



East Central University

Ada, Oklahoma, USA

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 ECU 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 competitive, in programs and degrees offered, and in cost effectiveness. ECU's President Dr. Katricia Pierson is committed to international students and their desire for an American higher education; and to demonstrate this commitment, President Pierson makes available a *Non-Resident Tuition Waiver* to eligible students.

ECU is Oklahoma's premier student-centered regional University. Our 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 enriching opportunities outside the classroom. The University offers clean living quarters in close proximity to classroom buildings and nearby stores make it easy for students to shop for necessities.

ECU is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools 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.

We look forward to receiving your application.

Respectfully,

Jessika Bailey, MSHR
Director, International Student Program and Services (ISPS)
Designated School Official

East Central University's mission is to foster a learning environment in which students, faculty, staff, and community interact to educate students for life in a rapidly changing and culturally diverse society. Within its service area, East Central University provides leadership for economic development and cultural enhancement.

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East Central University

REQUIREMENTS FOR INTERNATIONAL ADMISSION

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

APPLICATION DEADLINES

TO ATTEND DURING:.....DEADLINE

Spring semester (January to May) November 30

Fall semester (August to December) July 15

All of the information listed under *Requirements* must be submitted as a complete packet. Do not submit documents separately. The application documents should be submitted to: Office of International Student Programs and Services, East Central University, 1100 East 14th Street, PMB E-1, Ada, Oklahoma 74820.

REQUIREMENTS

I. Application for Admission Form

The application can be found at our website, www.ecok.edu. Select the *Undergraduate Application* or *Graduate Application* as appropriate to your admission standing. Use the same name on all parts of the application and standardized test reports as it appears in your passport. 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 a United States Social Security Number, then leave the section blank. List your date of birth in the order of month, day, and year.

II. Application Fee

There is a non-refundable application fee of U.S. \$20.00. Payment is required to submit online application and only major credit cards (Visa, Discover, and MasterCard) are accepted. Payments cannot be made via draft or wire transfer.

III. English Language Proficiency

The TOEFL and the IELTS are exams that can be taken to meet ECU’s English Language Proficiency requirement. Only *original, official score sheets will be accepted*. One of these exams (TOEFL OR IELTS) must be taken within two years of application for admission. ECU’s code for the **TOEFL is RA6186**. *There is no institutional code for the IELTS examination*. Test takers should provide the following address to have their official score sent to ECU: **International Office, East Central University, 1100 E. 14th Street PMB E-1, Ada, OK 74820.**

IV. Admission Basis

There are three options by which an applicant may be admitted to ECU:

- 1) **Freshman***: Overall U.S. equivalent high school GPA of 2.7+ and rank top 50% in graduating class; OR, U.S. equivalent high school GPA of 2.7 in the required 15 units of high school core curriculum classes

OR,

A minimum composite SAT score of 1020 or an ACT composite score of 20;

- 2) **Transfer Student**: a minimum U.S. equivalent GPA of 2.0 based on at least 24 attempted credit hours.
(see [ECU Catalog](#): for complete admission details)

- 3) **Graduate Student**: hold a U.S. equivalent bachelor’s degree or higher. **** NOTE: There is a separate admission process to the School of Graduate Studies – see [Graduate Studies webpage](#) for how to apply.**
(see [ECU Catalog](#): for complete admission details)

