



# East Central University

Ada, Oklahoma, USA

2011-2012

International Student  
Application Packet



International Student Program and Services  
Room 152, Administration Bldg.

1100 E. 14th Street, PMB E-1  
Ada, OK 74820-6999  
(580) 559-5669 ~ (580) 559-5755 FAX

Dear Prospective student,

Thank you for your interest in East Central University (ECU). As you will learn from reading the following application packet, ECU has much to offer. It is our desire that you compare ECU to other institutions. We are confident you will find that ECU is quite competitive, in programs and degrees offered, and in cost effectiveness. Former ECU President, Dr. Richard Rafes, was committed to international students and their desire for an American education. To demonstrate this commitment, Dr. Rafes authorized a Non-Resident Waiver that will be available to eligible students.

Please refer to page 18 of the application packet which provides more detailed information about the non-resident waiver and its conditions. This waiver equates to an approximate savings of over \$2,600 per semester for the undergraduate student. Students must live on campus, be enrolled for a full course of study, and must maintain a specified GPA to qualify. Also, you may go to [http://www.ecok.edu/future\\_students/payment.asp](http://www.ecok.edu/future_students/payment.asp) for more scholarship listings.

At ECU, the student is our primary focus. Small class sizes enable professors to easily assist students and provide individual instruction. Campus activities such as sports, theater productions, student organizations, and special events give students enrichment opportunities outside the classroom. The university offers clean living quarters in close proximity to classroom buildings. Nearby stores make it easy for students to shop for necessities.

ECU is accredited by the North Central Association of Schools and Universities and accepts academic credits transferred from other accredited institutions. There are many affordable degree programs from which to choose, and are listed on our website: [www.ecok.edu](http://www.ecok.edu).

To apply for admission, complete and return the on-line application for admission along with \$50, which may be paid via credit card by contacting me at [intlstu@ecok.edu](mailto:intlstu@ecok.edu) or paid by money orders, checks, or cashier checks payable to East Central University. Applications will not be processed until the \$50 application fee has been paid as indicated in the package. All forms can be downloaded from the website: [www.ecok.edu/international](http://www.ecok.edu/international).

It is very important that all the required documents be sent in one envelope, at the same time. When documents are mailed separately, they have the potential of being lost en route, thus slowing the application process. You will be contacted by letter or email when your admission status has been confirmed. If your application is incomplete, you will be notified as to what is missing. When the application is approved, your Form I-20 will be attached to your letter of acceptance. The admission process takes time, so please be patient! The best thing you can do to help us is to submit a complete application packet.

We look forward to receiving your application for admission.

Respectfully,

A handwritten signature in black ink that reads "Jessica Bailey". The signature is written in a cursive, flowing style.

Jessika Bailey  
Director, International Student Program and Services

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# Requirements for Admission to East Central University

Complete and return the application along with the other required items as early as possible to ensure consideration for admission. Please read the information and follow all instructions **carefully** and **completely**.

**APPLICATION DEADLINES**  
**TO ATTEND DURING:.....DEADLINE**  
**Spring semester (January to May) November 30**  
**Summer Semester (June to July) April 30**  
**Fall semester (August to December) July 15**

All of the information listed under ‘**requirements**’ must be submitted as a complete packet. Please do not submit documents separately. The application documents should be submitted to: Office of International Student Program and Services ECU PMB E-1; East Central University; 1100 E. 14<sup>th</sup> St; Ada, OK 74820.

## REQUIREMENTS

### 1. **Application for Admission Form**

The application form must be filled out completely, dated, and signed. Please use the same name on all parts of the application and standardized test reports as it appears in your passport. The application can be found at our website, [www.ecok.edu](http://www.ecok.edu); just click on ‘apply’ at the top of the screen. Record your name in the order specified on the application-“last name” is the same as your family name or surname). If you do not have an American Social Security Number, please use 123-45-6789. This number will allow you to complete the application form. List your date of birth in the order of month, day, and year. Finally, write the address to which you want the I-20 Form delivered on the line designated “Student Permanent Home Address.”

### 2. **Application Fee**

**There is a non-refundable application fee of U.S. \$50.00**, which must be paid by money order, check or cashier’s check all drawn on a U.S. bank- **NO BANK DRAFTS** are accepted. **Applications will not be processed until the \$50 application fee has been paid. Make all money orders, check or cashier’s check payable to EAST CENTRAL UNIVERSITY. Payment may be made via credit card by e-mailing [intlstu@ecok.edu](mailto:intlstu@ecok.edu).**

### 3. **Proof of English Language Proficiency**

The TOEFL and the IELTS are tests that can be taken to meet the requirement for English Language Proficiency for admission to East Central University. The minimum acceptable TOEFL scores for undergraduate admission are: 500 (paper), 173 (computer), or 61 (internet); the minimum IELTS score is 5. For graduate admissions are: 550 (paper), 213 (computer), or 79 (internet); the minimum IELTS score is 5. Only original, official score sheets will be accepted. One of these tests must be taken within two years of application for admission. \*See page 18 for the Non-Resident Tuition Waiver requirements.

### 4. **Statement of Understanding Form**

The Statement of Understanding is a contract between the student and the university. By signing this, the student is agreeing to comply with the items stipulated in the Statement of Understanding. Please take time to read what you are signing, as you will be held accountable for policies/procedures/requirements.

## 5. Immunizations

Attach certified copy of immunizations. Must be in English or have an English translation attached.

