



**SWCID** COMMUNITY COLLEGE FOR DEAF AND HARD OF HEARING PERSONS  
**OFFICE OF ENROLLMENT SERVICES**

canderson@howardcollege.edu • 3200 Avenue C • Big Spring, TX 79720 • VP (432) 218-4045 • Fax (432) 264-3729

Dear Prospective International Student:

We are pleased you are interested in enrolling at Southwest Collegiate Institute for the Deaf. Enclosed is the International Student Application packet. Almost all of the forms that are required for the application process are included in this packet. The exception is the SWCID Application for Admission, which you can download a copy to print and fill out. The link to the application form is [http://www.howardcollege.edu/pdf/SWCID\\_Application.pdf](http://www.howardcollege.edu/pdf/SWCID_Application.pdf).

International students applying to SWCID must complete the following checklist and **all items must be submitted** to the Director of Enrollment Services, (SWCID, 3200 Avenue C., Big Spring, TX, 79720) before an I-20 will be issued. The entire application process must be completed according to the **following application deadlines**:

Fall Semester:	May 15 <sup>th</sup>
Spring Semester:	October 15 <sup>th</sup>
Summer Session(s):	March 15 <sup>th</sup>

(Checklist is subject to change)

- \_\_\_\_\_ Application for Admission to SWCID
- \_\_\_\_\_ \$50 **non-refundable** application fee (by check on **U.S. bank account**, or credit card)
- \_\_\_\_\_ Proof of English Proficiency: ACT, SAT, or TOEFL Scores
- \_\_\_\_\_ OFFICIAL copies of high school and college (if any) transcripts. (Refer to Transcripts section below for more information)
- \_\_\_\_\_ Audiogram (Deaf and Hard of Hearing students only)
- \_\_\_\_\_ Financial Agreement – signed by student applicant AND parent/guardian or sponsor
- \_\_\_\_\_ Supporting Document for Proof of Income/Ability to Pay
- \_\_\_\_\_ Financial Statement – signed by student, parent, financial institution and a witness.
- \_\_\_\_\_ Financial Status Form
- \_\_\_\_\_ International Student Information Sheet
- \_\_\_\_\_ Conditions of Acceptance Agreement
- \_\_\_\_\_ Evidence of Vaccination against Bacterial Meningitis (more information can be found on page 4).

Do the following after you receive an email from Candace Anderson, Director of Enrollment Services, about your approved admission status:

- \_\_\_\_\_ Deposit of \$10,000 US dollars paid before the semester you plan to begin attendance (June 15<sup>th</sup> for the fall semester, November 15<sup>th</sup> for the spring semester, and April 15<sup>th</sup> for summer session(s)). Thereafter, a minimum of \$10,000 US dollars must be on deposit at least two months before the SWCID on-site registration of each semester you plan to attend. Deposit must be mailed to Howard College, Attn: Business Office, 1001 Birdwell Lane, Big Spring, TX 79720, along with the Payment Authorization form (p.14).
- \_\_\_\_\_ Housing Application
- \_\_\_\_\_ \$100 Dorm Deposit



### **Transcript Information**

Submit official transcripts from school previously attended, which includes all high school and colleges attended. Transcripts that are not written in English, must be translated to English. If you wish to have your college credit at previous schools considered for credit toward your degree at SWCID, the transcript must be evaluated by one of the approved agencies listed on the last page of this packet. **It is the student's responsibility to submit the information to the evaluator and pay the required fee.** SWCID will not consider transfer credit until the evaluated transcript has been received directly from the evaluation agency.

**Proof of English Proficiency:** All international students are required to show English proficiency in order to study at Howard College/SWCID.

Deaf and hard of hearing students attending SWCID may accomplish this by: 1) taking the Test of English as a Foreign Language (TOEFL) with minimum passing scores listed below; 2) submit a composite score of 11 or higher on the American College Test (ACT) (A composite score of 10 will be considered on a case by case basis); 3) submit a combined score of 780 on the Scholastic Assessment Test (SAT); or 4) show certificate of completion from an English as a Second Language (ESL) program.