- V. **SAT Score/ACT Score**
All beginning freshman, with less than 24 college credit hours, are required to take either the [SAT](#) or [ACT](#) standardized exam. (See section IV: *Admission Basis* above for minimum score details.) Original score sheets must be sent directly from the testing organization. **ECU's code for the SAT is 6186, and the ACT is 3394.** No fax, photocopy, or unofficial copies will be accepted. To find an SAT or ACT testing center near you visit [SAT](#) or [ACT](#).
- VI. **Transcripts**
Submit ***official, original*** transcripts from your high school (secondary) or post-secondary school(s) and each college or university that you previously attended. You are required by state law to list all the universities you attended on the online application. High school records must show date of completion/graduation. *The official transcript must be translated into English and must show all courses taken, all terms attended, and all grades received.*
- Evaluations of course substitutions from an international institution cannot be approved until successful completion of at least 12 credit hours with ECU. After you have completed these hours and have submitted your official transcript and course-by-course descriptions (not syllabi number) to the Records Office, then the course substitution process may begin in collaboration with your academic advisor and ECU's Office of Academic Affairs. To speed up the process of transcript evaluation, you may wish to contact credential evaluation institutions such as WES (www.wes.org) or any members of NACES (www.naces.org).
- VII. **I-20 Data Form**
This information will be listed on the student's *Student Exchange Visitor and Information System* record (SEVIS) and Form I-20. Applicants are required to provide true and accurate information on this form.
- VIII. **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. Take time to thoroughly read what you are signing, as you will be held accountable.
- IX. **Immunization Record**
Submit a copy of your immunization record. For admission, applicants must show first dose of Measles, Mumps, Rubella (MMR) and first dose of Hepatitis B. Your record must show the day/month/year of each dose received. Students living in residence halls must submit proof of meningitis. Immunizations must be in English.
- X. **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 throughout the duration of the student's enrollment at ECU. *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 ISPS Office before an I-20 will be issued.*
- XI. **Non-resident Tuition Waiver (NTW)**
Students who meet admission requirements will automatically receive the non-resident tuition waiver. There is no separate form to complete. (See *Annual Estimate of Expenses* page for further detail).
- XII. **Penalty of Perjury Form**
To be awarded ECU's non-resident tuition waiver, students must complete the Penalty of Perjury form. The Oklahoma Taxpayer and Citizen Protection Act of 2007 requires students to state under penalty of perjury that they meet one of the requirements listed on the form to be eligible for resident tuition, state funded scholarships, financial aid and/or public benefits as defined in the Act.

NOTE: F-1 visa applicants/holders must initial next to section "1b."

XIII. Documentation of Guaranteed Funds – Bank Letter

Before ECU can prepare an I-20 for you, we must receive documentation of guaranteed funds showing that the student (or their sponsor) has sufficient funds to cover tuition, fees, room and board (*see Estimate of Expenses Sheet*). The letter must be written in English using local currency and its equivalent U.S. dollars. USCIS requires the University to receive this information for the 9-month academic year.

“How Much Money Does My Financial Document Need to Show?”:

You are only required to show a minimum amount of funds covering at least one year of attendance at ECU. (See Estimate of Expenses Sheet). That being said, the more funds your financial document shows to support your attendance, the more likely you are to be approved for a visa!

NOTE: You must obtain 2 original copies from your financial institution, as one will be sent to ECU and the other will be required for your visa interview.

XIV. SEVIS Transfer Eligibility Information Form

Students holding an F-1 visa who are transferring from another U.S. college or university, language or high school must have the *SEVIS Eligibility Transfer* form completed by their current international advisor. (Note: This is NOT a request for a SEVIS release – it is only used to determine immigration standing.) You **MUST** be accepted before your SEVIS record can be released to ECU.

XV. Housing Application Form

If you are a beginning freshman, under the age of 21, you are required to stay in the campus residence hall. (*NOTE: Graduate and postgraduate level students are not eligible to reside in campus dorms.*) The housing application is available online. In order to complete the application, you must first be accepted to ECU. Upon acceptance, the ISPS Office will send you detailed instructions on how to log-in to the Housing Application portal.

There is a non-refundable housing application fee of U.S. \$75.00. The deposit ensures a room is reserved for you. Furthermore, the housing application is a contractual agreement for the 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. All questions related to housing accommodations must be submitted to the [Office of Housing and Residence Life](#).