## 6. Confirmation of Financial Resources Form

This is a contract between the university and the student's sponsor with verification from the sponsor's banking official. Once signed, it states that the sponsor agrees to pay all of the student's costs related to and during the duration of the student's enrollment at East Central University. Page 1 must be completed by the student, page 2 by the student's sponsor. *Students who are receiving an athletic scholarship are required to show proof of financial resources for all tuition/fees not covered by the scholarship. A copy of the scholarship contract must be received by the Int'l Office before an I-20 will be issued.* Lastly, the form must be an original bearing the signature of the student and the student's sponsor.

## 7. Letter from Sponsor's bank

This letter requires a statement from the sponsor's banking official stating the sponsor's standing with the banking firm, the bank official's signature and must bear the bank's official seal or stamp. **The letter must be in English, listing local currency and its equivalent U.S. dollars, and a total of U.S. \$15,000.**

## 8. Documentation of Guaranteed Funds

Before the University can prepare an I-20/DS 2019 for you, the university must receive important documentation that the student's sponsor has sufficient funds to cover tuition, fees, room and board. USCIS/Immigration regulations require the university to receive this information for the 9-month academic year. Proof in the form of documentation guaranteeing funds specified in the letter from the bank must accompany the sponsor's letter. Specify information as to the type of account and enclosed documentation e.g. bank statement for checking, saving, certificate of deposit; mutual, stock or bond funds; and/or other accessible funds or account bearing the bank official's original signature and the banking seal are required.

## 9. Transcripts

Submit *official* transcripts from your high, secondary, or post secondary school(s) and each college or university that you previously attended. You are required by U.S. law to indicate all the universities you attended on the application for admission and to submit official, translated transcripts from each university. High school records must show date of completion/graduation. **The official transcript must be a transcript translated into English and must show each course completed and grade earned.** To receive credit for course work completed at each university, you must submit course descriptions (not syllabi number.) If you are a transfer student from an institution outside the United States, you will need to submit a "Course by Course" description from a specialized foreign credential evaluation organization. To speed up the process of transcript evaluation, you may wish to contact credential evaluation institutions such as WES ([www.wes.org](http://www.wes.org)), AACRAO ([www.aacrao.org](http://www.aacrao.org)), or Education Evaluation International ([www.educei.com](http://www.educei.com)).

## 10. SAT Score/ACT Score

All prospective students wishing to enter East Central University are required to take either the SAT or ACT. The minimum scores for admission are SAT 940, ACT 20. **Original** score sheets must be sent or forwarded directly from the testing organization. East Central University's code for the SAT is 6186, for the ACT it is 3394--no fax, photocopy or unofficial copies will be accepted. Students with less/fewer than 24 transferable credit hours completed at a U.S. college or university must also submit an official SAT or ACT score and official high school or secondary school transcripts. Students with less than 24 hours will be considered for admission utilizing the admissions criteria for beginning freshman.

## 11. Housing Application Form

Please complete the Housing Application. **There is a non-refundable housing application fee of U.S. \$40.00**, which should be paid by money order, check or cashier's check all drawn on a US bank--**NO BANK**

**DRAFTS** are accepted. The deposit ensures a room is reserved for you. Your admission application will not be processed until this deposit is paid. Payment may be paid by credit card by emailing [intlstu@ecok.edu](mailto:intlstu@ecok.edu). Furthermore, the housing application is a contractual agreement for the current academic year. Once the application is signed and submitted the contract cannot be breached. All requests for an exception must be made prior to the submission of the application.

## 12. **Transfer Status Form**

Students holding an F-1/J-1 visa who are transferring from another U.S. college or university, language or high school must have the transfer status form completed by the international student advisor at the student's current school. The form must be sent directly to the Director of International Student Programs and Services at East Central University.

### **PLEASE NOTE:**

Please keep a copy of all documents you submit to the International Student Programs and Services Office. On occasion things may get lost in transit. It is recommended that you keep a copy for your files.

In an effort to speed up the communication between you and the Office of International Student Programs and Services, it is recommended that you state your email address on the application form. In the interest of time, this will allow our office to contact you more quickly. It is advised that prospective students submit their application materials at least six (6) months prior to the desired semester for enrollment. However, you will be contacted by letter and/or by email when your admission status has been confirmed. If your application is incomplete, you will be told what is lacking and the process will halt until all documents are submitted in the required format. Applications will be processed in the order in which they are received, once **ALL** the items listed on the **Application Check List** are submitted.

Prospective students must meet both East Central University admission policies and USCIS/Immigration regulations for admitting students before an I-20/DS 2019 can be issued. **All documents submitted during your application and subsequent enrollment become the property of East Central University and cannot be returned to the applicant.**

Once you have been accepted as a student to ECU, you will receive an email confirming your acceptance, and you will be asked where and how you would like your I-20/DS 2019 sent to you. There is no fee to ship via regular mail, but delays could exist. Any other form of shipping will require pre-payment of the shipping cost to the ECU Int'l shipping account. Please contact Jessika Bailey at [intlstu@ecok.edu](mailto:intlstu@ecok.edu) to make credit card payment. Once you have designated the type of shipping desired, you must submit payment to ECU to cover the shipping cost.

