

Please Review Important Information Below:

- International Student Services is located on South Campus.** Students must submit all International Admissions Documents to South Campus. Incomplete packets will delay processing times. Visit our website <https://www.sanjac.edu/admissions-aid/international-students> for more information.

SAN JACINTO COLLEGE SOUTH

INTERNATIONAL STUDENT SERVICES
13735 BEAMER ROAD, S-6.120
HOUSTON, TX 77089

PHONE: 281-998-6150 EXT. 4636
INTERNATIONAL.SERVICES@SJCD.EDU

- Students may enroll at any of our three campuses (Central, North, and South).**
(Note: Not all degree and training programs are offered on all campuses. See List of SJC Programs by campus.)
- Please know that SJC does not offer housing, transportation or health insurance.** Students are encouraged to have health insurance, but it is not mandatory.

STEPS FOR ENROLLMENT

APPLICATION

To apply to San Jacinto College, please go to www.ApplyTexas.org.

An account and profile must be setup before applying. When asked to submit Social Security numbers please leave it blank.

- Applications are processed in 2-3 business days.
- Once your application is processed, you will receive an email with your G number (*student ID number*) and the steps to Claim Your Account. You must set up your student account to upload your electronic international admission forms.
- Make sure to enter the full address you used on your application to Claim Your Account.
- Trouble Claiming Your Account? Contact Tech Support at 281-998-6137 for assistance.

OFFICIAL TRANSCRIPTS

Submit the Official Transcript(s) from all U.S. institutions attended, and all foreign transcripts/credentials at the university level. **If you have only attended a language program at a U.S. institution, then submit all foreign transcript/credentials, at the high school level and/or university level, with your evaluations.**

FOREIGN TRANSCRIPT/CREDENTIAL EVALUATION

Submit a Foreign transcripts/credentials Evaluation. You may use any of the Accepted Evaluation Companies from the link on our website:

www.sanjac.edu/transcript-evaluation-services.

You will have to contact these companies' websites for their application and fee information.

ENGLISH LANGUAGE PROFICIENCY

Submit an English Language Proficiency Score. Acceptable tests are: TOEFL, IELTS, and ACCUPLACER ESL.

TOEFL and IELTS scores are valid for two years.

You may be admitted in the **ESOL Program** with a minimum score of:

TOEFL	450 (Paper-Based Test) 45 (Internet-Based Test)
IELTS	Band 4 range
ACCUPLACER ESL	Reading 71; Write Placer 3; Sentence Meaning 53; Language Usage 53; Listening 53

You may be admitted to an **Academic Program** with a minimum score of:

TOEFL	525 (PAPER-BASED TEST) 70 (INTERNET-BASED TEST)
IELTS	Band 6 range
ACCUPLACER ESL	Reading 110; Write Placer 6; Sentence Meaning 109; Language Usage 109; Listening 93

If outside of the U.S., submit an Official TOEFL score. **Our TOEFL I.D. for: South Campus is 6730; North Campus is 6729; Central Campus is 6694**

If inside the U.S., you may take the **ACCUPLACER ESL** exam at San Jacinto College. Minimum scores of (Reading 110; Write Placer 6; Sentence Meaning 109; Language Usage 109; and Listening 93) will allow a student to be admitted into the academic program with additional placement testing.

OR

EXEMPTIONS from the English Language Proficiency Requirement due to:

Two years *attendance* and graduation from U.S. High School

And/or

Successful completion of college level English from an accredited U.S. college or university

The following countries are exempt from proofing English Language Proficiency Requirements:

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

FINANCIAL DOCUMENTATION

The U.S. Government and San Jacinto College District want to make sure your education won't be interrupted by lack of finances, so we require proof that you have at least **\$31,977 U.S. dollars** of financial support annually. This is the estimated educational and living expenses for one year at San Jacinto College.

If you're bringing family, provide proof of an additional **\$6,000 for your first dependent and \$3,500 for each additional dependent.**

Based on your sponsor's status, provide us the following:

Sponsor Financial Information (maximum (2) sponsors per student)

Show proof of financial support by completing the required form **and provide one (1) additional piece of documentation. All financial information must also include equivalencies in U.S. dollars.**

Affidavit of Support Form

Submit one (1) additional piece of documentation below:

- The most recent three (3) months of bank statements (checking and savings accounts only) on official bank letterhead from sponsor(s). *The ending balance for each month must show the amount of at least \$31,977.*
- A statement/letter on bank letterhead and signed by a bank official that certifies the sponsor's name, average balance, and affirmation that deposits have been made over the last year (*letter must be recent as of three (3) months*).
- A letter from Employer on company letterhead signed by your supervisor, stating annual income (*letter must be recent as of three (3) months*)
- Most recent U.S. Income Tax Return.

