



## ADMISSION CHECKLIST – INTERNATIONAL STUDENTS

**Student must clear admission and meet the following requirements to issue an I-20:**

- Apply Texas       Official TOEFL Scores       Residency Documents  
 Foreign Transcript Translation    Immunization document    Medical Insurance

**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.

**DEADLINES**

**(New Students):**      Fall semester: July 1      Spring semester: November 1  
                                 Summer I: April 1      Summer II: May 1

**(Transfer Students):**      Fall semester: August 1      Spring semester: December 1  
                                 Summer I: May 1      Summer II: June 1

**TOEFL SCORES**

Submit official **TOEFL**: Results must be from a U.S. National TOEFL (international version). No residual or Institutional TOEFL exam taken at another U.S. institution will be accepted.

- Minimum TOEFL score required: Internet based test -61 IBT (Official letter with scores must be submitted to TSC testing office). E-mails or copies will not be accepted.

Test scores are **valid only for two calendar years**. Please visit [www.toefl.org](http://www.toefl.org) for more information, test dates, location, and registration.

**RESIDENCY DOCUMENTATION**

1. Submit copy of valid passport valid for 6 months or more. **\*Will not accept expired documents.**
2. Mexican national students may also submit; copy of voters' registration card and/or B1/B2 visa.
3. Transfer students may submit current immigration documents (I-20, valid student visa, and I-94).
4. Nonimmigrant Visa

**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 evaluation of transcripts is: First week of school.)**

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](http://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](http://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](http://www.spantran.com)

**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.*

**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).

**IMMIGRATION DOCUMENTATION & VISA**

- The Office of Admissions & Records 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 I-20.

**MEDICAL INSURANCE**

**Minimum Coverage Requirements (Insurance must cover student upon arrival into the United States.)**

- *Medical Benefits - unlimited maximum on benefits*
- *No Pre-existing condition limitation*
- *Medical Evacuation - \$10,000 or more*
- *Repatriation - \$7,500 or more*
- *Deductible cannot exceed \$500 per accident or illness*
- *All insurance policies must be compliant with the Affordable Care Act (PPACA)*
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*\* Note All Mexican Nationals are not required, but encouraged to purchase medical insurance.*

**ACADEMIC ADVISING**

- Meet with an 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.*

**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](http://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](mailto:outlook.com/tsc.edu). Enter your TSC username as listed above with your new password.

**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](http://www.tsc.edu), click on New Students, Scorpion Connection.

**INTERNATIONAL IMMIGRATION ORIENTATION (MANDATORY)**

- Specific dates for Orientation for New International Students will be announced once the student receives the I-20.