An official copy of scores on the TOEFL must be received directly from the Educational Testing Service (ETS). No score below 500 (paper based version), 173 (computer based version) or 61 (internet based version) on the TOEFL will be accepted as a minimum passing score. The website address is [www.toefl.com](http://www.toefl.com).

### **Required Placement Testing (Upon Acceptance of Admission and before enrolling in classes)**

Upon admission acceptance, students seeking a college degree of higher learning in the state of Texas are required to test for proficiency in reading, writing and math skills before enrolling in college-level courses. The Texas Success Initiative Assessment (TSIA) is a state-mandated placement test that is required for students to take during regular office hours on campus, once you arrive.

Minimum Passing Standards:

TSI Assessment:

Math – 350

Reading – 351

Writing – Essay Score of 5; Essay Score of 4 and Multiple Choice of 363

Students scoring below the minimum passing standards will be appropriately placed in developmental course work which may include ESL (English as a Second Language) courses as needed.



Unless a student is exempt from this test, registration for classes will not be allowed until the placement test is taken. A student who meets one of the following criteria will be exempt from placement testing:

- SAT Exam – combined score of 1070, with a minimum of 500 in math and/or English.
- ACT Exam – composite score of 23 with a minimum of 19 on the English and math sections.
- Has been awarded an associate or baccalaureate degree from an institution of higher education.
- A student who transfers from another accredited U.S. institution of higher education and has satisfactorily completed college-level coursework (grade of C or higher) as determined by the receiving institution. The college transcript must be evaluated by an academic advisor to establish sufficient coursework for exemption.

If a student is not exempt from the placement exam and does not meet the minimum required score in reading, writing and math portions of the TSIA, he/she will be required to take the college preparatory classes assigned in the area(s) of deficiency. The college preparatory courses must be completed with a C or higher before college-level courses in the area(s) can be taken. The student can retake the placement test at the end of a semester to attempt a passing score to be able to take the college-level courses the following semester. The cost for the TSIA is \$30.00 for the initial test and \$10/section for any retake.

Since American Sign Language (ASL) is the communication mode in all courses offered at SWCID, all international students are required to be evaluated in ASL proficiency. Enrollment in at least 6 credit hours in ASL is required unless waived due to ASL evaluation.

### **Financial Documents**

All three of the following documents showing proof of financial support must be submitted IN FULL, complete with the required signatures indicated AND required supporting documents. This would include proof of income from the person responsible for the financial support (parent/guardian or sponsor, etc.). Proof of income can come in the form of a notarized letter from an employer stating total annual income (in US dollars) or a recent certified bank statement from a financial institution (no older than two months). The application **will be denied** if these documents are not submitted with complete information, required signatures and required supporting documents:

- Financial Agreement – attach proof of income
- Financial Statement
- Financial Status Form



### **Bacterial Meningitis Vaccination Requirements**

The 82<sup>nd</sup> Texas Legislature approved Senate Bill 1107, which requires all students entering a public, private, or independent institution of higher education in Texas as of January 2012 and thereafter to provide documentation that they have had a meningococcal (bacterial meningitis) vaccine or “booster” dose – **within the last five years and at least 10 days prior to the first day of class**

The meningitis vaccination requirement applies to:

- All first time students at SWCID/HC
- All students who are transferring from any institution of higher education to SWCID/HC
- All students who previously attended SWCID/HC, and who are enrolling following a break in enrollment of at least one fall or spring semester. (Students who complete a spring semester at SWCID/HC, are not enrolled for the summer at SWCID/HC, and who return in the fall are considered “continuing students” and are not included in this requirement.)