SJC APPLICATION FOR ANI-20

This application must be thoroughly completed, or it will delay processing of the I-20 needed for the visa interview at the United States Embassy or Consulate. A foreign address must be provided.

F-1 MEMORANDUM OF UNDERSTANDING

Please read carefully and initial each statement.

I-20 RELEASE FORM

Submit the Information Release Form that is included in this packet. Please note: we will send your international documents according to the delivery mode you have selected on this form. If someone will be picking up documents on your behalf, include their information on this form. If the delivery mode changes, please keep this information updated with International Services.

Additional documents needed by Visa type

For dependents, submit copies of passport, birth certificate and/or marriage license if applicable.

○ **B1/B2-F1:** Provide Copy of Primary's Passport, Visa, I-94 For more information go to this link:
<http://www.uscis.gov/working-united-states/students-and-exchange-visitors/students-and-employment/special-instructions-b-1b-2-visitors-who-want-enroll-school>

- **F2 – F1:** Provide copy of Primary's Passport, Visa, I-94 & I-20
- **L2 – F1:** Provide copy of Primary's Passport, Visa, & I-94
- **F1 – F2 Dependent:** Provide copy of Primary's Passport, Visa, I-94 & I-20 **AND** Proof of family relationship
- **E2 – F1:** Provide copy of Primary's Passport, Visa, & I-94 **AND** Evidence of relationship
- **H4 – F1:** Provide copy of Primary's Passport, Visa, I-94 and form I-129 **AND** Evidence of relationship

Submit forms by uploading all completed international admission documents in PDF format as attachments under the Application for I-20 electronic form.

When ALL the required documents have been submitted, received, and processed by International Student Services, an I-20 will be prepared by the International Services Educational Planner and/or Counselor, and the student will be contacted to pick up the international documents and given further guidance.

It is highly recommended that students seek the advice of an immigration attorney for any Change of Status Application.

- I-901 FORM & SEVISFEE**
After the I-20 has been printed, go to the website WWW.FMJFEE.COM with your SEVIS ID# from the I-20
- Fill out the I-901 Form
 - Submit the online form
 - Submit the \$350 SEVIS Fee

- Complete Form I-539** Application to Extend/Change Nonimmigrant Status at <https://www.uscis.gov/i-539> and print out completed form.

If there are dependents, each dependent, must fill out an I-539A at <https://www.uscis.gov/i-539>.
Parents or guardians may sign on behalf of children under 14 or any co-applicant who is not mentally competent to sign.

- E-Notification:** If you want to receive an email and/or text notification that your Form I-539 has been accepted at a USCIS Lockbox facility, complete Form **G1145, E-Notification of Application/Petition Acceptance** at <https://www.uscis.gov/g-1145> and attach it to the first page of your application. *To ensure your application is accepted, please:*
- Sign your form
 - Pay the correct fee
 - Complete the entire form, especially these fields: Family Name; Date of Birth; Address Type; "The

new status I am requesting is:’ Number of People Included in Application.

Change of status letter

Student needs to submit a letter explaining why you are requesting a change of status. If needed, please include any documents as evidence of eligibility for new status. (*Example: SJC acceptance letter, marriage certificate*)

Change of Status filing fee US\$370 (electronic check or money order **ONLY**, payable to:

U.S. Department of Homeland Security

Separate biometrics fee \$85.00 for each applicant (pay with check, personal check or cashier’s check)

Passport & visa information

Submit a copy of the following documents to USCIS and San Jacinto College:

- The first page of the Passport showing student’s correct name, date of birth and expiration date of passport. Passport must show at least 6 months validity.
- The VISA page from the passport.
- The original I-94 card.

All dependent(s) documents, if any. (Including copy of passport, Visa, I-94, I-20, I-129, & Proof of relationship – Depending on the initial VISA type).

All Documents Must Be Mailed to the USCIS: (Strongly encourage express mail or courier delivery).

USCIS Dallas Lockbox Facility

For U.S. Postal Service (USPS):

USCIS
PO Box 660166
Dallas, TX 75266

For FedEx, UPS, and DHL deliveries:

USCIS Attn: I-539
2501 S. State Hwy. 121 Business
Suite 400
Lewisville, TX 75067