As of September 1, 2004, a \$200.00 (USD) fee will be required by SEVIS (I-901). All students applying for F-1/J-1 visas will have to show proof of payment in order to be issued a visa at the American Embassy/Consulate. This fee must be paid at least three days prior to the visa interview stage. ECU does not accept payment of this fee. The fee must be paid directly to the Department of Homeland Security or USCIS. For more information, go to <http://www.ice.gov/sevis/i901/>. *Note: Students who are citizens of countries exempt from applying for a U.S. visa are still required to pay the SEVIS fee.*

# East Central University

Ada, Oklahoma USA

## Prospective Student Application Checklist

- Submit your **online application form**  
<http://www.ecok.edu/> (click **Apply**)
- Submit the **non-refundable USD \$50 application fee**  
E-mail credit card information to Jessika Bailey at [intlstu@ecok.edu](mailto:intlstu@ecok.edu).
- For **Transfer students in the United States attending a US college/university who wish to transfer to ECU**, complete the **International Transfer Information** form with your current DSO/International Advisor at your current college/university in the USA to evaluate your status with the USCIS and your current university. This step must be completed prior to the completion of your application process at ECU.
- Sign and submit the **Statement of Understanding Form**
- Sign and submit the **Confirmation of Financial Resources**  
The form must bear the signature of the sponsor and the student. *Students who are receiving an athletic scholarship are required to show proof of financial resources for all tuition/fees not covered by the scholarship. A copy of the scholarship contract must be received by the Int'l Office before an I-20 will be issued.*
- Submit the **Letter from the Sponsor's Bank** (Complete the sponsor information and provide a supporting statement from the bank--- documentation of guaranteed funds--- with the bank's official seal or stamp, stating funds in both local currency and USD.)
- Submit **Documentation for Guaranteed Funds** (Proof in the form of documentation guaranteeing funds specified in the letter from the sponsor's bank must accompany the statement of guaranteed funds. Specify information as to the type of account and enclosed documentation e.g. bank statement for checking, savings, certificate of deposit, mutual, stock or bond funds, and or other accessible funds or accounts bearing the banking official's original signature and banking seal.)
- Submit **attested copy of immunizations**
- Submit the **official TOEFL or IELTS score**.
- Submit **official SAT/ACT scores**.
- Submit **ECU's Scholastic Honor's Program Application**, when applicable, based on SAT and/or ACT scores.
- Submit all **official/translated high/secondary/post secondary school transcripts** indicating date of completion along with all **college/university transcripts**.
- Submit **Housing Application** and **non-refundable \$40 deposit**. E-mail Jessika Bailey at [intlstu@ecok.edu](mailto:intlstu@ecok.edu) to make credit card payments.

# The TOEFL, IELTS, & IEP

## Requirements for Beginning Freshmen at East Central University

Prospective students for whom English is not their first language must satisfy the Oklahoma Board of Regents for Higher Education requirements regarding English proficiency. Individuals may meet this requirement by one of the following methods:

(1) take the Test of English as a Foreign Language (TOEFL). An undergraduate must achieve a minimum computer score of 173, or a paper score of 500, or an internet score of 61. (A computer score of 180 or its equivalent is necessary to qualify for the Non-Resident Waiver for undergraduates.) For graduate admissions, a student must score a minimum of 200 computer, 550 paper, or 79 internet. **Official** documents are required to process the application. Please use school code 6186 for issuing your results directly to ECU.

For more information regarding the **TOEFL** exam please visit the following websites: <http://www.toefl.org>  
<http://www.toeflgoanywhere.org>  
<http://www.toeflpractice.ets.org>

(2) take the International English Language Testing System (IELTS). Undergraduate and graduate applicants must score a minimum of 5. Please visit the following websites for more information about the **IELTS**:

<http://www.ielts.org>  
<http://www.ielts.org/candidates>

(3) complete an Intensive English Program (IEP) at an English Language School recognized by the Oklahoma State Regents for Higher Education. Two thirds of this instruction must be at the advanced level. Also, undergraduate candidates who have a TOEFL paper score of 460-499 or its equivalent in computer and internet testing, and thus do not meet the minimum entry requirement for ECU, may enroll in a 12 week course at an English Language School. If the IELTS test is taken, applicants who score 4.5-4.9 must take the same course outline as above.

Please visit the following website for more information on IEP's:

<http://www.elcok.com> (English Language Center, Edmond, OK.)  
<http://www.aaiep.org> (Am. Assoc. of Intensive English Programs)  
<http://www.eciprograms.com> (Educational & Cultural Interactions, Inc.)

# East Central University

Contact Information for  
International Students

Direct all correspondence including but not limited to the following:

High School/Secondary and College/University transcripts  
Banking Statement of Sponsor  
Letter from Banking Institution of Sponsor Converting Monies to USD  
Confirmation of Financial Resources  
Statement of Understanding  
Immunizations  
ECU Housing Application  
\$50 (non-refundable) Application Fee  
\$40 (non-refundable) Housing Deposit  
IELTS/TOEFL scores from testing site-ECU's code 6186  
SAT/ACT scores from testing site-ECU's code 6186

To:

## Director, International Student Programs and Services

Jessika Bailey

1100 E. 14<sup>th</sup> Street ECU PMB E-1

Ada, OK 74820

Email: [intlstu@ecok.edu](mailto:intlstu@ecok.edu)

Phone: 580-559-5669

Fax: 580-559-5755

All documents must be in **official** capacity, original format. Copies cannot be accepted for final admission purposes. Students should submit official documents prior to completion of admission and granting of immigration documents.

To *submit credit card payment* for application fee and housing deposit, please contact:

**Ms. Jessika Bailey**

**[intlstu@ecok.edu](mailto:intlstu@ecok.edu)**

## ADMISSION OPTIONS:

There are three options by which an applicant may be admitted to East Central University:

1. Standardized tests, ACT score of 20 or SAT score of 940 (math and critical reading). OR,
2. Overall high school GPA of 2.7, and rank in the top 50% of the class. OR,
3. 2.7 GPA in the required 15 units of high school core curriculum classes.

