



ADMISSION PACKET

FOR

INTERNATIONAL STUDENTS

F1 & H1B

CLASSIFICATION

International Student Admission Requirements

Amberton University is authorized under federal and state laws to enroll qualified international students seeking bachelors or master's degrees. Primarily, Amberton University is designed for the mature, working adult who is an English-speaking citizen of the United States of America. However, Amberton will allow international students (non-U.S. citizens/non-permanent residents) to enroll in academic programs if, after evaluation, it is determined that the University can provide for the special and unique needs often presented by these students.

The international student must submit his/her application for admission, transcripts, and any other supporting documents before admission can be considered. Any international student who requires Immigration and Customs Enforcement (ICE) forms must supply all required documents at the time of requesting admission. Students needing ICE forms may speak with a Student Advisor for further information and guidance. A processing fee is required of all non-U.S. citizens/non-permanent residents at the time of application for admission, regardless of ICE classification.

International students must fulfill the following admission requirements:

1. Be over 21 years of age and fluent (reading, speaking and writing with facility and smoothness) in the English language.
2. Submit Application for Admission along with a \$100.00 non-refundable processing fee. These fees are non-refundable. Also each session enrolled, the student will pay a \$25.00 fee to cover the costs of INS reports.
3. Submit official transcripts from all colleges and universities attended in the U.S.A. Students subject to ICE regulations must have been in attendance within the past 5 months from the time application for admission is made.
 - Undergraduate students must have a minimum of 30 semester hours of acceptable work from a U.S.A. regionally accredited institution
 - Graduate students must have a bachelor's degree from a U.S.A. regionally accredited institution or the equivalent (see information below for more information).
4. No international student who is on probation at a U.S.A. college/university previously attended will be considered for admission to Amberton University. For undergraduate students, an overall GPA of at least 2.0 is required when seeking admission. The standard for graduate students is an overall GPA of at least 3.0.

Information for Students with F-1 Status

Special Instructions

As an international students (F-1 status), **you are required to notify your previous college that you are transferring out of the former school and transferring to Amberton University (DAL214F00723000)**. In order to maintain status, this must be done PRIOR to the end date on the current I-20 or end date of Optional Practical Training (OPT); otherwise, you may be required to apply for reinstatement (Form I-765) with Immigration and Customs Enforcement (ICE, formerly INS) and pay applicable fees. Reinstatement forms and/or any applicable ICE fees are your responsibility.

Your I-20 from Amberton University will be available during the ***third week*** of classes assuming the University has all required paperwork, information, and all documents are in order.

Be sure to notify an advisor in Student Services ***in writing*** of any changes in your name or address, course load, degree program, travel plans, vacation periods, employment status, etc. as quickly as possible.

Full Course of Study Definition

If you are an undergraduate student, you must take at least 9 hours per session to be considered full-time. Of the 9 hours counting toward your full course of study, only 3 hours, or one course, may be online or distance-learning*.

If you are a graduate student, you must take at least 6 hours per session to be considered full-time. Of the 6 hours counting toward your full course of study, only 3 hours, or one course may, be online or distance-learning*.

Your status with ICE may be adversely affected if you enroll for less than a full course of study.

****Distance Education Restrictions*** - Per ICE restrictions, no more than one course or three credits per session through distance education can be counted toward the full course of study requirements for an F-1 student.

Contact Information

F-1 students must meet and abide by these standards in order to be reported as enrolled, making academic progress, and in status. It is your responsibility to maintain your status and adhere to ICE timelines.

If you have any questions regarding regulations, please direct them to a Student Advisor in the Student Services Office, at 972-279-6511, ext. 180, or to Advisor@Amberton.edu.

International Student Required Documents List

To be considered for admission to Amberton University, a non-U.S. citizen must provide the University with the following required documents, including payment of the \$ 100.00 International Student fee. Admission will not be considered until **all** requested documentation and fees have been submitted to the University. The \$ 100 processing fee is non-refundable.

Note: There will be an additional \$25.00 fee each session the student is enrolled to cover the continuing costs of reporting.

I-20 Forms

Amberton University does not issue original I-20 forms to individuals seeking student visas to enter the United States as F-1 students. The University will only renew the I-20 if the student is transferring directly to Amberton from an accredited college in the United States in which s/he has been enrolled within the last 5 months.

