



# Connors State College

## International Student Admissions Documentation Packet

Dear Student,

Hello from Connors State College! This document is for students who will study at Connors State College on an F-1 visa. To study on an F-1 visa, you must receive a Form I-20 from us. Before Connors State can issue you an I-20, we must certify your financial ability to study in the U.S. as required by the U.S. Department of Homeland Security.

You will need to demonstrate that you have the funds to cover at least one full academic year of expenses, which we currently estimate to be approximately \$18,500 USD (for residential students), minus any scholarships or tuition waivers you receive.

- **For new students:** If you have never studied in the U.S., or if you have not studied in the U.S. in the past five months, we will establish a new Student and Exchange Visitor Information System (SEVIS) record for you in the U.S. government database. This is where we will create your Form I-20.
- **For transfer students:** If you currently hold an F-1 visa and are studying at another U.S. institution (such as a college, high school, or language program), you will also need to complete a SEVIS Transfer In Form. This form should be completed with assistance from your current school so that your SEVIS record can be transferred to Connors State College. After that, we will be able to issue your new Form I-20.

Enclosed in this application packet, you will find all the information and forms needed to obtain your Connors State College Form I-20 and apply for your F-1 visa. Please review the entire packet carefully. If you have any questions or need further assistance, do not hesitate to contact us.

We look forward to working with you and supporting your academic journey at Connors State College!



# Connors State College

## International Student Admissions Checklist

The following items must be correctly submitted to begin the international student admission process. If you have any questions, please contact us at [cscinternational@connorsstate.edu](mailto:cscinternational@connorsstate.edu).

- [An Application for Admission](#)
- [The Form I-20 Application](#)
- Official transcripts of secondary and/or college-preparatory schools. Official transcripts from all other colleges must be sent directly from the Registrar of those institutions to the Registrar at Connors State College, Warner Campus. Official transcripts from colleges or universities outside of the United States must have an international transcript evaluation report. Students must submit official transcripts from all international colleges or universities attended to one of the college approved agencies. Once evaluated, the agency you choose must forward their evaluation report directly to the Registrar at Connors State College ([cscinternational@connorsstate.edu](mailto:cscinternational@connorsstate.edu)). We only accept evaluation reports from the following agencies:
  - Foreign Credentials Services of America E-mail: [info@fcsa.biz](mailto:info@fcsa.biz); [www.fcsa.biz](http://www.fcsa.biz)
  - Educational Credential Evaluators, Inc. E-mail: [eval@ece.org](mailto:eval@ece.org) [www.ece.org](http://www.ece.org)
  - Global Credential Evaluators, Inc. E-mail: [gce@gceus.com](mailto:gce@gceus.com); [www.gceus.com](http://www.gceus.com) or [www.gcevaluators.com](http://www.gcevaluators.com)
  - World Education Services E-mail: [info@wes.org](mailto:info@wes.org); [www.wes.org](http://www.wes.org)
- [Certificate of Financial Responsibility](#) with supporting documentation.
- Immigration and naturalization documents
- Evidence of English proficiency is required for applicants for whom English is a second language. Applicants are required to show proof of English proficiency by:

**Standardized Testing** – Students must meet the following minimum scores:

ASSESSMENT	MINIMUM SCORE
TOEFL iBT	61
IELTS	5.5
PTE Academic	44
iTEP Academic	3.5

**Intensive English Program** – Students must score 460 or higher on the paper based TOEFL or 140 on the computer-based test administered at a special testing or an international testing center and successfully complete a minimum of 12 weeks of study at an International Education Program approved by the Oklahoma State Regents for Higher Education. At least two-thirds of the 12 weeks must be advanced level instruction;

**High School Performance** – Students must successfully complete the high school core requirements in an English-speaking high school or graduate from an English-speaking high school and demonstrate academic competency;

**Institutional Discretion** – In extraordinary and deserving cases, the college president or designee may admit a student who fails to meet the above requirements. The applicant must demonstrate English proficiency prior to admission.

If you have any questions about international student admissions, please email us at [cscinternational@connorsstate.edu](mailto:cscinternational@connorsstate.edu).



