Application for International Admissions

Packet of Application and Forms Required for International Student Admissions

Office of Admissions & Records
1507 So McKenna
Poteau, OK 74953
918-647-1300 voice • 918-647-1306 fax • www.carlalbert.edu
International students must submit the following documents when attending college/university for the first-time in the U.S. and for admissions to Carl Albert State College. These documents are submitted with the Application for Admissions and before the I-20 may be mailed to the student.

1. Application for Admissions
2. Form 1: Application for I-20
3. Form 2: Financial Statements
4. Form 3: Agreement to Obtain Transcripts & Insurance
5. International Fee $50.00
6. Original Documentation of Secondary School Education
7. Original IELTS or TOEFL test results; or U.S. High School transcript (not required if English is native language of country)
8. Evidence of immunizations/shot record or Compliance Form
9. (do not attach, pay to SEVIS) SEVIS I-901 Fee
10. (do not attach, submit upon arrival) present passport and I-94 to CASC’s International Advisor

International Students transferring from another college/university in the U.S. must also submit:

- Form 4: International Transfer Request
- Official College transcript  (all colleges previously attended)

Deliver to:

**By Mail:**
Carl Albert State College
Office of Admissions/International Advisor
1507 So McKenna
Poteau, OK 74953

**By Fax:**
918-647-1306

Questions: Contact the International Advisor at: 918-647-1300 or asutter@carlalbert.edu
## International Admissions Application

**Office of Admissions**  
International Advisor  
1507 S McKenna  
Poteau, OK 74953  
918-647-1300 phone  
918-647-1306 fax

### Application for Admissions

**CARL ALBERT STATE COLLEGE**

**Office of Admissions**  
**International Advisor**  
**1507 So McKenna**  
**Poteau, OK 74953**  
**918-647-1300 voice**  
**918-647-1306 fax**

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**Semester of Entry** (Please check)

- **Entry Classification:** (check one)
  - ☐ International Student (New, First-time at any college in U.S.)
  - ☐ International Student (Transfer from a college in U.S.)

**Entry Term:** Deadline for Application

- ☐ Summer 20____ February 1
- ☐ Fall 20____ April 1
- ☐ Spring 20____ August 1

(Application and required documents not received by above deadline date will be considered for admissions in the following term).

**Campus:** ☑ Poteau Campus

### Applicant Information (Please Print Clearly)

| Gender: | ☐ Male | ☐ Female |
| Marital: | ☐ Single | ☐ Married |

**Date of Birth (mm/dd/year):**

**Name** (as in passport):

- Family/Last Name:
- First Name:
- Middle Name:
- City and Country of Birth:

**Permanent Home Address (in country):**

**Postal Mailing Address (in country):**

**Email Address:**

**Telephone and/or Cell Phone Number(s):**

**U.S. Mailing Address (for transfer students):**

### ENGLISH PROFICIENCY

- English Proficiency Test taken was: ☐ TOEFL ☐ IELTS
- Date Test Taken was: ______________ Test Score was: ____________  
  [Attach Official test results to Application]

If neither test was taken, then how is English language proficiency measured:

- ☐ Graduated from a high school in the U.S.  
  [Attach Official U.S. High School transcript to Application]
- ☐ English is the native language of Country of Citizenship

### Academic History

**Family Education Background** (Please answer the following questions)

- What is the highest degree earned by your Mother? ☐ Associate ☐ Bachelor ☐ Master ☐ Doctorate ☐ None
- What is the highest degree earned by your Father? ☐ Associate ☐ Bachelor ☐ Master ☐ Doctorate ☐ None
- Are you the first member of your family to attend college? ☐ Yes ☐ No
- What is the highest degree you have earned? ☐ High School Diploma ☐ Associate ☐ Bachelor ☐ Master ☐ Doctorate ☐ None

### Academic Information

- (Please check and answer what is applicable):
  - ☐ Secondary School: __________________ City/Country: ______________ Dates attended: ____________
  - ☐ U.S. High School: __________________ City/State: ______________ Dates attended: ____________
  - ☐ College/University: __________________ City/State: ______________ Dates attended: ____________
  - ☐ College/University: __________________ City/State: ______________ Dates attended: ____________

- Have you taken the: ☐ ACT ☐ SAT ☐ COMPASS ☐ NONE  
  [Attach Official test results to Application]

**International Transfer** students are required to submit Form 4: Transfer Request and official transcript(s) from all colleges previously attended.
APPLICATION FOR ADMISSIONS  CARL ALBERT STATE COLLEGE

Office of Admissions  •  International Advisor  •  1507 So McKenna  •  Poteau, OK 74953  •  918-647-1300 voice  •  918-647-1306 fax

DEGREE SEEKING WITH CASC

WHAT DEGREE WILL YOU SEEK WITH CARL ALBERT STATE COLLEGE: [ ___  ___  ___ ] (Write-in the 3-digit code found below).

