



Return all documents to: Kim Irvin

Dean of Enrollment Management
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Requirements

1. Application for Admission. *(document)*

The application should be filled out completely, dated and signed. There is a \$50 application fee. All questions must be answered, especially birth date, birth place, and major field of study for application to be complete.

2. Proof of English Language Proficiency.

TOEFL test is required for enrollment in NTCC. A minimum score of 79 on the Internet-based version, 213 on the Computer-based version or 550 on the paper version. The applicant must be adequately proficient in English to pursue his/her course of study. ACT and SAT are not required.

NTCC Assessment. Every new student at NTCC will be assessed in reading, writing and math once you arrive on campus. This assessment determines placement in academic credit classes or a partial academic load.

3. Deposit.

A deposit of \$500 (U.S. currency). The deposit will be returned to the student at the completion of his/her last semester at NTCC.

4. Evidence of Financial Support. *(document)*

The statement requires the signature of the applicant, the applicant's sponsor and the sponsor's bank official and must have an official seal. Northeast Texas Community College does not have on-campus employment programs for international students. International students are not allowed to work off-campus. Therefore, you must show proof of financial stability to attend Northeast Texas Community College. A statement, in English and U.S. funds, from your bank is acceptable.

5. Transcripts. *(document)*

submit official transcripts from your secondary school (translated into English) and each U.S. college or university if previously attended. A minimum "C" average is required on all U.S. transfer transcripts.

6. Immunization Record.

- A. Written proof of a negative tuberculin skin test or chest x-ray taken within the past year is required.
- B. Written proof of **bacterial meningitis** immunization (within five years) and **diphtheria/tetanus** immunizations (within ten years) are required.
- C. Completed Northeast Texas Community College medical form.

7. Proof of medical insurance.

U.S. or International medical insurance is required since medical costs in U.S. are expensive. International insurance provides better coverage. If you do not have International insurance you will be required to purchase insurance which costs approximately \$600 per semester.

8. Transfer Clearance Form.

Students holding F-1 visas whom are transferring from a U.S. college or university, language institute or high school must have the enclosed transfer clearance form completed by the foreign student advisor at the student's previous school. The form should be sent directly to Ms. Kim Lawrence. To be eligible to transfer, a student must be enrolled full-time (12 semester hours) during the previous semester.

9. Copy of Immigration Documents.

Copies of the visa, the I-94 (arrival/departure record) and the student copy of the I-20 (for applicants who hold F-1 visas) are required for transfer students from other U.S. colleges. Copies will be made when you arrive on campus for students coming to the U.S. for the first time.