# Estimated Cost to Attend East Central University

Ada, Oklahoma USA

[intlstu@ecok.edu](mailto:intlstu@ecok.edu)

(Estimate based on 12 hours Undergraduate level)

<b>Annual Estimate of Expenses For Undergraduate</b>	<b>Fall 2011 Semester</b>	<b>Spring 2012 Semester</b>	<b>*Estimated Total Cost 2011-2012</b>
Resident Tuition/Fees	\$1,843	\$1,843	\$3,686
Non-Resident Tuition	\$2,652	\$2,652	\$5,304
Books	\$500	\$500	\$1,000
Required Health Insurance	\$300	\$300	\$600
Housing and Food	\$2,038	\$2,038	\$4,076
International Fee	\$50	\$50	\$100
<b>Total Estimated Cost</b>	<b>\$7,383</b>	<b>\$7,383</b>	<b>\$14,766</b>
<b>Total Estimated Cost With Non-Resident Waiver</b>	<b>\$4,731</b>	<b>\$4,731</b>	<b>➤ \$9,462</b>

Prices are subject to change with Board approval

## IMPORTANT FINANCIAL INFORMATION:

**Students who receive the non-resident tuition waiver must live in campus housing during the duration of the award, unless the recipient is 21 yrs of age or older.**

### \*\*\*International Student Athletes Receiving a Scholarship:

- *Students who are receiving an athletic scholarship are required to show proof of financial resources for all tuition/fees not covered by the scholarship.*
- *A copy of the scholarship contract must be received by the Int'l Office before an I-20 will be issued.*

Qualifying students can apply for the **non-resident tuition waiver** in the amount of **\$2,652 a semester, 5,304 per academic year** (waiver amount is determined by the number of enrollment hours). To apply for the waiver, a student must meet the following requirements:

Freshman – SAT score of 940 or High School GPA of 2.7, and a TOEFL score of at least 180 computer based  
 Transfer Student – 2.0 GPA  
 Continuing Student – 3.0 GPA  
 Graduate Student – 3.0 GPA

Please see page 18 of this application for more details about the Non-Resident Academic Scholarship Waiver.

# STATEMENT OF UNDERSTANDING

Read the statements below. You must understand and agree to these statements to be considered for admission. The signature on this form is valid for the entire duration of attendance at East Central University (ECU) **Unsigned forms will not be accepted.**

- I. The deadline for admission application:  
Fall Semester-July 15  
Spring Semester-November 30  
Summer Semester-April 30

II. **If English is not my native language, I must meet the English as a second language requirement.** The TOEFL has to be taken within two years of applying to the university for admission. No copies will be accepted for any score sheets. Only the official score sheet from TOEFL will be acceptable. Use ECU's school code 6186 to have official score sheets sent to the university.

Applicants for first time admission at the undergraduate level are required to present a TOEFL minimum score of 500 (paper based) or 173 (computer based). Students must score a minimum of a 180 in order to be considered for the Non-Resident Waiver. An individual not making 500 or 173 may be admitted after he/she presents a score of 460 or higher on the TOEFL original score sheet and a certification of successful completion of at least 12 weeks of study at an English language school at an approved state institution of higher learning or a private school approved by the state regents.

Undergraduate applicants who have attended an accredited U.S. college or university may be admitted if they have passing grades and meet the transfer admission requirements and have completed 24 semester hours.

An applicant who has successfully completed 4 years of the core requirements in a U.S. high school or is a graduate from U.S. high school and demonstrates competency through the "Remediation of High School Curricular Deficiencies Policy" will not be required to take the TOEFL.

Applicants for first time admission at the graduate level are required to present a TOEFL score of 550 or higher. An individual not making 550 may be admitted after he/she presents a score of 500 or higher on the TOEFL original score sheet and a certification of successful completion of at least 12 weeks of study at an English language school at an approved state institution of higher learning or a private school approved by the state regents.

Graduate applicants who have earned a baccalaureate degree from an accredited U.S. college or university may be admitted if all the admission requirements have been met.

III. A non-refundable application fee of \$50 must accompany each application, and a \$40 housing fee must accompany each housing application. E-mail Jessica Bailey at [intlstu@ecok.edu](mailto:intlstu@ecok.edu) to pay the application fee and housing fee via credit card.

All freshmen and students who receive the non-resident tuition waiver are required to live on campus. There is a non-refundable housing application fee of U.S. \$40.00. The deposit ensures that a room is reserved. Admission applications will not be processed until this deposit is paid. Payment may be paid by credit card by emailing [intlstu@ecok.edu](mailto:intlstu@ecok.edu). The housing application is a contractual agreement for the current academic year. Once the application is signed and submitted the contract cannot be breached. All requests for an exception must be made prior to the submission of the application.

IV. If I cannot be at East Central University on or before the date of arrival designated on the I-20 Form, I must inform the International Student Admissions Clerk and defer my enrollment until the next semester. I will be allowed to defer my enrollment for **ONLY** one semester.

V. I must meet the academic admission requirements.

VI. If requesting transfer to East Central University from an institution within the U.S., I must be in status with the U.S. Immigration Service. Any F-1/J-1 visa holder who has been out of school for a semester, dropped below full time enrollment, etc. must receive reinstatement from the U.S. Immigration Service prior to his application being accepted for admission.

VII. As an F-1/J-1 visa holder, I am required to successfully complete a full course load each semester that I am a student (undergraduate-12 hours; graduate-9 hours). I understand a semester is a 16-week period usually from August-December for fall and January-May for spring. U.S. Immigration Service does not require me to attend the summer session (June-July) unless this is the first semester I will be attending college or university. Then I must enroll in 6 credit hours during that summer session.