SPECIAL NOTES:

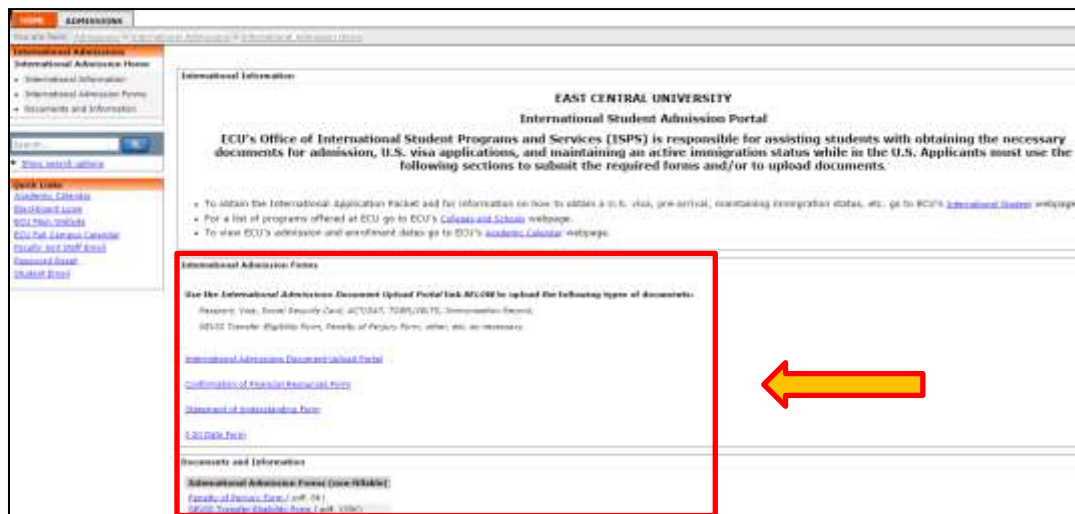
- ❖ Keep a copy of all documents you submit to the ISPS Office. On occasion things may get lost in transit. Therefore, it is recommended that you keep a copy for your files.
- ❖ In an effort to speed up the communication between you and ISPS, it is recommended that you state your current email address 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. You will be contacted via 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 are processed in the order in which they are received.
- ❖ Applicants must meet both ECU’s admission policies and USCIS immigration regulations before an I-20 will be issued. *All documents submitted during your application and subsequent enrollment become the property of ECU and cannot be returned.*
- ❖ Upon acceptance you will receive an email confirming your admission, and you will be asked where and how you would like your I-20 to be shipped. 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 as which point we’ll provide you with a link to an appropriate shipping company.



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APPLICATION CHECKLIST

Many of the required documents can be easily submitted to ECU by going to ECU's [International Admissions Forms](https://myecu.ecok.edu/ICS/Admissions/) webpage.



- ☐ Submit your online application form <https://myecu.ecok.edu/ICS/Admissions/>
- ☐ Submit all official/translated high/secondary/post-secondary *School Transcripts* indicating date of completion along with all college/university transcripts.
- ☐ Submit official [*TOEFL or IELTS score report*](#).
- ☐ Submit official [*SAT/ACT score report*](#).
- ☐ Submit [*copy of passport*](#) (or proof of other immigration status if in U.S.)
- ☐ Submit the [*I-20 Data Form*](#)
- ☐ Submit the [*Statement of Understanding Form*](#)
- ☐ Submit the [*Confirmation of Financial Resources*](#)
- ☐ Submit *Official, original Bank Letter* documenting guaranteed funds - (scans not accepted)
- ☐ Submit [*Penalty of Perjury Form*](#)
- ☐ Submit copy of [*Immunization Record*](#)
- ☐ Submit copy of [*SEVIS Eligibility Transfer Form*](#)
- ☐ Other (make note of any other documents required by ISPS): _____



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TOEFL, IELTS, & IEP

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

- 1) Take the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS). Students who do not meet the Intensive English Program exception below must meet one of the following minimum scores. **Official** documents are required to process the application.