Items 1-4 apply to All ICE Classifications (F-1 and H1B)

_____ 1. Completed copy of an Amberton University Application for Admission plus payment of \$ 100.00 non-refundable international student processing fee.

_____ 2. Official transcripts from **ALL** colleges and universities attended in the USA.

Undergraduate students:

Must have a minimum of 30 semester hours of acceptable work from a regionally accredited institution recognized by Amberton University .

Graduate Students:

Option 1: Bachelor's degree from a regionally accredited U.S. institution.

Option 2 (**available to non-F1 visa students**):

For degrees earned outside the U.S., evidence that the academic work completed is equivalent to a U.S. bachelor's degree.

A. Transcripts must be evaluated course by course by a NACES approved evaluation service, such as Educational Credential Evaluators (ECE), World Education Services, Inc. (WES ICAP evaluation) or SpanTran Educational Services (Divisional Course by Course) before evaluation and processing by Amberton University.

B. Submit acceptable Test of English as a Foreign Language (TOEFL) examination score. At time of enrollment, the test score must be less than two (2) years old. Minimum test scores:

a. 80 TOEFL IBT (Internet-based test)

b. 550 TOEFL (Paper-based test)

c. 215 TOEFL (Computer-based test)

C. Personal interview with Amberton University staff to determine applicant's ability to communicate effectively in English. Professional

experiences and work history may be considered when evaluating English proficiency.

- *Students who have not been enrolled in school in the last 5 months must apply through the Immigration and Customs Enforcement for reinstatement as an F-1 student.*

_____ 3. Copy of valid passport (non-blank pages) . Passport must be valid for at least 6 months past the date of requested enrollment.

_____ 4. Copy of H1B Certificate (Applies only to H1B students).

Additional items 5-11 apply to individuals only with F-1 status. (NOTE: F-1 status students must live in or commute to the area due to ICE restrictions regarding distance-learning classes.)

_____ 5. Copy of the I-94 departure record.

_____ 6. Copy of I-20 from previous schools attended in the USA.

_____ 7. Financial documentation: (must show enough funds available to the student to cover education charges and living expenses for the first year of attendance)

Choose one of the 3 options below.

- a) Affidavit of Support , USCIS Form I-134,
(Can only be completed by sponsors that are US citizens or permanent residents);
- b) **Notarized** letter of support and current bank statement from the student's sponsor;
- c) Current bank statement of the student.

_____ 8. Estimate of monthly living expenses, excluding educational costs.

_____ 9. Statement of the degree to be pursued at Amberton University.

_____ 10. Statement of student's home country address.

_____ 11. If applicable, the following information for each dependent is required: first name, last name, and date of birth, country of birth, and country of citizenship, gender, relationship to student, and amount and source of monthly living expenses for each dependent.

Additional documents may be required based upon ICE classification.

For further guidance, contact a Student Advisor at (972) 279-6511 or Advisor@Amberton.edu.

Final determination of admission is made by the Office of Academic Services.

**ADMISSION APPLICATION
 INSTRUCTIONS FOR ENROLLING AT AMBERTON UNIVERSITY**

STEP ONE:

Complete the *APPLICATION FOR ADMISSION* if you:

- a. are at least 21 years of age, and
- b. have successfully completed academic work from an accredited college or university, and
- c. are in good standing from the last institution attended **OR**
- d. are a returning student after three years absence.

No admission fee is required

The application can be electronically completed and submitted by email, fax, mail, or in person. If you email the application (by clicking the 'Submit' button below), your SSN is not required, but a University representative will contact you for the number before your application is processed. Receipt of all electronically submitted applications will be promptly acknowledged. If a response is not received, please contact the University at (972) 279-6511 option 4 or AmbertonAdvisor@gmail.com.

International students should review the "International Student Admission Requirements" before applying for admission. The requirements are located online at www.amberton.edu.

This will begin the admission procedures. Within a week, you should receive a letter advising you of your admission status to the University. You do not have to wait for this letter in order to register. You may submit your application for admission and your registration form at the same time; however, your registration will be processed contingent upon your admission to the University.

STEP TWO:

Order and provide official transcripts from colleges and universities previously attended. Transcript request forms are provided for your convenience in the Student Services Office. As transcripts are received, they will be evaluated. You will receive a copy of the assessment in the form of an *Electronic Transfer of Credit Report* (ETCR). The ETCR can then be used to prepare a degree plan using the electronic system. You may submit your ENROLLMENT REQUEST FORM prior to transcripts being received.