- Associate of Art (AA) or Associate of Science (AS)
  - (032) Allied Health AS  *(i.e. pre-Nursing/PTA/Rad Tech)*
  - (002) Art AA
  - (004) Biological Science/Zoology AS
  - (006) Business Administration AA
  - (005) Child Development for AA
  - (060) Computer Information Systems AA
  - (014) English AA
  - (063) Film Studies AA
  - (039) General Education AA
  - (016) Health, Physical Ed & Recreation AA
  - (042) Hotel, Restaurant & Tourism Mgmt AA
  - (022) Math AS

- (026) Music AA
- (028) Physical Science AS
- (013) Pre-Elementary Education AA
- (029) Pre-Engineering AS
- (020) Pre-Journalism AA
- (030) Pre-Law/Criminal Justice AA
- (031) Pre-Med, Pharmacy, & Vet Med AS
- (034) Pre-Secondary Education AA
- (036) Social Science (History/Political Sc.) AA
- (037) Sociology/Psychology AA
- (035) Speech/Theatre AA
- (054) Telecommunications AA

- Associate of Applied Science (AAS)
  - (012) Child Development for AAS
  - (040) Computer Technology AAS
  - (064) Culinary Arts AAS
  - (059) Hotel, Restaurant & Tourism Mgmt AAS

- (041) Nursing AAS  *(by permission)*
- (051) Physical Therapist Asst AAS  *(by permission)*
- (058) Radiologic Technology AAS  *(by permission)*

*Unless accepted to program, student should select Allied Health. Program advisors will officially change the student’s major.

Disclosure Requirements

1. Have you ever been convicted of a felony?  ☐ Yes  ☐ No

2. Have you ever been placed on disciplinary probation or suspension from a college or university?  ☐ Yes  ☐ No

3. If you are a Transfer Student, are you in good standing with the college/university (2.00 GPA or higher, debt paid)?  ☐ Yes  ☐ No

If you answer Yes to a question, please attach a written statement of disclosure (plain sheet of paper, dated, and signature).

Sponsor or Agent Information  *(Provide the following information only if you are using a sponsor or agent for admissions and you authorize them to make inquiries about your application)*

If yes, then tell us the person(s) name and contact information:

Full Name: ____________________________________________________ Telephone Number: ____________________________________
Postal Address: _____________________________________________ Email Address: ________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________

READ & SIGN:

With my signature below, I avow that all information supplied on this form is complete and accurate. I acknowledge that I shall not be considered for admissions to Carl Albert State College until I submit all required documents. I understand that failure to list all colleges where I have been previously enrolled or falsification of this application or my academic records may result in my suspension for academic misconduct and lead to my withdrawal from CASC and complete forfeiture of fees. I agree to abide by the rules and regulations established by CASC, including payment of all tuition, fees, room/board, books, fines, and all other charges incurred at CASC.

Student PRINT Name ___________________________ Signature ___________________________ Date ___________________________

Parent/Legal Guardian/Sponsor/Agent PRINT Name ___________________________ Signature ___________________________ Date ___________________________

In compliance with Titles VI and VII of the Civil Rights Acts of 1964, amended, Title IX of the Education Amendments of 1972, American Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, financial aid, and educational services. Please contact our ADA Coordinator at 918-647-1389 if you have any questions regarding services for students with disabilities.

Carl Albert State College is accredited by The Higher Learning Commission, North Central Association of Colleges and Schools (FICE 003176, IPEDs Unit ID 206923).
Immunization Compliance Form

Immunization Policy: Exemption Statement
for Students with Exemptions or Exceptions

In Compliance with Oklahoma Statutes, Title 70 §3242

INSTRUCTIONS:

Students who successfully complete and sign this form do not have to provide Immunization Records. Student should check one of the exemption boxes and sign below, and submit this with the Application for Admissions.

State law allows for certain exemptions based upon medical contraindications, religious or moral objections, or other exemptions. The Board of Regents, in its discretion, includes exceptions to the requirement for vaccinations for each of the following categories of students. Additionally, the immunization requirement shall not apply to students enrolling in courses delivered through the Internet or at distance learning sites which the student is not required to attend class on campus.

International Students: All new students are required to provide immunization records showing the vaccination and dates of immunization against: measles, mumps, rubella, Hepatitis B, and meningococcal. For all students living in college housing dormitories, the Meningococcal immunization is strongly recommended and a separate Compliance Form must be submitted with Housing Application.