# Frequently Asked Questions (FAQ) for F-1 Visa Students

## 1. What is a Form I-20, and why do I need one?

A Form I-20 is an official government document issued by Connors State College that certifies a student's eligibility for F-1 student status. This form is essential for international students planning to study in the U.S. on an F-1 visa. The Form I-20 confirms that:

- You meet our admissions requirements and have been accepted into a program.
- You will be enrolled as a full-time student during each semester of study.
- You have demonstrated the financial ability to support yourself during your time in the U.S., as required by U.S. law.

The Form I-20 includes details about your study program, such as the level and field of study, start and end dates, and your financial capacity to cover educational expenses. Once we receive and review your required documents, we will send the Form I-20 to you by email. You can then print it out and use it to apply for your F-1 visa, which requires scheduling an interview at a U.S. consulate or embassy in your home country.

For more information, visit [What is the Form I-20?](#).

## 2. Do all international students need a Form I-20?

Not all international students need an I-20. If you hold a different nonimmigrant status in the U.S. that allows you to study, you may not require an I-20. For example, dependent children with E, H, I, J, L, M, N, O, P, R, or S status can attend school but will need to change status once they turn 21. F-2 dependents who wish to study full-time must obtain a Form I-20 and change their status to F-1. If you have questions about your specific status, please email us for guidance.

## 3. What financial documents are required for F-1 students?

To receive your Form I-20, you must provide:

- A completed Certificate of Financial Responsibility.
- A bank statement in your or your sponsor's name, showing sufficient funds to cover at least one academic year of expenses (approximately \$18,500 USD for residential students), minus any scholarships or financial aid.

## 4. How do I obtain an F-1 visa?

- If you already have an unexpired F-1 visa from another U.S. school, you may not need to apply for a new one. Please submit a copy of your current F-1 visa to Mrs. Ashleigh Hart at [ashleigh.hart@connorsstate.edu](mailto:ashleigh.hart@connorsstate.edu) for verification.

- Canadian students do not need an F-1 visa but do require a Form I-20.

When we send your Form I-20, we will include detailed instructions on applying for an F-1 visa. Here's an overview of the process:

- **Passport:** Ensure you have a valid passport. It must be valid for at least six months into the future. Keep track of its expiration date and renew it as needed.
- **Visa Application:** Schedule a visa appointment at the nearest U.S. embassy or consulate in your home country as soon as possible. For information on visa processing and required documents, visit [Visa Interview Preparation](#).
- **SEVIS Fee:** New F-1 students without a previous SEVIS account must pay a \$350 SEVIS fee before applying for a visa. For payment options, visit [SEVIS I-901 Fee](#).
- **Required Documents:** Bring your passport, Form I-20, acceptance letter from Connors State College, proof of financial support, and evidence of ties to your home country to your visa appointment. For more information, check [Student Visa Overview](#).

#### 5. What should I expect during the visa interview?

- **Proof of Financial Support:** You must show you have sufficient funds to cover your stay in the U.S. Connors State College requires proof of at least one year of funding, but it is advisable to provide additional evidence that funds will be available throughout your studies (e.g., salary statements or letters from your sponsor's employer).
- **Ties to Home Country:** You need to demonstrate strong ties to your home country to assure the Consular Officer that you plan to return after completing your studies. Visa applications may be denied if the Officer suspects you intend to stay in the U.S. permanently.

Always review the specific visa application instructions on the website of the U.S. embassy or consulate where you will apply, as additional documents may be requested. For more tips, see [Preparing for Your Visa Interview](#).

If you have further questions, please feel free to contact us. We look forward to helping you with your journey to Connors State College!



# FORM I-20 APPLICATION

Please upload the completed application with your Application for Admission or email it to [cscinternational@connorsstate.edu](mailto:cscinternational@connorsstate.edu).

## NAME

Surname / Primary Name

Given Name

Middle Name

Please enter your name exactly as it appears on your passport.

## DEMOGRAPHICS

Birth Date

Country of Birth

Country of Citizenship

City of Birth

Gender

## CONTACT

Address:

---

---

---

City

Province / Territory Postal Code

Country:

Email Address:

## TELEPHONE

Foreign Telephone:

Country Code

Number

U.S. Telephone:

Area Code

Number

## PROGRAM

Dates of Attendance:

(mm / dd / yyyy)

Start

End

Degree Sought:

Associates

Major / Plan of Study:

## DEPENDANTS

Are you currently married?

