

# I-20 Request Packet



(Fill this packet out, **only after you have received** your Tulsa Community College ID number)

Fill this form online, save and email a copy to - [ISS@Tulsacc.edu](mailto:ISS@Tulsacc.edu)

<https://www.tulsacc.edu/ISS>

# Biographical Information

Thank you for applying to Tulsa Community College. Your application is particularly important to us. Please complete and submit this packet to the International Student Services Office to request issuance of your I-20. This complete form along with the documentation requested must be received before your I-20 can be issued.

Last Name (Family Name) \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

Date of Birth (mm/dd/yyyy) \_\_\_\_\_ TCC Student ID Number \_\_\_\_\_

## Foreign Address

Street Name \_\_\_\_\_  
 City \_\_\_\_\_ Province \_\_\_\_\_ Country \_\_\_\_\_  
 Postal Code \_\_\_\_\_ Telephone \_\_\_\_\_

## Local Address

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
 E-mail Address \_\_\_\_\_  
 Telephone: \_\_\_\_\_

## Passport Information

Country of Birth \_\_\_\_\_ Country of Citizenship \_\_\_\_\_  
 Passport Number \_\_\_\_\_ Passport Expiration \_\_\_\_\_  
 (must have at least six months remaining)

## Dependents

\_\_\_ NO, I will NOT bring a spouse (husband/wife) and/or children into the US.  
 \_\_\_ YES, I WILL bring a spouse (husband/wife) and/or children into the US on an F-2 Visa.  
 (If yes, please fill out the Dependent Form, page 8 of this packet.)

## What semesters are requesting your I-20?

Fall (August – December) \_\_\_\_\_ Year \_\_\_\_\_  
 Spring (January – May) \_\_\_\_\_ Year \_\_\_\_\_

Summer (June – July) \_\_\_\_\_ Year \_\_\_\_\_

(Summer semester is only available if you are a transfer student)

**Are you transferring from another US university?** Yes \_\_\_ No \_\_\_

(If yes, please fill out the Transfer Form, page 9 of this packet.)



# Immigration Responsibilities Form

1. Maintain F-1 visa status with respect to the U.S. Customs and Immigration Services (USCIS) regulations for the duration of my studies at TCC. This includes but is not limited to:

- Maintain a full course of study, at least twelve credit hours, each fall and spring semester.
- Summer semester is optional unless you are a transfer student transferring in during summer.
- Maintain a valid passport. The passport must have at least 6 months left before the expiration date.
- Do not work off campus without permission from the ISS office and/or USCIS (US Citizens Immigration Services), depending on type of employment.

2. Notify the International Student Services Office within 10 days of a change of address or telephone number.

3. Attend an International Student Immigration Orientation as required by USCIS and the International Student Services Office at TCC.

4. Do not use my F-1 student visa status to request changes to my grades.

6. Abide by TCC policies and procedures as they apply to student conduct and academic progress. (<https://www.tulsacc.edu/student-resources/student-handbook>)

**7. Assume all responsibility for maintaining my immigration status, applying for benefits through USCIS in a timely manner, and notifying the International Student Services Office of any changes that may affect my immigrations status.**

8. Follow all US laws

**Please sign verifying that you have read the above and understand it.**

Signature \_\_\_\_\_ TCC ID# \_\_\_\_\_



# Proof of Financial Support

International students must submit official original documents that demonstrate the ability to pay for educational and living expenses for a minimum of one year. The copy must be clear and reflect the current date of validity. **We do not accept photographs/jpg documents.**

Required funds: All costs are approximate and subject to change without notice.

## **Most Majors**

Tuition/Fees	\$ 9,700
Living Expenses	\$13,000
Books/Transportation	\$ 1,000
	\$23,700

## **Additional Expenses for Dependents:**

You must add an additional \$5,000 if a spouse will accompany you. An additional \$4,500 must be added for each child that will accompany you.