Students **EXEMPT** from this requirement:

- You will be age 22 or older on the first day of classes of the semester in which you are enrolling at SWCID/HC.
- Students who present an affidavit signed by a licensed physician stating that the vaccination would be injurious to the health or well-being of the student.
- Student who decline the vaccine due to reasons of conscience, including a religious belief.  
**For students age 18 or older and NOT living in on-campus housing:** before you will be allowed to register for classes, SWCID/HC must receive a completed, notarized “Exemption from Immunizations for Bacterial Meningitis for Reasons of Conscience” Affidavit. Visit the Texas Higher Education Coordinating Board webpage at <http://www.theccb.state.tx.us/reports/PDF/2554.PDF?CFID=20379104&CFTOKEN=47730119> to print the affidavit. **For students under age 18 or living in on-campus housing:** The official Texas Department of State Health Services (DSHS) form must be used. This form is available at <http://webds.dshs.state.tx.us/immco/default.aspx>. The form must be completed, notarized and provided to SWCID. Please allow 7 to 10 business days for delivery from DSHS. More information can be found at <http://www.dshs.state.tx.us/immunize/school/default.shtm#exclusions>

Acceptable documentation to prove that you have met the meningococcal vaccine requirement

- The signature or stamp of a physician or his/her designee or public health personnel on a form that shows that month, day and year of your most recent meningococcal vaccination or booster dose;
- An official immunization record generated from a state or local health authority that includes the same information as above; or
- An official record received from school officials, including a record from another state that includes the same information as above.



### **Housing Requirements**

International students are required to live on campus, unless an alternative living arrangement has been approved by the Dean of Student Affairs. Upon acceptance of admission, the student will be required to submit a dorm deposit of \$100. Information on who to contact to reserve a dorm room will be provided with the acceptance letter sent by email. **Per Texas State Law, students living in the residence halls must show proof of Bacterial Meningitis vaccination that is no more than 5 years old, before being allowed to move into the residence halls. If proof is not provided upon arrival on campus, the student will be required to house in a local motel or make other living arrangements (at the student's expense) for a total of 10 days AFTER the vaccination has been administered and before being allowed to move in the residence hall.**

### **Medical Emergency/Evacuation Insurance**

It is highly recommended that the student participate in a Student Accident and Sickness Insurance Plan to help cover any unexpected medical expenses. SWCID/Howard College will not be responsible for any existing medical conditions or out-of-pocket medical expenses incurred by the student, unless the medical cost is within guidelines of any scholarship contract between the student and SWCID/HC. It is also highly recommended that a student obtain medical evacuation coverage. Although this coverage is not required for admission, SWCID/HC relinquishes any/all responsibility for travel expenses due to medical emergency/evacuation.

### **SEVIS/VISA/I-20 Information**

Upon receipt of the required documents outlined above, SWCID/HC will review the applicant's admission information and evaluate it for authenticity. When admission is granted, an acceptance letter, Form I-20 and information on securing a dorm room will be sent to the student through regular postal service. If a student wishes to have the information sent by a more expedient/tracking method (Federal Express, etc.), shipping cost will be incurred by the student.

We are pleased you are considering SWCID as your place of training! If you need any assistance with the application process, please contact me.

Candace Anderson  
Director of Enrollment Services – SWCID Campus  
[canderson@howardcollege.edu](mailto:canderson@howardcollege.edu)  
(432) 218-4045 VP

Liz Adamson  
International Student Advisor  
[ladamson@howardcollege.edu](mailto:ladamson@howardcollege.edu)  
(432) 264-5190



**Estimated Cost Outline**

The following cost outline will give an incoming student an approximate idea of the cost for tuition/fees/room/board per semester at SWCID. These rates are subject to change at any time. The international student will also need to allow further expenses on books, supplies, personal items, entertainment, etc.

**Tuition**

The tuition rate for non-Texas residents/international students enrolled is a minimum of \$412 semester hour each semester, no base. All international students are required by immigration to be enrolled full-time, which means you must be enrolled and maintain an enrollment of at least 12 semester hours. A breakdown of sample charges is provided:

Hours Enrolled	Tuition	Fixed Fees	Est. Total
15	\$6,180.00	\$106.00	\$6286.00
14	\$5,768.00	\$106.00	\$5874.00
13	\$5,356.00	\$106.00	\$5462.00
12	\$4,944.00	\$106.00	\$5050.00

**Fixed Fees**

Fixed fees include a building use fee of \$70.00, and a student services fee of \$36.00.

