

# Carl Albert State College

## Office of Admissions & Records

2008 -- 2009

### *Admissions Forms for International Student Admissions*

Submit these forms with the Application for Admissions

Carl Albert State College  
Office of Admissions & Records  
1507 So McKenna  
Poteau, OK 74953

918-647-1300 voice • 918-647-1306 fax  
<http://www.carlalbert.edu>



## ADMISSION REQUIREMENTS FOR INTERNATIONAL STUDENTS

The following are the minimum requirements for all international students applying for admission as freshmen or transfer students at Carl Albert State College. These forms must be on file before the Certificate of Eligibility (Form I-20) is issued. The international student must provide to the college the following documents:

- CASC Form: Application for Admissions (by download)
- Form 1: Application for Certificate of Eligibility for I-20
- Form 2: Financial Statements of International Student Applicants
- Form 3: Agreement to Provide Official Transcripts and/or Insurance
- Form 4: International Transfer (if needed)
- F-1 visa and an I-94 form
- Documents showing TOEFL or IELTS test scores or US High school transcript with graduation date and completion of English courses
- Immunization records

Deadline dates for receipt of completed paperwork are:

March 1 for summer term  
June 15 for fall term  
October 15 for spring term.

### 1. APPLICATION FOR ADMISSION

All students must complete the Application for Admission before issuance of the Certificate of Eligibility (Form I-20); an application must be on file. *[Application for Admissions is available on-line].*

### 2. APPLICATION FOR CERTIFICATE OF ELIGIBILITY (FORM I-20)

New students must complete the application for the Form I-20 and have it on file before admission to Carl Albert State College. *[Application for I-20 Form available on-line]*

### 3. FINANCIAL STATEMENT

The FINANCIAL STATEMENT OF INTERNATIONAL APPLICANTS FOR ADMISSION TO CARL ALBERT STATE COLLEGE or its equivalent must be on file before the Certificate of Eligibility (Form I-20) is issued for the college. *[Financial Statement Form available on-line].*

International students are not eligible for federal financial aid. However, Carl Albert State College offers an excellent tuition scholarship in the form of an out-of-state tuition waiver. Currently, this waiver means that instead of an international student paying \$174.00 per credit hour, he or she would only pay \$75; this amount would be a considerable savings. Please see the TUITION CHART which is available on-line.

In addition, other scholarships are possible such as the ACT tuition waiver of \$300 per semester; this scholarship is based on ACT scores and grade point average; students may apply after their arrival. A few scholarships are available through activities on campus (Show Choir, Dance Team, athletics).

A program for students with good ACT scores, high grade point averages, and active in high school or college activities is open to international students as described below under the SCHOLAR'S

PROGRAM. Another possibility is the Leadership Dorm scholarship which offers a partial tuition waiver; this program is also based on activity participation and grades. Students will be considered for this scholarship after arrival.

International students are allowed to work on campus for up to 20 hours per week. Employment is possible based on availability of work.

#### 4. AGREEMENT TO PROVIDE OFFICIAL TRANSCRIPTS AND/OR INSURANCE

Students may be admitted with unofficial transcripts. However, official transcripts, including accredited translation/evaluation, must be provided upon arrival. Failure to do so will result in a hold on student's records and inability to enroll for another semester.

Health insurance must be purchased upon arrival. Students will not be allowed to enroll without proof of insurance.

#### 5. SCHOLASTIC ACHIEVEMENT

Completion of a good secondary school must be shown by receipt of a recognized certificate of completion. An official English translation must accompany the original document. The *Agreement to Provide Official Transcripts and Insurance* must be on file before the Certificate of Eligibility (Form I-20) is issued for the college.

#### 6. TRANSFER STUDENTS

An international student who wishes to transfer to Carl Albert State College from another U.S. school must have been a student in good standing at this previous school. He or she must have a valid passport (with at least 6 months stay validity remaining), an I-94 form showing the date of stay in the United States, and an I-20 ID form.

A student will need to meet all of the above conditions and documentation received by the International Student Advisor before admission to Carl Albert State College can be considered. A form is enclosed to be completed by the school from which the student is transferring. Once that school has released the student via SEVIS, CASC will then issue an I-20.

#### 7. OTHER REQUIREMENTS

The SEVIS fee of \$200 must be paid via the internet before going to apply for a visa. Proof of payment must be taken with the student. Information regarding the I-901 and payment is located at [www.ice.gov/graphics/sevis/i901/faq.htm](http://www.ice.gov/graphics/sevis/i901/faq.htm).

At the time of enrollment, the student must present a valid passport with an **F-1 visa** and an **I-94 form** showing the date of stay in the United States. All international students not transferring from a university in the United States must take the ACT. Testing dates will be available at Carl Albert.

#### 8. KNOWLEDGE OF ENGLISH

The Oklahoma State Board of Regents of Higher Education has established guidelines for the admission of international students whose native language is not English. It is a requirement that applicants for first-time admission at the undergraduate level meet standard admission requirements of a state college or university and:

- A. [US high school] ---- Provide evidence that they attended a United States high school and successfully completed the core curriculum in English; and Achieved the requisite ACT or SAT score for admission to an institution and successfully completed the high school requirements

- B. [TOEFL] ---- Achieved a score of 500 or better (paper-based), 173 or better (computer-based), or 61 on the IBT on the Test of English as a Foreign language (TOEFL), or scored 460 on the TOEFL test administered at a State Regents' approved English language center or program and successfully completed a 12-week course of study, also at an approved center or program; or
- C. [IELTS] ---- Achieved a score of 6.0 or better on the IELTS.