Check Exemption below:

☐ concurrently enrolled high school student;
☐ graduated from a high school in a state that requires vaccinations for hepatitis B, measles, mumps, and rubella;
☐ transferring from an institution within The Oklahoma State System of Higher Education or private institution of higher learning located within this state and accredited pursuant to Section 4103 of Title 70 of the Oklahoma Statutes;
☐ born before January 1, 1956;
☐ a member of a National Guard Unit or Military Reserve Unit or who is currently on active duty in a branch of the United States military, or
☐ enrolling only in web-based courses or at a distance learning site.
☐ Religious Objections (summarize):

☐ Moral or Personal Objection (summarize):

☐ Medical Contraindications (summarize, completed by Physician only if contraindication exists):

_____________________________________________________________________________________________

_____________________________________________________________________________________________

_____________________________________________________________________________________________

Physician Signature ___________________________ Date ___________________________

Student Signature Required:

Student PRINT Name ___________________________ Student Signature ___________________________ Date ___________________________

Additional information on immunizations may be found at:
• Center for Disease Control www.cdc.gov
• Local health departments
Form 1: Application for I-20

**Instructions:** This form should be completed and submitted with the original copies of secondary school completion and evidence of English language proficiency (TOEFL or IELTS test scores), Financial Statement, Bank Statement, Insurance/Transcript Form, and Application for Admissions. The submission of these forms must be on file in the Office of Admissions at Carl Albert State College before the deadline date and before admissions is granted and I-20 issued. Please note that

- the $50.00 International Fee must be paid to CASC’s Business Cashier at this time of Application for the I-20 (see attached)
- if first time traveling from overseas, students have to register with SEVIS and pay the required SEVIS fee (see attached)

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**ENROLLMENT INFORMATION**

When do you expect to enroll with CASC and what will your major be?

| TODAY’s DATE: |  
| MAJOR: |  
| SEMESTER: | YEAR: |

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**PERSONAL INFORMATION**

| NAME OF APPLICANT: | Family/Last | First | Middle |
| COUNTRY OF CITIZENSHIP: |
| SOCIAL SECURITY NUMBER: |
| DATE OF BIRTH (MM/DD/YEAR): |
| COUNTRY OF BIRTH: |
| STREET ADDRESS: |

*P.O. Boxes are not an accepted address by DHL. A street address is required for mailing of the I-20.*

| PHONE NUMBER: |  
| EMAIL ADDRESS: |  

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Student should submit with the Application for Admissions this form, and other forms and documents to the following address:

**MAILING:** Office of Admissions, International Adviser, 1507 So McKenna, Poteau, OK 74953

**FAX:** 918-647-1306

**CONTACT:** International Adviser at 918-647-1300 voice - or - asutter@carlalbert.edu
Form 2: Financial Statements of International Student Applicants

Instructions: Carl Albert State College requires a statement of financial support from all applicants who are not United States citizens or who are not holding immigrant visas at the time they apply for admissions. International students must be prepared to meet these obligations. Payment of dorm, ACT test, and the purchase of books are due upon arrival. Tuition/fees are due before the first day of classes.

<table>
<thead>
<tr>
<th>Applicant’s Name:</th>
<th>Family/Last</th>
<th>First</th>
<th>Middle</th>
</tr>
</thead>
<tbody>
<tr>
<td>Birth Date (MM/DD/YEAR):</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Country of Citizenship:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

STATEMENT OF APPLICANT AND/OR SPONSOR

Today’s Date: ________________________

I certify that I have a minimum of $6,500.00 in U.S. currency available to me for study at Carl Albert State College for the first semester of study, exclusive of travel funds. I also certify that I will have $6,500.00 for each succeeding semester throughout my attendance. These funds will be provided in the following manner:

- [ ] Personal or Family Savings: __________________________
  Print names of bank(s).

- [ ] Sponsor (parent or other): ____________________________
  Print name of sponsor.

- [ ] Your Government: ____________________________
  Print name of agency and enclose a copy of your letter of award.

I further certify that I can make the necessary arrangements to have these funds transferred to the United States on a _______ monthly, _______ semester, or _______ years of study.

We, the undersigned, realize we are fully responsible, and will be held accountable by Carl Albert State College for maintaining the terms of this statement.

<table>
<thead>
<tr>
<th>Signature of Applicant</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature of Sponsor</td>
<td>Date</td>
</tr>
</tbody>
</table>

STATEMENT FROM A BANK OR FINANCIAL ESTABLISHMENT

This is to certify that ____________________________, whose signature appears above as sponsor, has ample funds to meet the yearly expenses of the applicant names. This certificate does not constitute a statement of liability on my part or that of the firm or bank I represent.

<table>
<thead>
<tr>
<th>Signature of Bank Official</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title of Bank Official</td>
<td>Date</td>
</tr>
</tbody>
</table>
Form 3: Agreement to Obtain Academic Transcripts & Insurance Documentation

INSTRUCTIONS: Students should complete this form when official academic transcripts do not accompany the Application for Admissions and other forms at time of application. This form should also be completed for acceptance of compliance to purchase health insurance upon arrival.