As an F-1/J-1 visa holder, there are visa restrictions which prohibit off campus employment without Employment Authorization from the U.S. Immigration Service and the Designated School Official/International Advisor. The penalty for working off campus without this employment authorization from the U.S. Immigration Service is deportation. There is no option for reprieve or reinstatement for unauthorized off campus employment or working beyond 20 hours per week on campus during full time enrollment.

VIII. For each semester I enroll, I will be charged a fee for student health insurance. The current fee is \$300 per semester. Insurance rates are subject to change. *Before I am registered in the Student Exchange and Visitor Information System (SEVIS) each semester I will be required to pay my current semester insurance premium.* I understand that I will automatically be enrolled in the school insurance, and **any request for a waiver of the school insurance policy must be submitted directly to the insurance carrier by the deadline given for that session.**

IX. If I participate in intercollegiate sports I will be required to purchase the international student health plan rider. I understand that this rider will provide a benefit up to \$2,500. This benefit is contingent upon injuries received while participating in play, practice, or activities that are a direct part of the intercollegiate sport.

X. *If I am receiving an athletic scholarship I am required to show proof of financial resources for all tuition/fees not covered by the scholarship. I must submit a copy of the athletic scholarship prior to acceptance. If I lose my scholarship or if my scholarship amount changes I am required to notify the DSO immediately.*

XI. Official transcripts (no copies or photocopies) from all the schools I previously attended must be submitted during my application process.

XII. As of April 1, 1997, the penalty for being out of status is more severe and includes being barred from the United States for a period of 3, 5, 10 years, depending on the length noncompliance of the status. I understand as an F-1/J-1 visa holder I must remain in status at all times for the duration of F-1/J-1 status.

XIII. **I understand that I will be assigned an ECU email account,** and that I will be held responsible for all correspondences and information sent to that account. I understand that the Office of International Students Programs and Services will provide all notices, updates, deadlines, and requirements via the ECU school email account only, and private accounts will not be used.

If you fully understand and agree to all the above statements, please sign below and return the form in your admission application packet.

Signature \_\_\_\_\_ Date \_\_\_\_\_

\*My signature acknowledges that I have read the above Statement of Understanding requirements and agree to abide by them.

# STATEMENT UNDER PENALTY OF PERJURY

The Oklahoma Taxpayer and Citizen Protection Act of 2007 requires students to state under penalty of perjury that they meet one of the requirements below to be eligible for resident tuition, state funded scholarships, financial aid and/or public benefits as defined in the Act.

I, \_\_\_\_\_, state as follows:

1. I meet the requirement I have initialed below (*initial one of (a) through (d) below*):

a. \_\_\_\_\_ (*Initial here*) I am a citizen of the United States. OR

b. \_\_\_\_\_ (*Initial here*) I am a qualified alien under the federal Immigration and Nationality Act and I am lawfully present in the United States. OR

c. \_\_\_\_\_ (*Initial here*) I was enrolled in a degree program at a postsecondary institution in the Oklahoma State System of Higher Education and paid instate tuition at any time during the period August 29, 2003,

through the 20062007

school year because I graduated from high school in this state or received my GED

certificate in this state and resided in this state with a parent/guardian for at least two (2) years before graduating from high school or having received my GED certificate. OR

d. \_\_\_\_\_ (*Initial here*) I graduated from a high school in the State of Oklahoma or have completed an equivalent program of education (for homeschool students) and I have resided in Oklahoma with a parent or guardian while attending classes at a public or private high school in this state for at least two (2) years prior to graduation from high school or having completed an equivalent program of education (for homeschool students) AND (*select and initial one of the following*)

i. \_\_\_\_\_ (*Initial here*) I have filed an application or have a petition pending with the U.S. Citizenship and Immigration Services (USCIS) to legalize my immigration status, and will provide a true and correct copy of the application. OR

ii. \_\_\_\_\_ (*Initial here*) I will file an application to legalize my immigration status at the earliest opportunity that I am eligible to do so and present a true and correct copy of that application no later than one (1) year after the date I enroll for study, or, if there is no formal process to permit children of parents without lawful immigration status to apply for lawful status without the risk of deportation, one(1) year after the date that the U.S. Citizenship and Immigration Services (USCIS) provides such a formal process.

2. I have personal knowledge of the facts stated above and I am competent to testify to these facts.

**Before signing this Statement under Penalty of Perjury you should know that the University is required to verify information about your lawful presence in the United States through the Systematic Alien Verification**

**for Entitlements (SAVE) Program operated by the United States Department of Homeland Security. You should also know that the Act provides that any person who knowingly and willfully makes a false, fictitious,**

**or fraudulent statement or representation in this Affidavit shall be subject to criminal penalties.**

I state under penalty of perjury under the laws of Oklahoma that the foregoing is true and correct.

\_\_\_\_\_  
Date and Place Signed Signature

\_\_\_\_\_  
SSN or ECU ID # Semester entering ECU

(Revised 422008)

Office Use Only

Hold Cleared \_\_\_\_\_

By \_\_\_\_\_ Date \_\_\_\_\_

# East Central University

## Confirmation of Financial Resources

East Central University (ECU) requires confirmation of financial resources from each applicant who is not a United States citizen or the holder of permanent residence (immigrant) visa at the time of the application for admission. This is a statement that must be on file before the individual is offered admission to the university and provided an I-20/DS 2019 form in order to obtain an F-1/J-1 Visa. Once signed, this statement will be valid for the duration of the student's enrollment at East Central University.

### Applicant and Sponsor Statement

(Check the appropriate box next to each statement and provide information as indicated.)

