Transfer Application Checklist

Decide which campus you will attend:
(Note: not all degree and training programs are offered on all campuses. See List of SJC Programs by campus.)

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

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

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

- **Application**
  To apply to San Jacinto College, please go to [www.ApplyTexas.org](http://www.ApplyTexas.org).
  An account and profile must be setup before submitting an application. When asked to submit Social Security numbers please leave blank.

- **Official Transcripts**
  Submit the Official Transcript(s) from all U.S. institutions attended, and all foreign transcripts/credentials at the university level. If you have 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 link on our website:
  You will have to contact these companies’ websites for their application and fee information.

- **English Language Proficiency**
  Submit an English Language Proficiency Score. Acceptable tests are: TOEFL, IELTS, and COMPASS ESL.

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

<table>
<thead>
<tr>
<th>Test</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOEFL</td>
<td>450 (Paper-Based Test)</td>
</tr>
<tr>
<td></td>
<td>45 (Internet-Based Test)</td>
</tr>
<tr>
<td>Compass ESL</td>
<td>64 (Reading); 64 (Grammar/Writing); 64 (Listening)</td>
</tr>
<tr>
<td>IELTS</td>
<td>Band 4 range</td>
</tr>
</tbody>
</table>

  You may be admitted to an **Academic Program** with a minimum score of:

<table>
<thead>
<tr>
<th>Test</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOEFL</td>
<td>525 (Paper-Based Test)</td>
</tr>
<tr>
<td></td>
<td>70 (Internet-Based Test)</td>
</tr>
<tr>
<td>IELTS</td>
<td>Band 6 range</td>
</tr>
</tbody>
</table>
If outside of the U.S., submit an Official TOEFL score.  
Our TOEFL I.D. for: Central Campus is 6694; North Campus is 6729; South Campus is 6730

If inside the U.S., students may take the COMPASS ESL exam at San Jacinto College. A minimum score of 96 on the Reading, Listening Grammar/Writing sections will allow a student to be admitted into the academic program with additional placement testing.

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 following countries are exempt from proving English Language Proficiency Requirements:
Australia, The Bahamas, Belize, Bermuda, Botswana, Cameroon, Cayman Islands, English speaking Canadian provinces, The Fiji Islands, Gambia, Ghana, Guyana, Ireland, Jamaica, Kenya, Liberia, Malta, Nauru, Nigeria, New Zealand, Sierra Leone, Singapore, Solomon Islands, South Africa, Sri Lanka, Tanzania, Tobago Trinidad, Uganda, United Kingdom, The Virgin Islands, the West Indies, Zambia, and Zimbabwe.

FINANCIAL DOCUMENTATION

The U.S. Government and San Jacinto College District want to make sure your education won’t be interrupted by lack of finances, so we require proof that you have at least $23,848 U.S. dollars of financial support annually. This is the estimated educational and living expenses for one year at San Jacinto College.

If you’re bringing family, provide proof of an additional $6,000 for your first dependent and $3,500 for each additional dependent.

Based on your sponsor’s status, provide us the following:

If your sponsor(s) is/are U.S. Citizens or Permanent Residents
Show proof of this financial support by completing the required form and provide one (1) additional piece of documentation:
Form I-134 Affidavit of Support http://www.uscis.gov/sites/default/files/files/form/i-134.pdf
The most recent three (3) months of bank statements on official bank letterhead from sponsor(s); or
A letter from Employer on company letterhead signed by your supervisor, stating annual income; or
Most recent U.S. Income Tax Return statement

For Non-U.S Citizens
Show proof of this financial support by completing the required form and provide one (1) additional piece of documentation (All financial information must be provided in U.S. dollars or attach a currency rate of exchange):
Notarized Letter of Financial Backing form
The most recent three (3) months of bank statements on official bank letterhead from sponsor(s); or
A statement on bank letterhead and signed by a bank official that certifies the sponsor’s name, date the account was opened, average balance, and affirmation that deposits have been made over the last year; or
A letter from Employer on company letterhead signed by your supervisor, stating annual income that certifies the sponsor’s name, date of hire, permanent or temporary status, job description, and salary.

☐ SEVIS TRANSFER RELEASE FORM
This form needs to be completed and signed by your current International Advisor.

☐ PASSPORT / VISA/ I-20/ INFORMATION
Submit a copy of all of the following documents:
- The first page of the Passport showing your correct name, date of birth and expiration date of passport. Passport must show at least 6 months validity.
- The VISA page from the passport
- I-94 card
- All previous I-20s

☐ APPLICATION FOR I-20
This application must be thoroughly completed or it will delay processing of your acceptance letter.

☐ F-1 MEMORANDUM OF UNDERSTANDING
Please read carefully and write your initials at each statement.

☐ INFORMATION RELEASE FORM
This form is required only when someone other than you will be picking up school documents (such as the I-20) on your behalf, or when we mail the documents to someone other than you.

PLEASE SEND ALL FORMS TO THE CAMPUS YOU PLAN ON ATTENDING:

<table>
<thead>
<tr>
<th>SAN JACINTO COLLEGE CENTRAL</th>
<th>SAN JACINTO COLLEGE NORTH</th>
<th>SAN JACINTO COLLEGE SOUTH</th>
</tr>
</thead>
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<tr>
<td>ENROLLMENT SERVICES</td>
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<td>5800 UVALDE ROAD</td>
<td>13735 BEAMER ROAD</td>
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<td>PASADENA, TX 77505</td>
<td>HOUSTON, TX 77049</td>
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<td>PHONE: 281-998-6150 EXT. 2329</td>
<td>PHONE: 281-998-6150 EXT. 3762</td>
</tr>
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When All the required documents have been submitted, received, and processed by Enrollment Services, an acceptance letter will be prepared by the International Student Services Counselor and mailed to you within 2 (two) weeks. This letter should be given to the International Advisor at your current school to transfer your SEVIS record to the San Jacinto College campus you plan to attend.