

# Transfer Application Checklist

## Admissions Requirements:

### APPLICATION

Complete a San Jacinto Community College District online application at [www.sanjac.edu](http://www.sanjac.edu). Directions on how to complete this application are included in this packet. **(Pin is your date of birth MMDDYY)**

**Application ID/User ID # (same for both):** \_\_\_\_\_ **Pin #:** \_\_\_\_\_

### OFFICIAL TRANSCRIPTS

Submit the Official Transcript(s) from all U.S. institutions attended, and all foreign transcripts/credentials at the university level. **If the student has only attended a language program at a U.S. institution, then submit all foreign transcript/credentials, at the High school level and/or University level, with their evaluations.**

### FOREIGN TRANSCRIPT/CREDENTIAL EVALUATION

Submit a Foreign transcripts/credentials Evaluation. You may use any of the Accepted Evaluation Companies from the list included in this packet. You will have to visit these companies' websites for their application and fee information.

### ENGLISH LANGUAGE PROFICIENCY

Submit an English Language Proficiency Score. Acceptable tests are: TOEFL, CELSA, IELTS, MELAB.

A student may be admitted in the **ESOL Program** with a minimum score of:

#### TOEFL

- 330 (Paper-Based test)
- 53 (Computer-Based Test)
- 16 (Internet-Based Test)

**To be accepted into the ESOL Program, we do not accept the IELTS or the MELAB. The TOEFL has to be taken.**

A student may be admitted to an **Academic program** with a minimum score of:

#### TOEFL

- 525 (Paper-Based test)
- 193 (Computer-Based Test)
- 69 (Internet-Based Test)

#### IELTS

- A score in the Band 5 range

#### MELAB

- 79 percent on each of the three sections (essay, grammar, and oral)

- **If outside of the U.S.**, submit an Official TOEFL score. Once you have taken the TOEFL, you will need to send us your scores. **Our TOEFL I.D. number is 6730.**
- **If inside the U.S.**, students may take the **COMPASS ESL** exam at San Jacinto Community College District. A minimum score of 92 on the Reading & Listening sections & a 94 on the Grammar/Writing section will allow a student to be admitted into the academic program with additional placement testing. A minimum score of 35 in at least one section will allow the student to be admitted into the ESOL program.

**OR**

**EXEMPTION** from the English Language Proficiency Requirement due to:

- Two years attendance and graduation from U.S. High School

**And/or**

- Successful completion of college level English from an accredited U.S. college or university
- The TOEFL test is **not required** for students from the following countries: *Australia, The Bahamas, Belize, Bermuda, Cameroon, Cayman Islands, English speaking Canadian provinces, The Fiji Islands, Gambia, Ghana, Guyana, Jamaica, Kenya, Liberia, Malta, Nauru, Nigeria, New Zealand, Sierra Leone, Solomon Islands, South Africa, Sri Lanka, Tanzania, Tobago Trinidad, United Kingdom, The Virgin Islands, the West Indies, Zambia, and Zimbabwe.*

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### **FINANCIAL DOCUMENTATION**

The amount that is required as Financial Support for one year is **\$15,360 US Dollars**. If you are married or have children and would like them to travel to the US with you as dependents, additional financial support is required:

For spouse: \$5,000                      Each child: \$2,500

To show proof of this Financial Support it is required to provide us with the following two documents:

1. **Notarized** Affidavit (proof) of monetary support **OR** Letter of Financial Backing for one year
  - For sponsors who are U.S. Citizens or Permanent Residents:  
**Form I-134**
  - OR**
  - For all other sponsors:  
**Letter of Financial Backing**
2. Bank Statements on official Bank letterhead from sponsor(s) no older than 6 months. A letter from a U.S. Employer, stating annual income, may also be accepted.

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### **SEVIS TRANSFER RELEASE FORM**

Submit the SEVIS Transfer Release form included in this packet. It needs to be completed and signed by your current International Advisor.

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### **PASSPORT & VISA INFORMATION**

Submit a copy of all of the following documents:

1. The first page of the Passport showing student's correct name, date of birth and expiration date of passport. Passport must show at least 6 months validity.
2. The VISA page from the passport.
3. The I-94 card.
4. **ALL** previous I-20s.

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### **APPLICATION FOR AN I-20**

Submit the Application for an I-20 Form that is included in this packet.

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### **SUPPLEMENTAL INFORMATION FORM**

Submit the Supplemental Information Form that is included in this packet.

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### **INFORMATION RELEASE FORM**

Submit the Information Release Form that is included in this packet. This form is required **only** when someone other than the student will be picking up any school documentation (such as the I-20) on behalf of the student, or when we mail the documentation to someone other than the student.

**An I-20 form will be prepared by the International Office and mailed to you only when all of the required documents have been submitted and processed.**

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### **PLEASE MAIL ALL FORMS TO THE CAMPUS YOU PLAN ON ATTENDING:**

Office of Enrollment Services  
International Student Applicant  
San Jacinto College **South**  
13735 Beamer Road  
Houston, TX 77089  
Phone: 281-998-6150 ext. 3762  
Fax: 281-669-4717

Office of Enrollment Services  
International Student Applicant  
San Jacinto College **Central**  
8060 Spencer Highway  
Pasadena, TX 77505  
Phone: 281-998-6150 ext. 1044  
Fax: 281-478-3611

Office of Enrollment Services  
International Student Applicant  
San Jacinto College **North**  
5800 Uvalde Road  
Houston, TX 77049  
Phone: 281-998-6150 ext. 2329  
Fax: 281-459-7125

**Website:** [www.sanjac.edu](http://www.sanjac.edu)