**Lab Fees**

Lab fees vary with the different areas of study. Lab fees usually run from \$10.00 to \$24.00 per lab course, depending on the nature of the course. This fee is only incurred when a student takes a course with a lab. Course lab fees for each lab course are listed in the HC Catalog. Lab fees are subject to change.

**Tool Kit Charges**

Tool Kit charges ranges from \$800 - \$1,200 and this fee is only incurred when a student is taking a course of study that requires a tool kit. The charges are subject to change. Please contact Academic Affairs Office at 432-264-3775 V or 432-218-4252 VP for the current charges.

**Room and Board**

The charge for housing and meals (room/board) for each semester is \$2,484.00 payable at registration. Each student is required to make a housing deposit of \$100.00 to secure space in the residence hall. A payment plan is available as an option for room and board. A valid checking account, savings account, credit card, or debit card is required for payment plans. A fee of \$30 will be charged for payments returned due to insufficient funds. When choosing the payment plan, a (one-time) \$25.00 service charge will be added to the following charges:

**Payment Plan for Room and Board**

1<sup>st</sup> payment due at registration - \$1,242.00

2<sup>nd</sup> payment due October 1 in fall semester, March 1 in spring semester - \$621.00

3<sup>rd</sup> payment due November 1 in fall semester, April 1 in spring semester - \$621.00







**STATEMENT OF FINANCIAL STATUS**

The school estimates the student’s average 9-month cost of living to be as follows. These figures are based on enrollment of 15 hours/semester for Fall/Spring semesters. Additional cost will be required if the student chooses to take courses in the summer semesters and/or lives off-campus.

Tuition and Fees:	\$12,572.00
Room & Board Cost	\$ 4,968.00
Books & Supplies (excluding tool kit) (ESTIMATE)	\$ 2,000.00
Miscellaneous/Personal Expenses	<u>\$ 2,000.00</u>

**Approximate Total for 9 months                      \$21,540.00**

**Student’s Statement of Financial Status:**

The following means of support, estimated on a 9-month basis, will be provided by the sources indicated for the duration of my enrollment at SWCID:

Personal Funds (from student)	\$ _____
Funds from Family/Sponsor	\$ _____
Funds from Other Source	\$ _____

Type of Other Source: \_\_\_\_\_

Responsible Party for Other Source: \_\_\_\_\_

PRINT LEGIBLY

**The Financial Statement Form MUST be completed for evidence of ability to provide supporting funds.** Funds should equal or exceed the cost of education and living expenses, currently estimated at approximately \$22,000.00 US Dollars per academic year (9 month period).

*I understand that the information submitted herein will be relied upon by college officials to determine my status for admissions. I authorize the college to verify the information I have provided. I certify that the information provided is complete and correct and understand that the submission of false information is grounds for rejection of my application, or dismissal from enrollment, if discovered at any time.*

\_\_\_\_\_  
Student’s Signature

\_\_\_\_\_  
Date





## FINANCIAL STATEMENT

Immigration regulations require non-immigrant students to verify that funds will be available to pay for all costs of education, living and other personal expenses, while studying in the U.S. Students must NOT rely on extra income to be from part-time employment to help with cost of education. International students are reminded that they are not authorized to obtain employment off-campus, unless an Employment Authorization Document has been awarded by U.S. Department of Immigration. The school DSO will not recommend an EAD for any student who does not provide valid proof that an unexpected and mitigating circumstance has occurred that has caused an economic hardship. International students are allowed to work ON-campus, if employment is available, for a maximum of 20 hours/week while school is in session; and 40 hours/week during a holiday or summer break.