I certify that I will have a minimum of **U.S. \$15,000\*\*** available to me for each academic year (9 months) that I study at ECU, excluding travel expenses. ( ) Yes ( ) No

**\*Students receiving an athletic scholarship:** I certify that I have funding to cover all charges not covered by my scholarship. ( ) Yes ( ) No

**\*\*J-1/Exchange Visitors:** As an exchange visitor, I certify that I will meet the financial requirements stated in the exchange agreement made between the institution in my home country and ECU. ( ) Yes ( ) No

The funds will be provided ( ) by my parents ( ) from my own savings ( ) other

If other, please specify \_\_\_\_\_

I certify that I will have adequate funds for travel to and from the United States. ( ) Yes ( ) No

I certify that I can make the necessary arrangements to have my funds transferred to the United States. ( ) Yes ( ) No

I understand that fees are due and payable according to the institutional policies and that my enrollment will be canceled if I do not pay said fee on the appropriate date. Consequently, cancellation of my enrollment will lead to my termination in SEVIS with USCIS, United States Customs and Immigration Services. ( ) Yes ( ) No

I understand that as an F-1/J-1 student I am not eligible for off campus employment without preauthorization from my school's DSO as well as USCIS authorization. The penalty for off campus employment without USCIS authorization is deportation and subject to a five to ten year absence from the U.S. Opportunities to obtain on campus employment are limited and very competitive. I fully understand that I cannot depend on income from on or off campus or alternate income sources while studying in the United States. I certify that I can cover the cost of my education without employment. Also, on campus employment is limited to 20 hours per week and it is not available to all students, positions are limited. ( ) Yes ( ) No

I understand tuition, fees, room and board and other expenses may increase on a yearly basis and I will have adequate funds to continue my education at East Central University. ( ) Yes ( ) No

Semester I wish to enroll: \_\_\_ Fall \_\_\_ Spring \_\_\_ Summer Year \_\_\_\_\_

Applicant's Name (Please Print) \_\_\_\_\_  
(Must be as it appears on passport – First, Middle, Last/ Surname)

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

*My signature acknowledges that I have read the above financial requirements and the information is true and correct. I have submitted documentation to support this information.*

Sponsor Information

Sponsor: Please provide the requested information in full. Any missing information will delay the processing of the applicant's admission to East Central University. This original document must be received by the Office of International Students Programs and Services. Faxes, copies, and e-mail attachments will not be accepted.

Full Name (Please Print): \_\_\_\_\_

Complete Home Address: \_\_\_\_\_

\_\_\_\_\_

Home Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Place of Employment: \_\_\_\_\_

Employment Address: \_\_\_\_\_

\_\_\_\_\_

Employment Phone #: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Relationship to applicant: \_\_\_\_\_

Government ID #: (such as Passport, Drivers License, Social Security #, etc) Circle one

\_\_\_\_\_ Expiration date: \_\_\_\_\_

Sponsor's Signature: \_\_\_\_\_ Date \_\_\_\_\_

***My signature acknowledges that I have the above financial requirements and the information is true and correct. I have submitted a letter from my bank to show these funds in American dollars. I confirm that I am capable of providing such support, and that the required funds will be available when needed.***

## Example of Bank Letter Format

(Please remember--this letter must be printed on **original bank letterhead paper**)

Date

(Must be current date)

(Sponsor's name or student's name if the account is held in the student's name) is a customer in good standing of (Name of Bank). To the best of our knowledge and belief, he/she is capable of meeting all the educational expenses for (Name of Student) while he/she is studying at East Central University.

Our institution affirms that (sponsor's name or student name) has an account (specify type of account and enclosed documentation e.g. bank statement for checking, saving, certificate of deposit; mutual, stock or bond funds) and/or other accessible funds or account along with letter) with amount totaling (local currency and its equivalent in **U.S. dollars**). My signature below confirms this information is true and correct.

Sincerely,

Name and Title of Bank Office

Signature of Bank Officer

(Bank's Official Seal)

Please send the completed letter (with original signature and banking stamp) and documentation of guaranteed funds (must have original signature and banking stamp) submitted in a sealed envelope from the bank along with other application documents to:

Office of International Student Program and Services  
East Central University  
1100 E. 14<sup>th</sup> St. ECU PMB E-1  
Ada, OK 74820 USA  
Telephone: 580-559-5669

# East Central University

## For Transfer Students in American Colleges and Universities Only

Do not complete this form if you are transferring from a foreign college or university

### International Transfer Information

**Prospective Student:** To evaluate your eligibility for transfer to East Central University, this form must be completed by you and the institution you were last authorized by United States Citizenship and Immigration Services (USCIS) to attend.

By my signature below, I give permission for the designated institution to release the following information to East Central University.

\_\_\_\_\_  
Name of Student (Please Print)

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

Name of Current School \_\_\_\_\_ SEVIS School Code \_\_\_\_\_

Address of Current School Attending \_\_\_\_\_

**International Advisor:** Please complete the following information concerning the above student's transfer to East Central University.

