

NORTHWEST VISTA COLLEGE PROCEDURE

Procedure Number: SS 5.3
Procedure Title: International Students

I. Purpose

Guide International students seeking F-1 student visa through the admissions and enrollment process at Northwest Vista College.

Professional Affiliations: Northwest Vista College is certified to offer courses of study by the Student and Exchange Visitor Program (SEVP) in the Department of Homeland Security (DHS). Member of the NAFSA: Association of International Educators.

II. Procedure Statement

A. Admissions Requirements:

1. Prospective International students seeking admissions, requesting applications and/or transfer information to Alamo Colleges or Northwest Vista College can visit the International Programs Office located at 201 Sheridan, San Antonio, TX 78204 or Northwest Vista College International Student Services, located CCC108 Advising Services office.
2. An application for admission to Northwest Vista College must be completed online through ApplyTexas. Student must also complete a paper application available on NVC website in PDF file. The application must be completed and delivered to Northwest Vista College International Student Services office in person or via mail. A \$100.00 non-refundable application fee by check, cashier's check or postal money order is required and must be submitted with application or can be paid online.
3. Student must submit all required documentation:
 - a. Transcripts: Submit official high school transcript(s), and/or any other official transcripts from other college(s)/university(ies). Transcripts must demonstrate high school equivalency. Original translation and evaluation of foreign transcripts by an organization that meets the quality guidelines endorsed by the [National Association of Credential Evaluation Services \(NACES\)](#)
 - b. Financial_Statement: Provide official bank letter verifying savings or checking account(s) of a minimum of \$22,500 USD. An additional \$5,000 USD will be applied per dependent. The letter should include name of account holder, date account was established, current balance and title and signature of bank official on bank letterhead. Letter must be dated within 60 days and in English. Copies of financial documents are acceptable but not copies sent by fax.
 - c. English_Proficiency – TOEFL or IELTS Scores: TOELF/IELTS scores are required to show English proficiency. If student does not meet the minimum scores established to

confirm English proficiency, student must attend an academic English as Second Language (ESL) program until proficiency is met. ESL program is only available at San Antonio College.

- d. Passport picture must be attached to paper application.
- e. Transfer Students Only: Must provide a letter of good standing from current institution (Transfer-In Form). Along with current copy of I-20, I-94, passport and Visa.

4. Transcript Evaluation:

- a. All official original transcript(s) and/or translated documents are forwarded to Northwest Vista College Admission & Records office for evaluation to determine high school equivalency.

B. Admissions Process:

1. Admissions Checklist:

- a. Verification and approval of high school equivalency must be determined by Admissions & Records office.
- b. All required documentation must be submitted.
- c. Student must meet the minimum requirements.
- d. Student must complete and submit the online ApplyTexas application for the semester they wish to attend.

2. Principal/Designated School Official (P/DSO) Duties:

- a. Issues an I-20 via SEVIS database.
- b. Mails or provides I-20 to student along with a letter of acceptance to Northwest Vista College.
- c. Once SEVIS I-901 fee is paid, the student must contact the U.S. Embassy in his/her country and schedule an appointment for application for an F-1 Student Visa.
- d. Once F-1 student visa is approved, student contacts P/DSO.
- e. Determine if student requires TSI testing, refreshers, NSO or has holds prior to registration.
- f. Advise and assist with registration of courses.

C. Procedure for Issuing Form I-20 for Initial Attendance:

1. Creation of SEVIS Record:

- a. To generate an initial, I-20, the Designated School Official (DSO) must first create a student record in SEVIS.
- b. To create a SEVIS record the DSO clicks the New Student link on *the Listings of Schools* screen, populates the student information, program information, and financial information fields with required data, and submits the record to SEVIS.

D. Registration Process:

1. Creation of Student file:

- a. P/DSO must create an individual file folder for each international student. The file must contain original I-20 application, financial documents, receipt for processing fee. The file must contain photocopies of the following documents:

- Copy of original I-20
- Copy of F-1 Visa
- Copy of I-94
- Copy of Passport

E. Semester Advising:

1. Student must report to the Designated School Official (DSO) every semester to confirm that they are in compliance with F-1 Visa status.
2. An "IR" hold is placed on the student record to insure compliance with F-1 Visa requirements.

F. Termination of SEVIS Record:

Terminating a student record in SEVIS is a serious issue. To terminate a student's record in SEVIS, P/DSO must verify the termination is justifiable:

1. Justification for Termination

- Unauthorized Withdrawal
- Death
- Unauthorized Employment
- Unauthorized Drop Below Full Course
- Authorized Drop Below Full Course Time Exceeded
- Expulsion
- Suspension
- Absent from Country for Five (5) months
- Failure to Enroll
- Transfer Student No-Show
- Otherwise Failing to Maintain Status
- Violations of Change of Status (COS) Requirements
- Change of Status Denied
- Change of Status Approved
- No Show – Manual Termination
- No Show – System Termination
- School Withdrawn

Note: Adverse consequences to student's immigration status if SEVIS record is terminated and student is required to return to home country.

Contact for Interpretation:

Director, Academic Advising

Relevant Board Policy:

N/A

Relevant SACSCOC Principle:

Last Updated: ___September 22, 2016___

Approved: _____
Vice President for Student Success