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### **PART I. Financial Statement of International Student**

I, \_\_\_\_\_, do hereby certify that:

Name (PRINT)

- I will have a **minimum** of **\$22,000** in U.S. currency available to me for each academic year (nine months) while I am pursuing a degree at SWCID, plus adequate funds for travel to and from the United States.
- In addition to having adequate funds for my own expenses, I will also have sufficient funds to cover living and travel expenses for any dependents who accompany me.
- If I remain in the United States during the summer months, I will have a minimum of **\$10,000** in U.S. currency available for the cost of education and residence hall.
- These funds can and will be provided during my entire duration of studies by the individual noted in Part II.
- I must make the arrangements to have \$10,000.00 transferred to the U.S. prior to the issuance of an I-20 form.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date



**PART II. Financial Statement of Responsible Party for Payment (Self, Parent/Guardian/Sponsor)**

I, \_\_\_\_\_, do hereby certify that I am the responsible person for all expenses incurred by the above applicant, while studying at SWCID. I am employed by \_\_\_\_\_, and **a statement of annual income is provided in Part III to prove that I can provide the funds needed in accordance with the stipulations stated above.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Relationship to the Student

\_\_\_\_\_  
Signature of Witness (NOT related to student)

**PART III. Statement of Proof of Income by Financial Institution**

I hereby certify that our records indicate that the responsible party named in Part II is capable of meeting all expenses incurred by the international student applicant and any accompanying dependent as noted in Part I of this form. By signing below, I understand that I am not liable nor is the bank/financial institution that I represent, in this matter.

PLEASE PRINT:

\_\_\_\_\_  
Name of Bank Official

\_\_\_\_\_  
Occupation/Title  
Mailing Address:

\_\_\_\_\_  
Name of Financial Institution

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email Address/Phone #



**INTERNATIONAL STUDENT INFORMATION**

Student's Full Name: \_\_\_\_\_  
Family (Last)                      Given (First)                      Full Middle Name

Mailing Address: \_\_\_\_\_  
(EXACTLY as it should appear on a postal package)  
\_\_\_\_\_  
\_\_\_\_\_

Email Address: \_\_\_\_\_

Country of Citizenship: \_\_\_\_\_

Country of Birth: \_\_\_\_\_

City of Birth: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

**EDUCATIONAL INFORMATION:**

\*Previous colleges attended: \_\_\_\_\_  
\_\_\_\_\_

Program to be pursued at SWCID: \_\_\_\_\_

Expected starting date: \_\_\_\_\_ (month/year)      Expected completion date: \_\_\_\_\_ (month/year)

\*If student wishes to transfer any college credit to SWCID/HC, an official evaluation must be received by one of the approved agencies of transcript evaluators.



## CONDITIONS OF ACCEPTANCE AGREEMENT

International students who are applying for admission at SWCID with an F-1 or F-2 visa must abide by the college policies as well as the U.S. Citizenship and Immigration Service rules. It is the student’s responsibility to know and abide by these regulations set forth in this agreement. Violation of any of the following rules can result in possible withdrawal from classes and removal from the U.S. The rules outlined below are mandated by SWCID/Howard College. All other rules/regulations of an F-1/F-2 visa are the responsibility of the student visa holder.

Read each statement and indicate that you agree with the condition by providing your initials in the space provided.

1. Upon arrival on campus for my first semester, I must report to the International Student Advisor within 7 business days of the program start date indicated on the Form I-20. \_\_\_\_\_ I agree
  
2. For each semester for the duration of my enrollment at SWCID, I must maintain a full-time course load of at least 12 semester hours, unless I have received authorization to enroll below full-time by the International Student Advisor. Such authorization must be granted BEFORE I register. I understand I am also required to maintain satisfactory academic progress with a cumulative GPA of 2.0 or higher. \_\_\_\_\_ I agree
  
3. As an F-1 visa holder, I am limited to only part-time employment ON campus and must receive permission from the International Student Advisor **before** obtaining such employment. \_\_\_\_\_ I agree
  
4. I must notify the International Student Advisor within 10 days of any name or address change that occurs for me and/or my dependents. I also understand it is my responsibility to notify USCIS of such change also within 10 days, by submitting form AR-11 found on their website: [www.immigration.gov](http://www.immigration.gov) \_\_\_\_\_ I agree
  
5. If I plan to travel outside of U.S. and plan to re-enter, I must have a signature of authorization from the International Student Advisor on page 3 of my I-20 before leaving the U.S. I understand this is MY responsibility to obtain this signature. I understand a copy of my travel itinerary must be presented for signature EACH time I travel across U.S. borders. \_\_\_\_\_ I agree
  
