



Carl Albert State College

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# **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](http://www.carlalbert.edu)

# Attach

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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.

- ❶ Application for Admissions
- ❷ Form 1: Application for I-20
- ❸ Form 2: Financial Statements
- ❹ Form 3: Agreement to Obtain Transcripts & Insurance
- ❺ International Fee \$50.00
- ❻ Original Documentation of Secondary School Education
- ❼ Original IELTS or TOEFL test results; or U.S. High School transcript (not required if English is native language of country)
- ❽ Evidence of immunizations/shot record or Compliance Form
- ❾ (do not attach, pay to SEVIS) SEVIS I-901 Fee
- ❿ (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)

<b>Deliver to:</b>
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<b>By Mail:</b>	<b>By Fax:</b>
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Carl Albert State College Office of Admissions/International Advisor 1507 So McKenna Poteau, OK 74953	918-647-1306
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*Questions:* Contact the International Advisor at: 918-647-1300 or [asutter@carlalbert.edu](mailto: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

early"

## 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

**CAMPUS:**  Poteau Campus

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

## 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                      MIDDLE                      CITY AND COUNTRY OF BIRTH

**PERMANENT HOME ADDRESS** (IN COUNTRY):

COUNTRY OF CITIZENSHIP

**POSTAL MAILING ADDRESS** (IN COUNTRY I):

**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.

**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  
 (055) 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 Sci.) 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.  
 (049) Business Technologies (Certificate)  
 (048) Child Development (Certificate)  
 (062) Office Science (Certificate)

**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.

**1 Check Exemption below:**

List High School:

- 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

**2 Student Signature Required:**



\_\_\_\_\_  
Student PRINT Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Additional information on immunizations may be found at:

- Center for Disease Control [www.cdc.gov](http://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)

## ENROLLMENT INFORMATION

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

**TODAY'S DATE:** \_\_\_\_\_

**MAJOR:** \_\_\_\_\_

**SEMESTER:** \_\_\_\_\_

**YEAR:** \_\_\_\_\_

## 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:** \_\_\_\_\_

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](mailto: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.**

**Applicant's Name:** \_\_\_\_\_  
Family/Last First Middle

**Birth Date (MM/DD/YEAR):** \_\_\_\_\_ **Country of Citizenship:** \_\_\_\_\_

## 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.

\_\_\_\_\_  
**Signature of Applicant** **Date**

\_\_\_\_\_  
**Signature of Sponsor** **Date**

## 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.

\_\_\_\_\_  
**Signature of Bank Official** **Date**

\_\_\_\_\_  
**Title of Bank Official** **Date**

OFFICIAL  
BANK  
SEAL

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**FAX:** 918-647-1306

**CONTACT:** International Adviser at 918-647-1300 voice - or - [asutter@carlalbert.edu](mailto:asutter@carlalbert.edu)



## 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  
**Printed Full Name**

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](mailto: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.



\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

**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:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 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:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



\_\_\_\_\_  
Signature of International Student Advisor

\_\_\_\_\_  
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



## 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

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Notes:

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**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](mailto:asutter@carlalbert.edu)

# Useful websites and links

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## International Visitors Information

[ U.S. Customs & Border Protection]

Web site: <http://www.cbp.gov/travel/international-visitors> .

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/> for SEVIS main web page

Go to: <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>

## U.S. VISA

[ U.S. Department of State – Consular Affairs]

Web site: <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>