Student's visa type \_\_\_\_\_ SEVIS Number \_\_\_\_\_

Student is currently enrolled? \_\_\_\_\_ yes \_\_\_\_\_ no In how many hours? \_\_\_\_\_

Student is in good standing with USCIS, and eligible for transfer \_\_\_\_\_ yes \_\_\_\_\_ no

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

The student is in good academic standing \_\_\_\_\_ yes \_\_\_\_\_ no

The student is in good financial standing \_\_\_\_\_ yes \_\_\_\_\_ no

Has the student used any practical training? \_\_\_\_\_ yes \_\_\_\_\_ no

If yes, please specify type and dates: \_\_\_\_\_

Designated School Official's Printed name: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Contact Email: \_\_\_\_\_

Please return to: East Central University  
Office of International Student Programs and Services  
1100 E. 14<sup>th</sup> St. ECU PMB E-1, Ada, Oklahoma USA 74820  
Phone 580.559.5669 Fax 580.559.5755

# EAST CENTRAL UNIVERSITY

## Non-Resident Academic Waiver Application

Student **MUST** live in campus housing to utilize this scholarship  
unless 21 years of age or older

First consideration will be given to applications submitted by **July 15 (Fall) November 30 (Spring)**.  
Awards are granted on a first come, first serve basis. Receipt of your application after July 15 may reduce  
your chances of being offered an award.

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_  
Last First Middle

ECU Student ID (if assigned) \_\_\_\_\_

Mailing Address \_\_\_\_\_  
Street, Box or County Road City State Zip Code Country

Telephone Number \_\_\_\_\_ Cell Phone Number \_\_\_\_\_

E-Mail Address \_\_\_\_\_ Alternative E-Mail \_\_\_\_\_

### Beginning Freshmen and Transfer Students with less than 24 hrs attempted

A **freshman** must live in campus housing and have:

- A graduation/retention GPA of 2.7 on a 4.0 scale and rank scholastically among the upper 50% of the graduating class from an accredited high school **or**
- A Minimum of 20 on the ACT or a 940 on the SAT  
High School GPA \_\_\_\_\_ High School Ranking \_\_\_\_\_ ACT or SAT Score \_\_\_\_\_  
International students must score a minimum of 180 on the TOEFL \_\_\_\_\_ Score

### Transfer Students

A **transfer** student must live in campus housing and have:

- Attempted at least 24 hours of transfer work (at any accredited institution) with a minimum retention grade point average of 2.0  
Number of College Hours Attempted \_\_\_\_\_ Number of College Hours Completed \_\_\_\_\_  
GPA \_\_\_\_\_

### Continuing Students

A **continuing** ECU student must live in campus housing and have:

- A minimum retention grade point average of 3.0. Retention GPA \_\_\_\_\_
- Successfully completed a minimum of 12 hours at ECU in the previous academic semester. Hours completed in the previous semester \_\_\_\_\_

I acknowledge and understand that this award will be available each fall for one academic year and may be awarded for a partial year only if it is my first semester at ECU. I further acknowledge that as a requirement of this award I agree to live in campus housing (unless I am 21 yrs of age or older). Failure to meet the housing requirement will result in immediate termination of this award. Academic information will be validated by ECU officials.

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

\_\_\_\_\_  
Date Signed



# UNIVERSITY HEALTH SERVICES

**Official Notice: Immunization Requirements for East Central University Students**

Beginning Fall semester, 2004, Oklahoma state law required that all students who attend Oklahoma colleges and universities provide proof of immunization for certain diseases. If you cannot verify your immunizations you will need to be re-immunized. Medical and religious exemptions are allowed by law and such requests must be made in writing at the Student Health Services office. You also may submit your immunization records online at [healthservices@ecok.edu](mailto:healthservices@ecok.edu).

**Immunizations Required by Oklahoma State Law**

<u>Vaccination</u>	<u>Who must comply</u>	<u>Compliance Requirements</u>	<u>Compliance Data</u>
<b>*Meningitis</b>	All students living in campus housing	Proof of vaccination	1 week prior to move in
<b>Measles, Mumps, Rubella, TWO DOSES</b>	All students born after January 1, 1957	Proof of vaccination with <b>2 doses</b> of vaccine; or lab test demonstrating immunity	At enrollment
<b>**Hepatitis B</b>	All students	Proof of completion of a Hep B series (2-3 doses)	At enrollment
<b>***Tuberculosis Skin Test</b>	All international students	Proof of negative test results in Oklahoma. If test result positive, must have chest x-ray verification in the United States that student does not have TB	<b><u>Must have negative TB/chest x-ray prior to enrollment</u></b>

**\*Specific information regarding immunization for meningitis:** Oklahoma law requires that those who reside in **on-campus student housing** be vaccinated against meningococcal disease

**\*\*Specific information regarding Hepatitis B series:** In order for the two doses to comply with state requirements, two Hepatitis B doses would need to be doubled. If Hepatitis doses were given in single doses, the student will need three Hepatitis B vaccinations.

**\*\*\*Specific information regarding TB skin test:** the Oklahoma Health Department requires that TB testing be conducted in Oklahoma (NO exceptions). The ECU Student Health Services can provide testing for you prior to your enrollment or it can be completed at any Oklahoma County Health Department.

*All required immunizations are available at Oklahoma County Health Departments & ECU Student Health Services*

**FAILURE TO COMPLY WITH THESE REQUIREMENTS WILL RESULT IN A HOLD BEING PLACED ON YOUR STUDENT ACCOUNT. PLEASE FOLLOW THE INSTRUCTIONS BELOW TO AVOID HAVING THIS HOLD PLACED ON YOUR ACCOUNT. CONTACT STUDENT HEALTH SERVICES WITH ANY QUESTIONS THAT YOU MAY HAVE.**

Email immunizations to [healthservices@ecok.edu](mailto:healthservices@ecok.edu) OR mail to:

**ECU Student Health Services**  
**1100 E. 14<sup>th</sup> PMB S-7**  
**Ada, OK 74820**  
**580-559-5713 • FAX 580-559-5276**

# East Central University

## Obtaining a VISA to Study as an F-1/J-1 Student in the United States

Congratulations on charting your new course for life. Your academic career and credentials will assist you in a lifetime of adventure and challenge. Now that you have been accepted as a new student to East Central University it will be necessary to complete the final leg of your journey, securing a VISA to study in the United States.