Applicants seeking admission by transfer must meet the same requirements as for other transfer students. All international students, with the exception of those from Australia, New Zealand, United Kingdom, and Canada, will have to submit proof of fulfillment of the language requirements outlined above.

### 9. SCHOLAR'S PROGRAM

CASC offers qualified students the opportunity to live in scholar dorms. These students must meet academic and leadership requirements. International students may apply for the program and be housed in other dorms the first year at CASC. An international student who is accepted into the program on an alternate basis for his or her first year will receive a waiver for the tuition amount paid by in-state students plus \$100; the student must pay for room and board. After the first year, if the international student has demonstrated high academic and leadership qualities, he or she will be accepted as a full scholar and be allowed to move into a scholar dorm which will be provided free and also will receive half-board.

Requirements needed for acceptance into the scholar's program include ACT scores and an interview. The ACT must be taken as soon as possible after the student's arrival on campus, and the interview will also be conducted. Another requirement for an international student is a recommendation from his or her high school.

### 10. HOUSING

International students are responsible for their own housing. In addition to the scholar dorm opportunity, a number of other dormitory rooms are available. If interested, you should request a "Free Enterprise Living Center" application. Only single students qualify for residency in the dorm and acceptance is on a first-come, first-served basis. If accepted, a \$75 rent pre-payment (which will convert to a damage deposit) will be required. **Complete payment for room and board is due upon arrival.**

Apartments are available for rent in Poteau on a limited basis. Some students stay in a motel for a day or two while they find housing. Lodging listed in the Poteau area includes:

HOTELS	LOCATION	TELEPHONE
Black Angus Motel	Hwy 271 North Poteau, OK 74953	(918) 647-3246
Poteau Inn	3105 N. Broadway Poteau, OK 74953	(918) 647-2215
Best Western	3111 N Broadway Poteau, OK 74953	(918) 647-4001
American Inn	3000 N. Broadway Poteau, OK 74953	(918) 647-4106
Kerr Conference Center	Poteau, OK 74953	(918) 647-8221

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Days Inn	1702 N Broadway	(918) 647-3510
	Poteau, OK 74953	

## 11. TRANSPORTATION

Public transportation is very limited in this part of the United States. The only public transportation in Poteau is a local taxi service. Students presently choose from the following options.

A. WALKING

B. BICYCLE

C. MOTORCYCLE OR CAR

- a. A few international students purchase a car. This does provide them with a convenient and flexible mode of transportation. However, any student who intends to purchase a car to drive in the State of Oklahoma should be aware of the following:
  1. Cars are not cheap to buy and maintain.
  2. Individuals must have a valid Oklahoma driver's license. The written and driving tests are given in Poteau every Friday at the Poteau City Hall by the Oklahoma State Police.
  3. If a student purchases a car, he must have valid license tags and registration for that car and a valid inspection sticker. The cost of the tags and registration will depend upon the value of the car.
  4. Financing for the purchase of a car is generally unavailable to international students. If a student wishes to buy a car, he or she will need cash.
  5. Every car must have liability insurance before it can be registered. Insurance is expensive. Liability insurance provides for damage done to the other car in an accident if the student is responsible. It does not provide coverage for repairs to the student's own car.
  6. All drivers should be aware that there are very strict penalties for traffic violations. The Poteau police tend to be very helpful and considerate toward international students. Courtesy and politeness are usually well rewarded.







## SIGNATURE FORM FOR AGREEMENT TO OBTAIN ACADEMIC TRANSCRIPTS & INSURANCE DOCUMENTATION

**INSTRUCTIONS:** Students should complete this form when official academic transcripts do not accompany the Application for Admissions and other forms for admissions. The form should also be completed for acceptance of compliance to purchase health insurance upon arrival.

Mail or Fax this form with Application for Admissions and other forms to:

- MAILING:** Office of Admissions, International Adviser, 1507 So McKenna, Poteau, OK 74953
- FAX:** 918-647-1306
- CONTACT:** International Adviser at 918-647-1301 voice - **or** - [kcole@carlalbert.edu](mailto:kcole@carlalbert.edu)

I, \_\_\_\_\_ , do hereby agree to  
(Printed Name)

provide official transcripts and purchase insurance via mail or upon arrival at Carl Albert State College. Failure to provide documents will result in inability to enroll in classes.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)



## INTERNATIONAL TRANSFER INFORMATION

Prospective Student: To complete your transfer to Carl Albert State College, this form must be completed by the institution you were last authorized by US Citizenship and Immigration Services (USCIS) to attend:

I, \_\_\_\_\_, give permission for the designated institution to release the following information.

\_\_\_\_\_  
Signature of Student

International Adviser: Please complete the following information concerning the above student's transfer to Carl Albert State College.

Student's visa type \_\_\_\_\_ INS Admission Number \_\_\_\_\_

Student is currently enrolled? \_\_\_\_ Yes \_\_\_\_ No      Number of hours \_\_\_\_\_

Student is in good standing with INS and eligible for transfer. \_\_\_\_ Yes \_\_\_\_ No

If no, please explain: \_\_\_\_\_

SEVIS release date \_\_\_\_\_

The student is in good academic standing. \_\_\_\_ Yes \_\_\_\_ No

The student is in good financial standing. \_\_\_\_ Yes \_\_\_\_ No

\_\_\_\_\_  
International Student Adviser Signature

\_\_\_\_\_  
Date

Please return to: Kathryn Cole  
International Student Adviser  
Carl Albert State College  
Office of Admissions  
1507 S. McKenna  
Poteau OK 74953  
[kcole@carlalbert.edu](mailto:kcole@carlalbert.edu)  
FAX: 918-647-1306  
PHONE: 918-647-1301