Acceptable documentation cannot be more than six months old at the time you present it in the embassy. For this reason, it should be no older than three months old when you send it to TCC.

Source	Required Documentation
____ Self Sponsored  or  ____ Family, Friends  If providing a business account, ownerships documents must be provided.	Personal bank statement or letter from the students bank, on bank letterhead, listing the account balance. An acceptable statement may come from the student's personal checking or savings account  You must include your sponsor's current and original bank statement from their personal checking or savings account.  The statement must be printed clearly, and indicate the account holder's name, account number, and current account balance.  The sponsor must also provide a letter referencing the bank statement, bank account information, and student of sponsorship. The letter must be signed and dated. The letter must say that the sponsor is willing to financially support the student while he/she attends TCC.
____ Sponsoring Agency	Official letter of sponsorship from a government agency that will be sponsoring the student with a scholarship.

# English Proficiency

1. \_\_\_\_ I graduated from an accredited US high school. Please submit an official high school transcript showing a graduation/completion date.
2. \_\_\_\_ I have taken an English Proficiency test and received one of the following:
  - Internet -based TOEFL = 61 or above
  - Paper-based TOEFL = 500 or above
  - IELTS = 5.5 or above
  - PTE Academic = 44 or above
  - ITEP Academic = 3.5 or above
3. \_\_\_\_ I have taken an English Proficiency test and did not meet required score above.
4. \_\_\_\_ I have taken college level classes at a US college or university and can transfer at least 24 hours of credit to Tulsa Community College
5. \_\_\_\_ I come from a country that uses English as the official/main language. Students from these countries are not required to take an English Language Proficiency test.
  - However, once a student arrives and proficiency testing may show that the student needs to take English as a Second Language or developmental English classes.
  - Official transcripts verifying the completion of secondary education instructed in English is required.
6. \_\_\_\_ TCC Paper-based TOEFL

**Note:** English Language scores that are not from Tulsa Community College, must be sent directly from Educational Testing Service and cannot be more than 2 years old.

To order a test report from **ETS** call **609.771.7100**.

TCC's school code for this purpose is **6839**.

For IELTS, test scores should be mailed from the IELTS test administrator to the Tulsa Community College's International Student Services.

## Completion of Secondary/High School Studies and College Transcripts

- All International students who enter Tulsa Community College must provide documentation that they completed secondary school/high school.
- You must also submit transcripts of any college classes which you have previously taken in any country other than the U.S.
- If you have attended high school or university in the U.S., you can have your institution submit these transcripts directly to TCC. They do not need to be evaluated by a third party.

### **Transcript Submission**

- College transcripts need to be certified and translated by a third-party organization that is a member of the National Association of Credential Evaluation Services ([www.naces.org](http://www.naces.org)). **WES (World Education Services) or SpanTran are preferred.** Courses must be analyzed on a course-by-course basis.
- High school transcripts can be sent directly to [records@tulsacc.edu](mailto:records@tulsacc.edu) if the transcript is in English.
- High school transcripts that are not in English must be sent to a third-party organization that is a member of the National Association of Credential Evaluation Services ([www.naces.org](http://www.naces.org)). **WES (World Education Services) or SpanTran** are preferred to be translated.
- After your transcripts have been evaluated, they must be submitted directly from the credential evaluation service to the TCC records department at [records@tulsacc.edu](mailto:records@tulsacc.edu) or **Tulsa Community College Office of Records, 909 S. Boston Ave., Tulsa Ok 74119.**
- For further information, please see TCC's webpage on Requesting and Submitting Transcripts [Submit Your Transcripts to TCC](#).
- (Note: Even though you may have completed some university study in your country, TCC still requires documentation that you completed your secondary school/high school studies. TCC and many local universities in Tulsa can and do accept, at least, some foreign credits that have been evaluated by a third-party credentialing service.)



