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

https://www.tulsacc.edu/ISS

Biographical Information

Thank you for applying to Tulsa Community College. Your application is 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 (Home Country)
Address _____
City _____ Country_____ Postal Code _____
Telephone_____

Oklahoma Address (can update later)
Address_____ City _____ State_____
Zip code _____ 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 semester will you be starting at TCC with this 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 10 of this packet.)

Are you applying for a Change of Status to an F-1 visa? ____ Yes ____ No
     If yes, what is your current immigration status? _____

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# _____

International Student Services   3727 E Apache, Tulsa, Oklahoma 74415   918.595.7478

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	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
_____ Family, Friends If providing a business account, ownerships documents must be provided. or	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.

Certificate of Financial Resources

United States Students and Visitors Program regulations require that sufficient financial resources be available to meet a student's prospective educational and living expenses while in the U.S. Therefore, a guarantee of financial resources must be submitted by each applicant who expects to obtain or maintain Student (F-1) status. Applicants are required to submit financial documentation indicating available funds to equal or exceed one full year of expenses for their intended program of study. Financial certification adjustments cannot be made based on a student's individual circumstances. This estimate of expenses is based on nine semester hours of graduate study for two semesters (one academic year) over the course of approximately 9 months. A Certificate of Eligibility (I-20) cannot be issued without this form. The amounts listed below are estimates. These amounts are subject to change without notice. Students could see adjustments in the figures listed on their Certificate of Eligibility (I-20) to reflect estimated increases for the coming year.

Tuition and Fees	**$ 9,700**
Living Expenses	**$13,000**
Books	**$ 1,000**
Total	**$23,700**

Required Supporting Documents:
Please submit either an **official bank letter** or a **recent bank statement** to include the following information:
- **Name of Account Holder**
- **Current account balance** or specific acknowledgement that the account has a balance of at least $23,700.

If submitting a business bank account, a **Certificate of Ownership** will also need to be provided.

Student Information

Expected Enrollment Date: ___ Fall 2026   ___ Spring 2027

Student Name: _____ _____ _____
(please print)   (Family or Last Name)   (Given or First Name)   (Middle)

I understand that the expenses listed above are estimates reflecting average costs and may differ based on number of credits enrolled in, changes in tuition, books, supplies, and personal spending.
These funds will be provided by: _____ My Family   _____ Other (specify)_____

Dependents - Please add an additional **$5,000** for your spouse and **$4,500** for each child that will be coming with you.

Last Name, First Name	Date of Birth	Counrty of Birth	Relationship
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Student's Signature: _____   Date: _____

Guarantor/Sponsor Certification

I understand that the expenses listed above are estimates reflecting average costs and may differ based on the number of credits enrolled in, changes in tuition, books, supplies, and personal spending. I further understand that tuition and fees are payable at the beginning of each semester. I hereby certify that I will arrange for the secure transfer of funds to the United States on the applicant's behalf and take full responsibility for these expenses.

Sponsor's Name (Please Print): _____

Address: _____

Sponsor's Relationship to Student: _____

Sponsor's Signature: _____   **Date:** _____

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
7.

> **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). **The Evalaution Company** (formerly Span Tran), **SpanTran Application** is preferred**.** Courses must be analyzed on a course-by-course basis.

- High school transcripts can be sent directly to 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).

- 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 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.)

Copy of Passport Biographical Page

A photocopy of the ID page of your passport must be submitted with this application.
The copy must be scanned, clear, and reflect a current date of validity. We cannot accept photographs/jpg documents.

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

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

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

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)
☐ Certificate of Financial Resources (page 4)
☐ English Proficiency Form (page 5)
☐ Transcripts Submission (page 6)
☐ Copy of Passport (page 7)

Transfer Students MUST also provide:
☐ Transfer-in I-20 Request FORM (page 9)
— 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

I-20 Dependent Request (F-2) MUST also provide:
☐ Spouse: (page 8)
— Marriage Certificate
— Passport
— F-2 VISA

☐ Children: (page 8)
— Passport
— Birth Certificate
— F-2 VISA

☐ Children: (page 8)
— Passport
— Birth Certificate
— F-2 VISA

Please submit I-20 Packet Request to ISS@tulsacc.edu