YES

NO

Do you have any children?

YES

NO

*If your spouse and/or children are coming with you or are currently in the United States on a different visa status, please provide us the following information. Evidence of relationship(s) must be provided (i.e. copies of marriage certificate, children's birth certificates, etc.)*

Name of Spouse / Children (Family Name, First, Middle)	Relationship	Country of Birth	Date of Birth (mm / dd / yyyy)

*If you are married, whether you will be bringing your family with you or they will enter the U.S. on a different visa, you must add and prove financial support of \$8,000 USD for your spouse and \$6,000 USD for each child to the total actual expenses amount listed Even if your dependents do not live with you, you still need to prove financial support for them.*

**TRUTHFUL AND ACCURATE INFORMATION STATEMENT**

I hereby affirm that all information I have provided to Connors State College is true, complete, and accurate to the best of my knowledge. I understand that providing false, misleading, or incomplete information may result in the denial of my application, revocation of admission, or disciplinary action, including but not limited to dismissal from the college.

I acknowledge that it is my responsibility to provide updated and accurate information if any changes occur after submitting my documentation. I agree to notify Connors State College promptly of any changes to the information provided.

By signing below, I confirm my understanding and acceptance of these conditions.

---

Applicant's Signature Date

Please upload the completed application packet with to your Application for Admission or email it to [cscinternational@connorsstate.edu](mailto:cscinternational@connorsstate.edu).



# CERTIFICATE OF FINANCIAL RESPONSIBILITY

*This form is for the purpose of issuing SEVIS Form I-20 ONLY.*

Enrollment at Connors State College constitutes a contractual financial obligation to pay all charges incurred on the student's behalf. If a student is unable to attend Connors State College for any reason, they must officially drop within the published drop/add period with the Office of the Registrar to avoid financial obligation or a grade liability.

---

Surname / Primary Name

Given Name

Middle Name

*Please enter the student's name exactly as it appears on their passport.*

Is the above student responsible for all expenses?

YES

NO

*If the answer above is YES, please sign the certificate and email it with a recent (not more than one month old) official bank statement with the student's name demonstrating available funds in the total amount shown below.*

*If the answer is no, please have your Financial Sponsor complete the rest of the certificate.*

## FINANCIAL SPONSOR INFORMATION

*If the student is not responsible for all expenses, please complete this section.*

What is the relation of the financial sponsor to the student? \_\_\_\_\_

Financial Sponsor's Phone Number: \_\_\_\_\_

Financial Sponsor's Address: \_\_\_\_\_

By signing this certificate, the listed Financial Sponsor certifies that they are fully responsible for all costs and expenses incurred during the attendance at Connors State College for the student listed above. Please email this certificate and a recent (not more than one month old) official bank statement with the financial sponsor's name demonstrating available funds in the total amount shown above.

This certification is required by the U.S. Government prior to issuing a SEVIS Form I-20. The person signing this certification guarantees that the student's account will be paid in full and understands that the total expenses for the academic year (twelve months) are approximately those listed below. All travel, vacation, summer and personal expenses will be in addition to the estimated costs. **All costs are estimates and subject to change.**

Tuition and Fees	\$ 7500
Living Expenses	\$ 9000
Books and Supplies	\$ 2000
<b>Total</b>	<b>\$ 18500</b>

---

Applicant or Financial Sponsor (if applicable) Signature

Date



# SEVIS TRANSFER-IN FORM

This document is for the purpose of transferring your CURRENT SEVIS record to Connors State College. ONLY complete this form if you have an active SEVIS record.

CONNORS STATE COLLEGE SEVIS School Code: DAL214F13804000

## TO BE COMPLETED BY THE STUDENT

Surname / Primary Name			Given Name			Middle Name		
<i>Please enter the student's name exactly as it appears on their passport.</i>								
Birth Date			Country of Birth			Country of Citizenship		
City of Birth			Gender					
Semester of Enrollment:								
Expected Semester of Graduation:								
Current Visa Status Type:			F-1			OTHER		
If other, please explain:								
Visa Expiration Date (mm / dd / yyyy):								
Are you traveling abroad this summer:			YES			NO		
Do you need to renew your visa prior to starting at Connors State College?			YES			NO		