Undergraduate Students with Standardized Testing	
Test	Minimum Score
Internet-Based	61
Computer-Based	173
Paper-Based	500
IELTS Test	5.5

Graduate Students with Standardized Testing	
Test	Minimum Score
Internet-Based	79
Computer-Based	213
Paper-Based	550
IELTS Test	6.5

The [TOEFL](#) and the [IELTS](#) are tests that can be taken to meet the requirement for English Language Proficiency for admission to ECU. Only *original, official* score reports will be accepted.

East Central University's code for the TOEFL is RA6186. *There is no institutional code for the IELTS examination.* Test takers should provide the following address to have their official score sent to ECU:
International Office, East Central University, 1100 E. 14th Street PMB E-1, Ada, OK 74820.

Or,

- 2) **Intensive Language Program**

Students must meet a minimum score set by the Oklahoma State Regents for Higher Education (OSRHE) on the TOEFL/IELTS exam. **AFTER** achieving the required score and immediately **PRIOR** to admission, the student must successfully complete a minimum of 12 weeks of study at an IEP approved by the OSRHE. At least two thirds of the 12 weeks must be instruction at an advanced level. Students who meet the IEP exception must have one of the minimum scores listed below:

Undergraduate Students with IEP	
Test	TOEFL Test
Internet-Based	48
Computer-Based	140
Paper-Based	460
IELTS Test	5.0

Graduate Students with IEP	
Test	Minimum Score
Internet-Based	61
Computer-Based	173
Paper-Based	500
IELTS Test	5.5

ECU does not offer an on-campus IEP, but a list of the approved IEPs can be found in the OSRHE [Academic Affairs Procedures Handbook](#) on page 46.



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ANNUAL ESTIMATE OF EXPENSES

UNDERGRADUATE (Estimate based on 12 credit hours)	Fall Semester	Spring Semester	Estimated Cost Academic Year
Resident Tuition/Fees (\$220/ 1 credit)	\$2,640	\$2,640	\$5,280
Non-Resident Tuition (\$304/ 1 credit)	\$3,648	\$3,648	\$7,296
Books	\$500	\$500	\$1,000
Required Health Insurance	\$683	\$683	\$1,366
Housing and Food	\$2,472	\$2,472	\$4,944
International Fee	\$150	\$150	\$300
Total Estimated Cost (amount reported on I-20)	\$10,093	\$10,093	\$20,186
Total Estimated Cost With Non-Resident Tuition Waiver	\$6,445	\$6,445	➤ \$12,890

(Rates are subject to change July of each year)

GRADUATE (Estimate based on 9 credit hours)	Fall Semester	Spring Semester	Estimated Cost Academic Year
Resident Tuition/Fees (\$267.80/ 1 credit)	\$2,410	\$2,410	\$4,820
Non-Resident Tuition (\$354.25/ 1 credit)	\$3,189	\$3,189	\$6,378
Books	\$500	\$500	\$1,000
Required Health Insurance	\$683	\$683	\$1,366
Housing and Food	\$2,472	\$2,472	\$4,944
International Fee	\$150	\$150	\$300
Total Estimated Cost (amount reported on I-20)	\$9,404	\$9,404	\$18,808
Total Estimated Cost With Non-Resident Tuition Waiver	\$6,215	\$6,215	➤ \$12,430

Non-resident Tuition Wavier (NTW):

Students who meet admission requirements will automatically receive the non-resident tuition waiver (NTW). There is no separate form to complete. To continue receiving the waiver students must maintain full-time enrollment and the following classification:

STUDENT CLASSIFICATION	LIVE ON CAMPUS	LIVE OFF CAMPUS
1st & 2nd Semester	100% Non-res Tuition Waiver (NTW)	Must be over 21 to live off campus
3rd & 4th Semester	100% NTW (Minimum 2.0 CGPA)	100% NTW (Minimum 2.0 CGPA)
5th & 6th Semester	100% NTW (Minimum 2.25 CGPA)	100% NTW (Minimum 2.25 CGPA)
7th & 8th Semester	100% NTW (Minimum 2.5 CGPA)	100% NTW (Minimum 2.5 CGPA)
9th & Beyond	100% NTW (Minimum 2.5 CGPA)	100% NTW (Minimum 2.5 CGPA)

“How Much Money Does My Financial Document Need to Show?”: You are only required to show a minimum amount of funds covering at least one year of attendance. That being said, the more funds your financial documents show, the more likely you are to be approved for a visa.