In order to secure your VISA please visit the U.S. State Department at [http://travel.state.gov/visa/temp/types/types\\_1268.html#apply](http://travel.state.gov/visa/temp/types/types_1268.html#apply). Also visit [www.educationusa.state.gov](http://www.educationusa.state.gov) , and <http://usembassy.state.gov/> .

Please be mindful that once you have been admitted to East Central University, you must pay the I-901 fee (<http://www.ice.gov/sevis/i901/>) prior to your VISA appointment date. VISA appointments are not always easily accessible. Ensure that you have adequate time to pay your I-901 fee, secure your VISA, and make travel arrangements prior to the deadline to arrive at the university.

### Final Checklist for F-1/J-1 Students

Apply and be accepted to East Central University

Receive your I-20/DS 2019 and acceptance letter in the mail from the university

Make your appointment to pay your I-901 fee  
<http://www.ice.gov/sevis/i901/>

**Note: Students from countries exempt from acquiring a U.S. visa are required to pay the SEVIS fee.**

Make your appointment for your VISA interview  
[http://travel.state.gov/visa/temp/types/types\\_1268.html#apply](http://travel.state.gov/visa/temp/types/types_1268.html#apply)

Make travel arrangements; be sure to arrive at ECU by the arrival date

Please notify the Director of International Student Programs and Services at ECU of your travel arrangements, and check in at the Office of International Student Programs and Services within 3 days of your arrival to ECU.

**\*\*Due to liability constraints, East Central University may not be able to provide transportation to or from airports, bus terminals, etc.**

# Medical Insurance

**East Central University** is pleased to announce the availability of a **Student Health Insurance Plan** (Academic HealthPlans) for you and your loved ones!

All registered international students are required to enroll in the Student Health Insurance Plan or provide proof of comparable coverage. Domestic students will pay the provider directly. International students will have the insurance premium automatically assessed to their university account. *Before students are enrolled in the Student Exchange and Visitor Information System (SEVIS) each semester they will be required to show proof of insurance premium payment.* In order for international students to waive coverage, students must complete an online waiver at [www.ahpcare.com/ecok](http://www.ahpcare.com/ecok). **Note: Insurance waivers must be completed by the deadline date indicated on the waiver form.**

Below are the insurance premium rates for the 2011-2012 Plan year:

Student.....	\$300/semester	International Athletes*.....	\$300/semester + \$190/academic year = \$490
Spouse.....	\$942/semester		
Each Child.....	\$383/semester		

\*All international students participating in intercollegiate sports are required to purchase the international student health plan rider. This rider will provide a benefit up to \$2,500. This benefit is contingent upon injuries received while participating in play, practice, or activities that are a direct part of the intercollegiate sport. For further information about the secondary plan of insurance for athletes please contact the Athletic Department.

**All students** are encouraged to review the enclosed brochure, which describes the **2011-2012 Student Health Insurance Plan**. It provides coverage 24 hours a day.

Since many group insurance plans may not cover treatment out-of-area, we have made this plan available to provide coverage appropriate to our student population at a reasonable price. If you are presently insured, we urge you to review your current plan to make certain that you will be adequately covered while in school. Of course, if you are not presently insured, you will want to protect yourself from the unexpected cost of medical care by enrolling in the **East Central University Student Health Insurance Plan**.

International students may enroll their dependents in the plan by downloading and completing an enrollment form and mailing it to **Academic HealthPlans**.

If you have any questions, or wish to discuss this plan in detail, please call the Academic Health Plans office at (888) 308-7320, visit their web site at [www.ahpcare.com/ecok](http://www.ahpcare.com/ecok), or contact the Jessika Bailey, Director International Student Program and Services via email [intlstu@ecok.edu](mailto:intlstu@ecok.edu) or by phone 580-559-5669.

## “I’VE BEEN ADMITTED, NOW WHAT?”

First of all, congratulate yourself for the persistence and determination to complete the application process! The following guidelines are general guidelines for all incoming students, however, please be aware of specific communications made to you by the office of International students.

Incoming students from their home country or other U.S. institutions:

- ✓ Finalize your travel plans and notify the Director of International Student Programs and Services of those plans by emailing [intlstu@ecok.edu](mailto:intlstu@ecok.edu).
- ✓ If you are going to live in one of the campus residence halls, contact the Housing department at [housingresidencelife@ecok.edu](mailto:housingresidencelife@ecok.edu).
- ✓ Make transportation arrangements via the Director of International Student Programs and Services, friends, taxi services, for the trip from the airport to Ada and East Central University.
- ✓ Be sure to bring the documents needed to gain admission to the United States, such as your visa, passport, I-20/DS-2019, etc.
- ✓ Bring the documents requested by the DSO that are noted on your I-20/DS 2019, and in email communications.
- ✓ Arrive by the date on your I-20/DS 2019 for orientation, etc.

When you arrive on campus:

- ✓ Come to the Office of International Student Programs and Services, room 152 in the Administration building. The items to be discussed will include such things as health insurance, housing, registration, enrollment, student ID, campus email and post office box, as well as upcoming meetings.

Personal note: Thank you for choosing to attend our wonderful University! We are truly excited to include you in our culturally diverse campus and welcome you as a part of the ECU family.

Jessika Bailey, Director, International Students Programs and Services  
Office phone: 580-559-5669 E-mail: [intlstu@ecok.edu](mailto:intlstu@ecok.edu)