



ADMISSION PACKET

FOR

INTERNATIONAL STUDENTS

All ICE

CLASSIFICATIONS

## International Student Admission Requirements

Amberton University is authorized under federal and state laws to enroll qualified international students seeking a bachelor 's or master's degree. 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 after evaluation. **Undergraduate students who hold an F-1 visa cannot be admitted to Amberton University due to enrollment requirements.**

The international student **must submit a complete admission packet**, which contains his/her application for admission, official transcripts from all previous institutions, and all documents required based on immigration status. 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.

***All documents and payment of the processing fee must be submitted in person at the Garland campus or the Frisco Center. Application packets will not be accepted via mail, email or fax.***

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. 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.
  - Graduate students must have a bachelor's degree from a U.S.A. regionally accredited institution or the equivalent (see checklist for equivalency information).
  - Undergraduate students must have a minimum of 30 semester hours of acceptable work from a U.S.A. nationally accredited institution.
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.

5. **Graduate International students:** Due to ICE course load requirements and regulations, graduate international students **will only be permitted** to complete one of the following Master's degree programs:

- Master of Arts - Professional Development
- Master of Science - Human Relations & Business
- Master of Science – Managerial Science
- Master of Business Administration – General Business
- Master of Business Administration – Management
- Master of Business Administration – Strategic Leadership

## Information for Students with F-1 Status

### **Special Instructions**

As an international student (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**

As a graduate student, you must enroll in 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 remain 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 [StudentServices@Amberton.edu](mailto:StudentServices@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 to be considered for admission to Amberton University. Admission will not be considered until **all** requested documentation and fees have been submitted to the University. Documents must all be submitted at the same time. 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 initial 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.

**Please review the attached checklist for required documents based on Visa classification:**

Checklist A: F1 classification

Checklist B: All classifications other than F-1. (H1B, H4, TPS, etc.)

# Checklist A for F-1 classification

Items required to apply (**All documents must be submitted together**):

- \_\_\_\_\_ 1. Completed copy of an Amberton University International Student 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.  
Graduate Students:  
Option 1: Bachelor's degree from a nationally accredited U.S. institution.  
  
Option 2: For degrees earned outside the U.S., evidence that the academic work completed is equivalent to a U.S. bachelor's degree from a nationally accredited institution.
  - 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. (*Visit [www.Naces.org](http://www.Naces.org) for a complete list of companies*)
  - B. Submit acceptable **Test of English as a foreign Language (TOEFL) or International English Language Testing System (IELTS)** 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)
    - d. 6.5 IELTS Band
  - 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.
- \_\_\_\_\_ 3. *Students who have not been enrolled in school in the last 60 days and are not in status must apply through the Immigration and Customs Enforcement for reinstatement as an F-1 student.*
- \_\_\_\_\_ 4. Copy of valid passport (non-blank pages). Passport must be valid for at least 6 months after the date of requested enrollment.
- \_\_\_\_\_ 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 2 options below.**

- A. Sponsor Support
  - a. Must provide a **notarized** letter of support from the student's sponsor
  - b. Current bank statement of sponsor (not more than 30 days old)
- B. Student – Self Support
  - a. Current bank statement of student's personal funds (not more than 30 days old)

- \_\_\_\_\_ 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, date of birth, country of birth, country of citizenship, gender, relationship to student, amount and source of monthly living expenses for each dependent.

**NOTE: F-1 status students must live in or commute to the area due to ICE restrictions regarding distance-learning classes.**

*Additional documents may be required based upon ICE classification.*

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

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

## Checklist B for all classifications other than F-1

Items required to apply (**All documents must be submitted together**)

### Items 1-4 apply to All other ICE Classifications

- \_\_\_\_\_ 1. Completed copy of an Amberton University International Student 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 U.S.A. nationally accredited institution.
  
  - Graduate Students:
    - Option 1: Bachelor's degree from a regionally accredited U.S. institution.
  
    - Option 2: For degrees earned outside the U.S., evidence that the academic work completed is equivalent to a U.S. bachelor's degree from a regionally accredited institution.
      - 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. (*Visit [www.Naces.org](http://www.Naces.org) for a complete list of companies*).
      - B. Submit acceptable Test of English as a foreign Language (TOEFL) **or International English Language Testing System (IELTS)** examination score. At time of enrollment, the test score must be less than two (2) years old. Minimum test scores:
        - e. 80 TOEFL IBT (Internet-based test)
        - f. 550 TOEFL (Paper-based test)
        - g. 215 TOEFL (Computer-based test)
        - h. 6.5 IELTS Band
      - 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.
  
- \_\_\_\_\_ 3. Copy of valid passport (non-blank pages).
  - Passport must be valid for at least 6 months after the date of requested enrollment.
  
- \_\_\_\_\_ 4. Copy of Proof of classification (H1B certificate, etc.)
  
- \_\_\_\_\_ 5. Letter of Intent

***Additional documents may be required based upon ICE classification.***

***For further guidance, contact a Student Advisor at (972) 279-6511 or [StudentServices@Amberton.edu](mailto:StudentServices@Amberton.edu). Final determination of admission is made by the Office of Academic Services.***



**INTERNATIONAL STUDENT APPLICATION FOR ADMISSION**

Application is to be completed by all new international students. 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)

Identify Country of Origin: \_\_\_\_\_ City of Birth: \_\_\_\_\_

Immigration status: \_\_\_\_\_

RACE: \_\_\_ White (1) \_\_\_ Amer Indian/Alaska Native (2) \_\_\_ Black or African Amer (3) \_\_\_ Asian (4)  
 \_\_\_ Hawaiian/Pacific Islander (7) \_\_\_ Unknown (6)

GENDER: \_\_\_ Male \_\_\_ Female

**EDUCATIONAL DATA:**

Classification (for AU Enrollment): \_\_\_ Undergraduate \_\_\_ Graduate Degree Code: \_\_\_\_\_

MA Professional Development (17)	MBA Management (43)
MS Human Relations and Business (11)	MBA Strategic Leadership (44)
MS Managerial Science (47)	
MBA General Business (42)	Undergraduate Programs – Please review current Schedule of Classes

List in chronological order, all colleges and universities attended:

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

\*An Undergraduate student must have successfully completed 30 hours.

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 estimated total living expenses will be \$ \_\_\_\_\_ per month.

**DEGREE TO BE PURSUED AT AMBERTON:**

I will be pursuing a \_\_\_\_\_ 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 \_\_\_\_\_



## F- 1 International Student Information

### TO REMAIN IN FULL-TIME STATUS:

1. Graduate students must enroll in at least 6 hours each session.
  - a. F-1 Students are required to enroll in at least one (1) on-ground lecture course each session.
2. **Tuition and fees must be paid in full prior to the start of each session. Payment of tuition and fees cannot be deferred or paid during the session.**
3. 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
  - a. This must be done within the 60-day time period from the last date of enrollment or OPT end date.
4. New I-20's will be issued after the third week of school. An advisor will notify you when your I-20 is available.
5. Amberton University has four sessions a year. A student **must** attend three consecutive sessions before they are eligible to take a session off.
6. Students must submit a written request to the Student Services Office when requesting to take a session off.
7. If interested in applying for OPT, students should contact their advisor by the second week of their last session.
8. Amberton University does not participate in CPT.

By signing below, I agree to adhere to the requirements to maintain my F-1 visa status. I agree to submit all the necessary paperwork in a timely manner and to meet with my Student Advisor each session to discuss available courses and to ensure I am enrolled in the correct courses and course formats.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date