



ADMISSION PACKET

FOR

INTERNATIONAL STUDENTS

All ICE

CLASSIFICATION

## International Student Admission Requirements

Amberton University is authorized under federal and state laws to enroll qualified international students seeking bachelors or master's degrees. 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 if, after evaluation, it is determined that the University can provide for the special and unique needs often presented by these students.

The international student must submit his/her application for admission, transcripts, and any other supporting documents before admission can be considered. 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.

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. Also 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.
  - Undergraduate students must have a minimum of 30 semester hours of acceptable work from a U.S.A. regionally accredited institution
  - Graduate students must have a bachelor's degree from a U.S.A. regionally accredited institution or the equivalent (see information below for more information).
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. **Undergraduate F-1 students:** Due to ICE course load requirements and regulations, undergraduate F-1 students **will only be permitted** to complete one of the following Bachelor degree programs:

- Bachelor of Arts Professional Development
- Bachelor of Science Applied Studies
- Bachelor of Science Human Relations and Business

## Information for Students with F-1 Status

### **Special Instructions**

As an international students (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**

If you are an undergraduate student, **you must enroll in at least 12 hours per session to be considered full-time**. Of the 12 hours counting toward your full course of study, only 3 hours, or one course, may be online or distance-learning\*.

If you are 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 [Advisor@Amberton.edu](mailto:Advisor@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 original 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 select from the attached checklist for required document.**

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

Checklist B: F1 classification

# **Checklist A for all classifications other than F-1**

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

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

- \_\_\_\_\_ 1. Completed copy of an Amberton University 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 regionally accredited institution recognized by Amberton University .  
  
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) 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)-

**The IELTS is not accepted for admissions to Amberton, only the TOEFL.**
  - 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 [Advisor@Amberton.edu](mailto:Advisor@Amberton.edu).***

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

## **Checklist B for F-1 classification**

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

- \_\_\_\_\_ 1. Completed copy of an Amberton University 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 regionally accredited institution recognized by Amberton University .  
  
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) 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)-

**The IELTS is not accepted for admissions to Amberton, only the TOEFL.**
  - 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 3 options below.**

- A. Affidavit of Support , USCIS Form I-134,  
***(Can only be completed by sponsors that are US citizens or permanent residents)***
- B. Notarized letter of support  
***and*** current bank statement from student's sponsor.  
*(not more than 30 days old each)*
- C. Current bank statement of the student. *(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, and date of birth, country of birth, and country of citizenship, gender, relationship to student, and amount and source of monthly living expenses for each dependent.

*\* 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.*

**(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.***

## ADMISSION APPLICATION INSTRUCTIONS FOR ENROLLING AT AMBERTON UNIVERSITY

**STEP ONE:**

Complete the *APPLICATION FOR ADMISSION* if you:

- a. are a mature adult with employment experience, and
- b. have successfully completed academic work from an accredited college or university, and
- c. are in good standing from the last institution attended **OR**
- d. are a returning student after three years absence.

No admission fee is required. **To complete this application, please download the file to your computer first. Once downloaded, please complete the required information. Any information entered online (before downloading) will not be saved.** The application can be completed and submitted by email, fax, mail, or in person at the Student Services Offices located in Garland and Frisco. Download this application and complete all the necessary information. If you want to email the application, your SSN is not required, but a University representative will contact you for the number prior to your application being processed. Receipt of all electronically submitted applications will be promptly acknowledged. If a response is not received, please contact the University at (972) 279-6511 option 4.

**Mail to: Amberton University, 1700 Eastgate Drive, Garland, TX 75041**  
**Fax to: 972-279-9773**  
**email: Admissions@Amberton.edu**

International students should review the “International Student Admission Requirements” before applying for admission. The requirements are located online at [www.amberton.edu](http://www.amberton.edu).

This will begin the admission procedures. Within a week, you should receive a letter advising you of your admission status to the University. You do not have to wait for this letter in order to register. You may submit your application for admission and your registration form at the same time; however, your registration will be processed contingent upon your admission to the University.

**STEP TWO:**

Order and provide official transcripts from colleges and universities previously attended. Transcript request forms are provided for your convenience in the Student Services Office. As transcripts are received, they will be evaluated. You will receive a copy of the assessment in the form of an *Electronic Transfer of Credit Report (ETCR)*. The ETCR can then be used to prepare a degree plan using the electronic system. You may submit your ENROLLMENT REQUEST FORM prior to transcripts being received.

Graduate students who have completed a standard graduate entrance examination (GRE, GMAT, MAT) in the last six years may want to provide an official copy of their scores (not required).

### MAJOR/DEGREE CODES

**Undergraduate**

- BA Professional Development (14)
- BBA General Business (31)
- BBA Management (32)
- BBA Management Accounting (33)
- BBA Project Management (36)
- BS Applied Studies (34)
- BS Human Relations and Business (35)
  
- Undecided (19)
- Non-degree seeking (99)

**Graduate**

- MA Marriage & Family Therapy (48)
- MA Professional Counseling (53)
- MA Professional Development (17)
- MA School Counseling (51)
- MBA General Business (42)
- MBA International Business (38)
- MBA Management (43)
- MBA Project Management (39)
- MBA Strategic Leadership (44)
- MS Agile Project Management (49)
- MS Family Studies (45)
- MS Family Studies with a Specialization in Christian Counseling (55)
- MS Human Relations and Business (11)
- MS Human Resource Training and Development (46)
- MS Managerial Science (47)



**APPLICATION FOR ADMISSION AND RE-ADMISSION\***

**Application is to be completed by all new students and all former Amberton University \*students who have not been enrolled for three (3) or more years. 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)

**Years of Employment:** \_\_\_\_\_ **Employer:** \_\_\_\_\_

**U.S.Citizen/Permanent Resident:**

\_\_\_\_\_ Yes \_\_\_\_\_ No, Identify Country of Origin: \_\_\_\_\_  
 Immigration status: \_\_\_\_\_

**ETHNICITY:** Hispanic/Latino \_\_\_\_\_ Yes \_\_\_\_\_ No

**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 (see Instruction page for codes): \_\_\_\_\_ Non-degree seeking \_\_\_\_\_

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)
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\*An Undergraduate student must have successfully completed 30 hours. Fewer hours will be considered on a case-by-case basis.

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 estimate my total living expenses will be \$\_\_\_\_\_ per month.

**DEGREE TO BE PURSUED AT AMBERTON** (Circle Bachelors or Masters) I will be pursuing a Bachelor/Master 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 \_\_\_\_\_

## International Student Checklist

### *TO REMAIN IN FULL-TIME STATUS:*

\_\_\_\_ All Undergraduate students must be enrolled in 12 hours; 9 hours must be lecture (on-campus).

All Graduate students must be enrolled in 6 hours; 3 hours must be lecture (on-campus).

\_\_\_\_ New I-20's will be issued after the second week of school. An advisor will notify you when your I-20 is available.

\_\_\_\_ 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

-This must be done within the 60 day time period.

\_\_\_\_ Amberton University has four sessions a year. A student must attend three consecutive sessions before they are eligible to take a session off.

\_\_\_\_ Students must submit a written request to the Student Services Office when requesting to take a session off.

\_\_\_\_ Students must apply for OPT during their last session.

\_\_\_\_ Amberton University does not participate in CPT.

\_\_\_\_ International students **must** pay their tuition in full at the beginning of each session.