## TO BE COMPLETED BY THE DSO AT CURRENT SCHOOL

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

DSO's Name and Title: \_\_\_\_\_

SEVIS School Code: \_\_\_\_\_

Student's Release Date in SEVIS: \_\_\_\_\_

Dates of Enrollment at your institution: \_\_\_\_\_ to \_\_\_\_\_  
Start End

Student is currently in legal F-1 Status: YES NO

Student is eligible for F-1 transfer to Connors State College: YES NO

Student fulfilled financial obligations to your institution: YES NO

If NO to any of the above, please explain: \_\_\_\_\_

DSO's Signature

Date



# SEVIS TRANSFER-OUT FORM

*This document is for the purpose of transferring your CURRENT SEVIS record from Connors State College to your next institution. ONLY complete this form if you have an active SEVIS record.*

Your transfer-out request must be submitted within 60 days of your last date of attendance at Connors State College. You can only transfer your SEVIS record to another school if the program start date at the new institution is within 5 months of your last day at Connors State.

All financial obligations to Connors State must be settled before your transfer request can be processed. Please email the completed transfer form, along with scanned copies of your I-94 record and admission letter from the new school, to [tosha.stout@connorsstate.edu](mailto:tosha.stout@connorsstate.edu). Allow up to 5 business days for processing.

Once your SEVIS record is released, your Connors State College I-20 will no longer be valid for U.S. travel. If you plan to travel outside the U.S. after the record release, you must have your new I-20 from the new school to reenter the country. Make sure to inform your new school of any travel plans.

CONNORS STATE COLLEGE SEVIS School Code: DAL214F13804000

---

Surname / Primary Name

Given Name

Middle Name

*Please enter the student's name exactly as it appears on their passport.*

Connors State ID Number: \_\_\_\_\_

Last Semester of Attendance: \_\_\_\_\_

## NEW INSTITUTION INFORMATION

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

DSO's Name and Title: \_\_\_\_\_

Address: \_\_\_\_\_

SEVIS School Code: \_\_\_\_\_

*The SEVIS school code of your new school can be found on the new school's transfer form (if they have one) or by contacting the international student services office at the new school.*

I certify that my SEVIS record is active and request that Connors State College transfers my record to the institution listed above.

---

Student's Signature

Date

## CONNORS STATE COLLEGE DSO USE ONLY

Student's Release Date in SEVIS: \_\_\_\_\_

DSO Signature and Date: \_\_\_\_\_



# REQUEST FOR A REDUCED COURSE LOAD

International students must obtain approval from Connors State College's PSO or DSO before dropping below the minimum enrollment requirement. If a student drops a course before approval, they may lose their immigration status. A Reduced Course Load cannot be submitted after the end of the semester.

SECTION A – to be completed by the student		
Surname / Primary Name	Given Name	Middle Name
<i>Please enter the student's name exactly as it appears on their passport.</i>		
Connors State ID Number: _____		
Expected Degree Completion Date: _____		

**Attestation:** I certify under penalty of perjury that the information and supporting documentation I have submitted on this form are true and correct.

Student's Signature	Date
---------------------	------

SECTION B – to be completed by the Student Success Coach	
NOTE: Please attach a Trial Audit for Registration documenting the requested changes to the student's schedule and any other documentation to this request.	
<b>REASON FOR UNDER ENROLLMENT:</b>	
	1. Initial difficulty with the English language
	2. Initial difficulty with reading requirements
	3. Unfamiliarity with American teaching methods
	4. Improper course-level placement
	5. Illness or Medical Condition ( <i>student must provide medical documentation from a licensed medical doctor, doctor of osteopathy, or clinical psychologist.</i> )
	6. Student needs less than a full course load to finish the degree program and will graduate in the current term.
<i>Options #1-4 are only allowed in the student's first semester at Connors State College. The student must still enroll in at least 6 credit hours on-campus when using one of these RCL reasons.</i>	
Student Success Coach's Signature	Date

**Submit the completed Request for a Reduced Course Load form and any documentation to [cscinternational@connorsstate.edu](mailto:cscinternational@connorsstate.edu).**

SECTION C – to be completed by the PSO/DSO	
Approved	Denied
Date Student Informed: _____	
Date Input into SEVIS: _____	
Reviewing PSO/DSO: _____	