



Admissions Checklist–International Students

ADMISSION

- Complete and submit the admission application through **ApplyTexas** at www.applytexas.org
- An active application is required to move forward with the enrollment process.

TRANSCRIPTS

- Submit official high school or college transcripts to the Office of Admissions.
Note: If you do not have a final transcript, a constancia (official letter from High School or University) will be accepted temporarily. The Official letter must include: student's name, years of attendance, courses completed and /grades received.

(Deadline to submit evaluated & translated transcripts is;

October 1 for Fall semester

March 1 for Spring semester.

*Official High School or College Transcript must be evaluated & translated with a Foreign Credential Evaluation services Agency. Select from :

1. **World Education Services, Inc.** P.O. Box Bowling Green Station, New York NY 10274-5087, Ph. 212-966-6311
Fax: 212-739-6100, website: www.wes.org.
2. **Educational Credential Evaluators, Inc.** P.O. Box 514070, Milwaukee, WI 53203-3470, Ph. 414-289-3400,
Fax: 414-2893411, website: www.ece.org.
3. **Span Tran Educational Services, Inc.**, 2400 Augusta Dr. Suite 451, Houston, TX 77057, Ph. 713-266-8805,
Website: www.spantran.com

RESIDENCY DOCUMENTATION

- Submit copy of valid passport valid for 6 months or more. ***Will not accept expired documents.**
Note: Mexican national students may also submit; copy of voters' registration card and/or B1/B2 visa.

TESTING

The state of Texas requires all students enrolling in college to meet the Texas Success Initiative (TSI).

- Submit T.S.I. test scores or provide official documentation for Texas Success Initiative (TSI) exemption or compliance (TAKS/STAR test scores or official college transcript).
- Submit official **TOEFL**: Test of English as a Foreign Language or **IELTS** International English Language Testing System as a Foreign Language test scores. Scores must be sent directly from Educational Testing Services (ETS) to T.S.C. Results must be from a U.S. National TOEFL or institutional T.S.C. TOEFL. No residual or institutional TOEFL exam taken at another U.S. institution will be accepted.
- Minimum TOEFL score required: Internet based test -61 and 500 for paper/pencil tests.
Minimum IELTS scores required is 6.

Test scores are **valid only for two calendar years**. Please visit www.toefl.org for more information, test dates, location, and registration.

- Test bulletin and forms may be available online at www.ets.org.

IMMUNIZATION

- Provide proof of bacterial meningitis vaccination no later than **10 calendar days before the beginning of school**.
**Texas state law requires that entering students show evidence of receiving a bacterial meningitis vaccination or booster dose during the five (5) year period prior to enrollment. The law allows for some exceptions. Information is also available through the Texas Higher Education Coordinating Board.*

IMMIGRATION DOCUMENTATION & VISA

- The UTB Office of Global Engagement provides the immigration document (I-20) necessary to obtain F1 or F3 student visa at the U.S. Consulate/ Embassy. TSC must receive complete documentation before issuing Admission Letter to submit to UTB Office of Global Engagement for processing.

Please contact UTB Office of Global Engagement

- Location: EDBC building room 1310.
- Telephone: 956-882-7092

<http://www.utb.edu/provost/oge/Pages/default.aspx>

ACADEMIC ADVISING

- Meet with a TSC academic advisor to select a program of study (**mandatory**) after completing required tests and admission process.
** Note: All international students are required to be enrolled 12 credit hours under immigration requirements. Those students under part time status are under an F3 visa as a part-time border commuter. For more details, please consult with The Office of Global Engagement.*

TSC ONLINE ACCOUNT

To login to your TSC Online account for the first time, you need to do the following:

- Go to pwreset.tsc.edu
- Enter your TSC username
- Enter your assigned temporary password

You will be prompted to setup your personal profile with your new password.

Access your TSC email at outlook.com/tsc.edu. Enter your TSC username as listed above with your new password.

REGISTRATION

- All international students must register for classes with an academic advisor.

SCORPION CONNECTION-NEW STUDENT & FAMILY ORIENTATION

- Orientation is recommended but not required for new students. However, all new students are required to attend **Scorpion Connection**. Dates and location for convocation will be scheduled according to each academic division and will be announced online. Log on to www.tsc.edu, click on New Students, Scorpion Connection.

INTERNATIONAL IMMIGRATION ORIENTATION (MANDATORY)

- Specific dates for Orientation for New International Students will be announced through UTB Office of Global Engagement.