept. 1, 2004 must pay the SEVIS I-901 fee before their appointment at the embassy. You will need to fill in Form I-901 with information from your Form I-20 and pay the required fee. For most people, the SEVIS I-901 fee is \$200. You can fill in the Form I-901 online at [www.fjmfee.com](http://www.fjmfee.com) or send in a paper version which you download. You can pay your fee by credit or debit card if you are submitting your form online. If you pay by credit or debit card, you should print out a receipt if you need one immediately and cannot wait to receive a receipt through the mail. You can pay by international money order or check drawn on a financial institution in the U.S. and payable in U.S. currency. Checks are accepted subject to collection. If the bank on which it is drawn does not honor the check, you will be charged a \$30 fee. Do not send cash. The federal statute relating to SEVIS requires that a student or exchange visitor present proof of payment before being granted a visa or admission. If you mail in your payment, be sure you allow adequate time for your receipt to be mailed back to you.

In order to attend Lee College for one 12-month session, at least \$16,000 must be available. The immigration regulations prohibit students from working off-campus for the first twelve months they are in this country, and any employment thereafter must be by approval of the United States Citizenship and Immigration Services (USCIS).

On-campus student housing and health services are not available at Lee College. Also, Baytown has a very limited public transportation system. Students must make their own living arrangements and are urged to maintain health insurance policies.

Overview of the F-1 Visa program: [www.ice.gov/sevis/students/index.htm](http://www.ice.gov/sevis/students/index.htm)

Online affidavit of support (the student can type in the info on this form online then print it for submission to the college along with the required bank statement): [www.uscis.gov/files/form/i-134.pdf](http://www.uscis.gov/files/form/i-134.pdf)

For students who have earned college credit abroad prior to enrolling at Lee College, here is an online list of transcript evaluation services Lee College recognizes: [www.naces.org/members.html](http://www.naces.org/members.html)

It is important to request an evaluation that has course-by-course detail if the student hopes to transfer any foreign college credit to Lee College. Even with a course by course evaluation, acceptance of foreign credit is limited, especially credit in English language studies. If transfer credit can be accepted by Lee College, it is important to know that Lee College will need to retain an original copy of the transcript evaluation and that original will not be returned to the student. We realize that these documents are expensive, and we want students to be informed that sometimes we will need to keep an original.