# F-2 I-20 Dependent Request

(Fill this form out only if you are bringing dependents (spouse and/or children) on F-2 VISAs)

## Spouse Information

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Family/Last Name \_\_\_\_\_ Middle Name \_\_\_\_\_  
 First Name \_\_\_\_\_ Date of Birth \_\_\_\_\_  
 Passport Number \_\_\_\_\_ Passport Expiration Date \_\_\_\_\_  
 Country of Citizenship \_\_\_\_\_

Please submit:

\_\_\_\_\_ marriage license  
 \_\_\_\_\_ passport of your spouse

## Child Information

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Family/Last Name \_\_\_\_\_ Middle Name \_\_\_\_\_  
 First Name \_\_\_\_\_ Date of Birth \_\_\_\_\_  
 Passport Number \_\_\_\_\_ Passport Expiration Date \_\_\_\_\_  
 Country of Citizenship \_\_\_\_\_

Please submit:

\_\_\_\_\_ birth certificate  
 \_\_\_\_\_ passport of child

## Child Information

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Family/Last Name \_\_\_\_\_ Middle Name \_\_\_\_\_  
 First Name \_\_\_\_\_ Date of Birth \_\_\_\_\_  
 Passport Number \_\_\_\_\_ Passport Expiration Date \_\_\_\_\_  
 Country of Citizenship \_\_\_\_\_

Please submit:

\_\_\_\_\_ birth certificate  
 \_\_\_\_\_ passport of child





# Transfer-in I-20 Request

(Fill out ONLY if you are currently at another US University)

Name shown on I-20 \_\_\_\_\_

SEVIS ID Number \_\_\_\_\_

Name of School holding your SEVIS record \_\_\_\_\_

\_\_\_\_\_ My SEVIS (I-20) record **IS NOT** in terminated status.

\_\_\_\_\_ My SEVIS (I-20) record **IS** in terminated status.

Please submit a copy of the following documents:

\_\_\_\_\_ Copy of your I-20

\_\_\_\_\_ *Most Recent I-94* Entry record [I-94 Official Website - Home Page](#)



# Checklist for I-20 Request

Application for Admission to Tulsa Community College <https://www.tulsacc.edu/admissions-aid/admissions/apply-admission>). Your official acceptance of TCC will come from the ISS Office.

- Biographical Information Form (page 2)
- Immigration Responsibilities Form (page 3)
- Proof of Financial Support (page 4)
  - Sponsorship Letter (page 11)
- English Proficiency Form (page 5)
- Transcripts Form (page 6)
  - Transcripts
- Copy of Passport (page 7)

## Transfer Students **MUST** also provide:

- Transfer-in I-20 Request FORM
  - Copy of current I-20
  - Copy of VISA
  - Copy of Passport
  - Transcripts from any university attended in the US.
  - Copy of Most Recent I-94

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## I-20 Dependent Request (F-2) **MUST** also provide:

- Spouse:
  - Marriage Certificate
  - Passport
  - F-2 VISA
- Children:
  - Passport
  - Birth Certificate
  - F-2 VISA
- Children:
  - Passport
  - Birth Certificate
  - F-2 VISA

(page 8)

Please submit I-20 Packet Request to [ISS@tulsacc.edu](mailto:ISS@tulsacc.edu)



## Sponsorship Letter Template

(Sponsor's address)  
(today's date)

To: TCC International Student Services

Ref: (applicant's full name: same as passport name)

### Sponsor's Letter of Support

This letter serves to notify you that I am willing to support my (relationship with the student, EX: my son (applicant's full name)) while in attendance at Tulsa Community College. I have attached a bank statement/letter of financial statement from (bank's name) for my (sponsor's checking account number).

The bank letter shows my account balance as proof that I can support the applicant (applicant's full name) while in attendance at Tulsa community College. If you need any additional information, please do not hesitate to contact me on (sponsor's phone number).

Sincerely,

(sponsor's signature here)

(sponsor's Print full name here)