Graduate students who have completed a standard graduate entrance examination (GRE, GMAT, MAT) in the last six years may want to provide an official copy of their scores (not required).

MAJOR/DEGREE CODES

Undergraduate

- BA Professional Development (14)
- BBA General Business (31)
- BBA Management (32)
- BBA Management Accounting (33)
- BBA Project Management (36)
- BS Applied Studies (34)
- BS Human Relations and Business (35)

- Undecided (19)

Graduate

- MA Christian Counseling (40)
- MA Professional Counseling (23)
- MA School Counseling (41)
- MA Professional Development (17)
- MBA General Business (42)
- MBA Management (43)
- MBA Project Management (39)
- MBA Strategic Leadership (44)
- MS Family Studies (45)
- MS Human Relations and Business (11)
- MS Human Resource Training and Development (46)
- MS Managerial Science (47)

Application is to be completed by all new students and all former Amberton University *students who have not been enrolled for three (3) or more years. In accordance with the American With Disabilities Act (ADA), please attach a description of the nature of your disability and the special accommodation required.

ENTRY DATE: _____ Fall _____ Winter _____ Spring _____ Summer YEAR _____

PERSONAL DATA: Social Security Number _____ - _____ - _____

First Name: _____ Last: _____

Address: _____

City/State/Zip: _____

Phone: Daytime _____ Evening _____

Email Address: _____

Date of Birth: _____ (MM/DD/YY)

U.S.Citizen/Permanent Resident:

_____ Yes _____ No, identify Country of Origin: _____

EDUCATIONAL DATA:

Classification (for AU Enrollment): _____ Undergraduate _____ Graduate

Degree Code (see Instruction page for codes): _____

List in chronological order, all colleges and universities attended:

Name	City/State	Dates	Hrs Completed
Degree(s) Awarded		Attended (no degree)	(e.g., BA, MS)
_____	_____	_____	_____
_____	_____	_____	_____

If you are on academic or disciplinary probation or suspension from the last college attended, please explain in space below.

Have you ever been enrolled at Amberton University before?

_____ No _____ Yes (Date last enrolled: _____)

Identify any names different from the name on the front of the application that might be on transcripts you have sent to Amberton University:

I certify that the information I have provided is correct. If my application is accepted, I agree to abide by the policies, rules, regulations, and ethical standards of the University. I further understand that the willful submission of false information is grounds for rejection of my application, withdrawal of any offer of acceptance, cancellation of enrollment, and/or disciplinary action. In addition, I authorize University officials to verify any information relevant to my acceptance and/or continued enrollment with the University, including but not limited to the right to request the verification of degrees and/or courses completed at transferring institutions.

Signature

Date

INTERNATIONAL STUDENT ADMISSION INFORMATION

Name _____

ESTIMATED LIVING EXPENSES My estimate my total living expenses will be \$_____ per month.

DEGREE TO BE PURSUED AT AMBERTON (Circle Bachelors or Masters) I will be pursuing a Bachelor/Master degree with a major in _____.

HOME COUNTRY ADDRESS

Street _____

City _____

State/Province _____

Postal Code _____

Country _____

DEPENDENTS

Name _____ Gender _____ Relationship _____
Date of Birth _____ Country of Birth _____

Name _____ Gender _____ Relationship _____
Date of Birth _____ Country of Birth _____

I estimate living expenses for dependent (s) to be _____

Signature _____ Date _____

International Student Checklist

TO REMAIN IN FULL-TIME STATUS:

_____ All Undergraduate students must be enrolled in 9 hours; 6 hours must be lecture (on-campus).

All Graduate students must be enrolled in 6 hours; 3 hours must be lecture (on-campus).

_____ New I-20's will be issued after the second week of school. An advisor will notify you when your I-20 is available.

_____ Upon acceptance to the University, the student must contact their previous school to be transferred out in 'active' status. Amberton University's SEVIS ID # DAL214F00723000

-This must be done within the 60 day time period.

_____ Amberton University has four sessions a year. A student must attend three consecutive sessions before they are eligible to take a session off.

_____ Students must submit a written request to the Student Services Office when requesting to take a session off.

_____ Students must apply for OPT during their last session.

_____ Amberton University does not participate in CPT.