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.

Dependents:

- If you are married and your spouse and/or children will accompany you to the U.S. additional funds must be available to support your dependents amounting to **\$4,944*** per dependent. (*Amount subject to increase each academic year.)



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SAMPLE BANK LETTER

[Original bank letterhead paper]

[Date] (*Must be current date*)

[Account Type and Account number]

[Date account opened]

RE: Proof of financial support on behalf of [Student Name]

[Sponsor's name or student's name if the account is held in the student's name] is a member in good standing of [Name of Bank]. He/She has been a member of our financial institution since [date].

[Name of Bank] affirms that [sponsor name] currently maintains an open [specify account type] account and has accessible funds with an amount totaling [local currency and its equivalent in U.S. dollars]. The aforementioned account in the name of [sponsor name] was opened on [date]. My signature below confirms this information is true and correct.

Sincerely,

Name and Title 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. 14th St. ECU PMB E-1
Ada, OK 74820 USA
Telephone: 580-559-5669*

Summary of Bank Letter Requirements:

The letter must be on official bank letterhead, with official bank seal and official's signature and title. The letter must specifically verify the following:

- ☐ Name of account holder
- ☐ Name of student the funds will support
- ☐ Type of account
- ☐ Account number
- ☐ Date account was opened
- ☐ Current account balance **OR** specific acknowledgement that account(s) has a minimum balance to cover the student's estimated expenses as listed on the *Estimated Expenses Sheet* and any additional dependents
- ☐ Monetary values must be converted to the U.S. dollar
- ☐ Bank statement/letter must be original and dated within the last 6 months. Copies and scans cannot be used to fulfill this requirement. Accounts must stipulate funds immediately available; therefore funds such as stocks or bonds are not acceptable
- ☐ Multiple accounts are admissible; however, if you have more than one person submitting a statement on your behalf, each person must complete the *Sponsor Information Form*

"How Much Money Does My Financial Document Need to Show?": *You are only required to show a minimum amount of funds covering at least one year of attendance at ECU. That being said, the more funds your financial documents show to support your attendance, the more likely you are to be approved for a visa! (See Estimate of Expenses Sheet)*



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.

Immunizations Required by Oklahoma State Law

<u>Vaccination</u>	<u>Who must comply</u>	<u>Compliance Requirements</u>	<u>Compliance Data</u>
*Meningitis	All students living in campus housing	Proof of vaccination	1 week prior to move in
Measles, Mumps, Rubella, TWO DOSES	All students born after January 1, 1957	Proof of vaccination with 2 doses of vaccine; or lab test demonstrating immunity	Prior to enrollment
**Hepatitis B	All students	Proof of completion of a Hep B series (2-3 doses)	Prior to enrollment
***Tuberculosis Skin Test	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	<u>Must have negative TB/chest x-ray prior to enrollment</u>

***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:** TB testing must be conducted in the US from a reputable clinic. The ECU Student Health Services can provide testing for you prior to your enrollment or can be completed at many doctor's offices and Urgent Cares.

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.

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



International Student Programs and Services Office
1100 E 14th St, PMB E-1, Ada, OK 74820
Phone: 580-559-5669 Fax: 580-559-5755

East Central University *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. International students will have the insurance premium automatically assessed to their university account. In order for international students to waive coverage, students must complete an online waiver at <https://ecok.myahpcare.com/>. **Note: Insurance waivers must be completed by the deadline date indicated on the waiver form.**

See *Annual Estimate of Expenses* page for current year rates.