6. If I plan to remain enrolled past my completion date indicated on the I-20, due to academic circumstances, I must receive authorization from the International Student Advisor at least **30 days BEFORE** the completion date on the I-20. \_\_\_\_\_ I agree



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7. I understand that upon completion of my program at SWCID/HC, I am required to depart the U.S. within 60 days of my completion date, unless I have been accepted to another U.S. institution as a transfer student. \_\_\_\_ I agree
  
8. I understand that if I plan to transfer to another institution, it is solely **MY RESPONSIBILITY** to notify the International Student Advisor and presenting a transfer form from the receiving institution. I also understand that failure to begin the transfer process within or before my 60-day grace period after completion date could result in F-1 “completion” status. \_\_\_\_ I agree
  
9. I understand it is my responsibility to keep my passport valid and keep the I-94 and original copy of the I-20 in my possession and secured at all times. \_\_\_\_ I agree
  
10. I understand it is my responsibility to maintain current knowledge on all Federal regulations regarding my F-1/F-2 visa. \_\_\_\_ I agree
  
11. I understand that I am solely responsible for all expenses incurred in the event of a medical emergency, including travel, regardless of my decision to purchase medical evacuation insurance. SWCID/Howard College is not responsible for medical expenses, unless stipulated in another contract. \_\_\_\_ I agree
  
12. I understand that I am responsible for all financial debts incurred by my enrollment at SWCID/HC and such payment is due by the end of each semester. Any outstanding balance from a semester will prevent me from being able to register for the following semester, or transfer of my I-20 to another U.S. institution. \_\_\_\_ I agree

*I acknowledge that I understand all of the statements above and agree to their conditions by indicating with my initials. I further understand that any deviation from this agreement will be cause for notification to USCIS for appropriate action and possible withdrawal from classes. SWCID/Howard College will not be responsible for any case of expulsion from the U.S. deemed mandatory by USCIS.*

\_\_\_\_\_  
Student’s Signature

\_\_\_\_\_  
Date



**PAYMENT AUTHORIZATION FORM**  
**(for use of Pre-Payment by Major Credit Card OR check)**

***NOTICE:** SWCID/Howard College only accepts major credit card or cashier's check drawn from a U.S. bank for payment of international student admissions. Per Texas law and school policy, this form will be shredded after payment has been received.*

I authorize SWCID/Howard College to collect funds in the amount of \_\_\_\_\_ to be used towards:

\_\_\_\_\_ \$50 **non-refundable** application fee AND/OR

\_\_\_\_\_ \$10,000 deposit to be paid in advance of the semester the student plans to attend.

Please charge the following credit card account.

Visa \_\_\_\_\_ MasterCard \_\_\_\_\_ American Express \_\_\_\_\_ Discover \_\_\_\_\_

Card Number: \_\_\_\_\_

Name as it appears on the card: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

Signature of Authorization: \_\_\_\_\_

**This section must be completed regardless of payment method:**

Student's full name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Date of Birth: \_\_\_\_\_ Expected start date: \_\_\_\_\_



## **LIST OF APPROVED TRANSCRIPT EVALUATORS**

The student is responsible for fees charged for transcript evaluations. Fee costs vary between agencies and information on cost can be provided by calling the phone number indicated.

### **FOREIGN CREDENTIALS SERVICE OF AMERICA**

1910 Justin Lane  
Austin, TX 78757-2411  
(512) 459-8428

### **WORLD EDUCATION SERVICES, INC.**

P.O. Box 75  
Old Chelsea Station  
New York, NY 10113-0745  
(212) 966-6311

### **EDUCATIONAL CREDENTIAL EVALUATORS, INC.**

P.O. Box 92970  
Milwaukee, WI 53202-0970  
(414) 289-3400

### **TRANSCRIPT RESEARCH**

9090 Skillman, #182-A PMB 264  
Dallas, TX 75243-8262  
(214) 810-1124