SIGNATURE AGREEMENT

I, _____________________________, do hereby agree to provide official transcripts and purchase insurance via mail or upon arrival at Carl Albert State College. Failure to provide documents will result in inability to enroll in classes.

____________________________
Signature

____________________________
Date

Student should submit with the Application for Admissions this form, and other forms and documents to the following address:

MAILING: Office of Admissions, International Adviser, 1507 So McKenna, Poteau, OK 74953
FAX: 918-647-1306
CONTACT: International Adviser at 918-647-1300 voice - or - asutter@carlalbert.edu
Form 4: International Student Transfer Request

**Instructions to Prospective Student:**
Students are permitted to transfer to Carl Albert State College, provided you notify your present school you intend to transfer, have them complete this Transfer Request form, and submit it to CASC for approval. Upon approval for transfer by CASC, a Form I-20 will be issued to you, and reported to Immigration and Naturalization Service (INS).

I, ____________________________________________, give permission for the designated institution to release the following information.

署名

**International Adviser:**
Please complete the following information concerning the above student’s transfer to Carl Albert State College.

- Student’s VISA type_____________ INS Admission Number_______________________
- Student is currently enrolled? ☐ Yes ☐ No If Yes, Number of hours______________
- Student is in good standing with INS and eligible for transfer. ☐ Yes ☐ No

If answered No, please explain:

署名

- SEVIS release date____________________
- The student is in good academic standing: ☐ Yes ☐ No
- The student is in good financial standing: ☐ Yes ☐ No

If answered No, please explain:

署名

Student should submit with the Application for Admissions this form, and other forms and documents to the following address:

**MAILING:** Office of Admissions, International Adviser, 1507 So McKenna, Poteau, OK 74953
**FAX:** 918-647-1306
**CONTACT:** International Adviser at 918-647-1300 voice - or - asutter@carlalbert.edu
International Fee

The $50.00 International Fee should be submitted with the Application for Admissions and other forms and documents required for admissions to Carl Albert State College. Funds are used in part to mail the I-20 to the student during visa application.

Students may submit $50.00 payment to the CASC Business Cashier in one of the following payment methods. Please check which method used:

- Check from a U.S. bank
- Money Order
- Credit Card

Business Cashier contact information:

- Voice: 918-647-1325
- Mailing: Carl Albert State College
  Business Office Cashier
  1507 S. McKenna
  Poteau, OK 74953

Notes:

Student should submit with the Application for Admissions payment, and other forms and documents to the following address:

MAILING: Office of Admissions, International Adviser, 1507 So McKenna, Poteau, OK 74953
FAX: 918-647-1306
CONTACT: International Adviser at 918-647-1300 voice - or - asutter@carlalbert.edu
Useful websites and links

**International Visitors Information**  [U.S. Customs & Border Protection]

The U.S. Customs and Border Protection of the U.S., Department of Homeland Security has information international visitors should find helpful in understanding how to navigate the process and procedures of traveling to the U.S. Visitors can read about admissions to the U.S., forms required, I-94 instructions, and other travel tips and instructions.

**SEVIS and Payment of SEVIS Fee**  [U.S. Customs & Border Protection]
International students attending college in the U.S. for the first time will be required to register through SEVIS (Student and Exchange Visitor Information System) and pay the SEVIS I-901 Fee. When you are accepted by the U.S. school you plan to attend, you will be enrolled in the (SEVIS) by that school and be provided with a Form I-20 to present to the consular officer when you attend your visa interview.

Go to: [http://www.ice.gov/sevis/](http://www.ice.gov/sevis/) for SEVIS main web page

Go to: [https://www.fmjfee.com/i901fee/index.jsp](https://www.fmjfee.com/i901fee/index.jsp) for I-901 SEVIS fee payment process/instructions

Informational web site: [http://travel.state.gov/content/visas/english/study-exchange/student.html](http://travel.state.gov/content/visas/english/study-exchange/student.html)

**U.S. VISA**  [U.S. Department of State – Consular Affairs]
Web site: [http://travel.state.gov/content/visas/english.html](http://travel.state.gov/content/visas/english.html)

You must have a student visa to study in the United States. The **F-1 Visa** is for students attending a full-time degree or academic program at a school, college or university. The F-1 Visa is valid for as long as it takes the student to finish his or her course of study. An F-1 Visa also allows students to work on campus and in some situations even off campus.

**I-94**  [U.S. Customs & Border Protection]
Foreign visitors to the U.S. arriving via air or sea no longer need to complete paper Customs and Border Protection Form I-94 or I-94W. Those who need to prove their legal-visitor status—to employers, schools/universities or government agencies—can access their CBP arrival/departure record information online.

For information on I-94 and answers to FAQs, go to: [http://www.cbp.gov/travel/international-visitors](http://www.cbp.gov/travel/international-visitors)