*The AHP primary healthcare plan allows all international students participating in intercollegiate sports to receive intercollege healthcare coverage 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 required secondary healthcare plan of insurance for athletes contact the ECU Athletic Department.

All students are encouraged to review the current year's plan brochure, which describes the student health insurance plan in detail. Coverage is provided 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. **Overview of the US Healthcare System for International Students [VIDEO!](#)**

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 <https://ecok.myahpcare.com/>, or contact the Office of ISPS via email intlstu@ecok.edu or by phone 580-559-5669.



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“I’VE BEEN ADMITTED, NOW WHAT???”

The following guidelines are general for all incoming students; however, be aware of specific communications made to you by the ISPS Office. Visit the ISPS [Future Students](#) webpage for complete details.

OBTAIN A U.S. VISA:

- 1) Upon admission approval, you will be issued an official acceptance letter and the Form I-20. Both documents are required to schedule a visa interview. You will choose the shipping method of the documents which can range from regular U.S. mail (no charge, no tracking, may take up to 2-4 weeks for delivery), or express mail pre-purchased by you using ECU’s approved shipping company. You’ll be giving the shipping company’s information upon your notice of acceptance.
- 2) **Pay the I-901 SEVIS Fee:** A \$200.00 (USD) fee SEVIS will be required by SEVIS (I-901). All students applying for F-1 visas will have to show proof of payment in order to be issued a visa at the American Embassy/Consulate. The fee must be paid directly to USCIS by going to <https://fmjfee.com>. *Note: Students who are citizens of countries exempt from applying for a U.S. visa (i.e. Canada) are still required to pay the SEVIS fee.*
- 3) **Apply for Visa & Schedule an Interview:** There are several steps to apply for a visa. The order of these steps and how you complete them may vary based on the nearest consulate. Consult the instructions available on the consulate website where you intend to apply <http://www.usembassy.gov/>.
 - You may schedule your interview at any consulate, but be aware that it may be difficult to qualify for a visa outside of your place of permanent residence.
 - F-1 student visas can be issued up to 120 days in advance of your course of study start date. However, you will not be allowed to enter the U.S. in F-1 status earlier than 30 days prior to your start date. For a complete step-by-step process on how to obtain a U.S. student visa we visit the following United States website: [Study in the States!](#)

RELEASE YOUR SEVIS RECORD TO ECU: (U.S. Transfer Students ONLY)

- 1) Provide your current international advisor with your ECU Acceptance letter and request a release of your SEVIS record. Inform the ISPS Office (intlstu@ecok.edu) once your SEVIS record has been released.

OPT Students: If you are currently on Optional Practical Training (OPT) make note that your OPT will end once your record is released to ECU. Therefore, we advise you to communicate with your current international advisor about future dating the release of your SEVIS record once your OPT has expired OR once the semester has begun (*whichever is sooner*).

- 2) Enroll with ECU’s Transfer Enrollment Office (Administration Building, RM 262). Bring unofficial copies of your transcripts so you can be adequately advised on course enrollment.

MAKE TRAVEL ARRANGEMENTS: (Visit the ISPS [Pre-Arrival](#) webpage for complete details)

- 1) Notify ISPS of your arrival date by e-mailing intlstu@ecok.edu. Arrive by the date on your I-20, acceptance letter, and email communications.
- 2) If residing in campus dorms, complete the online Housing Application. Use the instructions e-mailed to you by ISPS, after you were accepted.
- 3) *When you arrive on campus:* Come to the ISPS Office, room 152 in the [Administration Building](#). The items to be discussed will include such things as SEVIS registration, F-1 USCIS responsibilities, enrollment, housing, health insurance, campus and community resources, ECU’s international clubs, etc.

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 ECUT Tiger Family.

ISPS Office Phone: 580-559-5669 E-mail: intlstu@ecok.edu Office Fax: 580-559-5755