



# East Central University

## International Student Application Packet





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 is committed to international students and their desire for an American higher education. To demonstrate this commitment, ECU offers 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. To continue enjoying food from their home country, international students have access ECU's *Global Living Learning Community* that includes a private lounge and kitchen space.

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. ECU offers a variety of modern and affordable degree programs from which to choose and are listed on our website: [www.ecok.edu](http://www.ecok.edu).

We look forward to receiving your application.

Respectfully,

Jessika Bailey, MSHR  
Director, International Student Services (ISS)  
Principal Designated School Official  
Responsible Officer

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.

If you require a visa to enter the U.S. and attend ECU, it is recommended that you complete your entire application and receive admission approval by the following dates:

### TO ATTEND DURING

Spring semester (January to May)  
Fall semester (August to December)

### ADMISSION COMPLETION GOAL

November 15  
July 15

For expediency in processing your application, it is recommended that you submit all required documents at one time. The application documents should be submitted to: [intlstu@ecok.edu](mailto:intlstu@ecok.edu) Office of International Student Services, East Central University, 1100 East 14<sup>th</sup> Street, PMB E-1, Ada, Oklahoma 74820.

## REQUIREMENTS

### I. Application for Admission Form

The application can be found at our website, <https://myecu.ecok.edu/ICS/Admissions/>. Select the *International Undergraduate Application* or *International Graduate Application* as appropriate to program. 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 enter 000-00-0000. List your date of birth in the order of month/day/year.

### II. Application Fee

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

### III. English Language Proficiency

[Duolingo](#), [TOEFL](#), [IELTS](#) are acceptable exams to meet ECU’s English language proficiency requirement. ECU’s code for the **TOEFL is RA6186**. *There is no institutional code for the Duolingo or IELTS*. Test takers should provide the following address to have their official score sent to ECU: **International Office, East Central University, 1100 E. 14<sup>th</sup> Street PMB E-1, Ada, OK 74820. See page 8 for exceptions/alternatives.**

### 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 1030 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**

The [SAT](#) or [ACT](#) standardized exams are NOT required for admission. Students admitted based on ECU's minimum U.S. equivalent GPA requirement do not have to take the SAT or ACT exam, but will be required to take the ACCUPLACER upon arrival. The ACCUPLACER is free for the first attempt, there is no time limit, and it is used for proper course level placement.

Conversely, applicants who don't meet ECU's minimum GPA score, will be required to meet ECU's SAT or ACT minimum score to be admitted (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.** 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. Secondary 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 with course-by-course descriptions (not a syllabi) 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](http://www.wes.org)) or any members of NACES ([www.naces.org](http://www.naces.org)).

## **VII. [I-20 Data E-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 E-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. TB testing completed outside the U.S. will be accepted. 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 E-form](#)**

This is a contract between the University and the student's sponsor with verification from the sponsor's financial institution. 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 ISS 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 page 9 for the *Estimate of Expenses* sheet for further detail).

## **XII. 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, provides balance and its conversion to 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!*

**XIII. 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.

**XIV. Housing Application**

If you are a beginning freshman, under the age of 21, you are required to stay in campus housing. The housing application is available online. In order to complete the application, you must first be accepted to ECU. Upon acceptance, the ISS 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 has 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 that you submit to the ISS Office. On occasion, items may get lost in transit. Therefore, it is recommended that you keep a copy for your documents and mail items with a tracking number.
- ❖ In an effort to speed up the communication between you and ISS, 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 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 missing 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. An e-mailed digital version of the I-20 is widely accepted by many consulates, and it is the most common method of issuance. There is no fee to ship the I-20 via regular mail. Express shipping options will be provided upon your acceptance to ECU. Express shipping requires pre-payment, and personal shipping accounts are not accepted.





# East Central University

## APPLICATION CHECKLIST

Many of the required documents can be easily submitted to ECU by going to ECU's [International Admissions Forms](#) webpage.

The screenshot shows the 'International Admissions' webpage. A red box highlights the 'International Admission Forms V.3' section, which contains links to various forms: 'Confirmation of Financial Resources Form', 'Statement of Understanding Form', 'I-20 Data Form', 'SEVIS Information Form', and 'Immunization Form'. A red arrow points to the 'I-20 Data Form' link.

- ☐ Submit your online application form <https://myecu.ecok.edu/ICS/Admissions/>
- ☐ Submit all official/translated/secondary/post-secondary *School Transcripts* indicating date of completion along with all college/university transcripts.
- ☐ Submit official [Duolingo, TOEFL or IELTS score report](#)
- ☐ Submit official [SAT/ACT score report](#) (as applicable)
- ☐ Submit *copy of Passport* (email to [intlstu@ecok.edu](mailto:intlstu@ecok.edu))
- ☐ Submit the [I-20 Data E-form](#)
- ☐ Submit the [Statement of Understanding E-form](#)
- ☐ Submit the [Confirmation of Financial Resources E-form](#)
- ☐ Submit *Bank Letter* (email to [intlstu@ecok.edu](mailto:intlstu@ecok.edu))
- ☐ Submit copy of *Immunization Record* (email to [intlstu@ecok.edu](mailto:intlstu@ecok.edu))
- ☐ Submit copy of [SEVIS Information Form](#) (as applicable)
- ☐ Other (make note of any other documents required by ISS): \_\_\_\_\_



## East Central University

### *TOEFL, IELTS, & Alternative Options*

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
Duolingo	85

Graduate Students with Standardized Testing	
Test	Minimum Score
Internet-Based	79
Computer-Based	213
Paper-Based	550
IELTS Test	6.5
Duolingo	100

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. 14<sup>th</sup> Street PMB E-1, Ada, OK 74820.*

#### [Duolingo English Test](#)

The Duolingo English Test is an online English proficiency test that can be taken online, on-demand, in under an hour for only \$49. The test is taken via a computer with a camera and includes a proficiency score, video interview, and writing sample which are shared with East Central University when you send your results. Certified results are available within 48 hours of the test session.

#### 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. 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.

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
Duolingo*	75

Graduate Students with IEP	
Test	Minimum Score
Internet-Based	61
Computer-Based	173
Paper-Based	500
IELTS Test	5.5
Duolingo*	85

#### 3) **Native English Speakers**

Students who are from a country where English is an official native language, and where English is the medium of instruction at their educational institution (primary, secondary, or University level), can provide an English attestation letter in lieu of an exam report. The letter must be issued by the school or ministry of education.





## East Central University

### ANNUAL ESTIMATE OF EXPENSES

<b>UNDERGRADUATE</b> (Estimate based on 12 credit hours)	<b>Fall Semester</b>	<b>Spring Semester</b>	<b>Estimated Cost Academic Year</b>
<b>Resident Tuition/Fees</b> (\$246.84/ 1 credit)	\$2,962	\$2,962	\$5,924
<b>Non-Resident Tuition</b> (\$312/ 1 credit)	\$3,744	\$3,744	\$7,488
<b>Books</b>	\$500	\$500	\$1,000
<b>Required Health Insurance</b>	\$694	\$694	\$1,388
<b>Housing and Food</b>	\$2,639	\$2,639	\$5,278
<b>International Fee</b>	\$170	\$170	\$340
<b>Total Estimated Cost</b> (amount reported on I-20)	\$10,709	\$10,709	<b>\$21,418</b>
<b>Total Estimated Cost With Non-Resident Tuition Waiver</b>	\$6,965	\$6,965	➤ <b>\$13,930</b>

(Rates are subject to change July of each year.)

<b>GRADUATE</b> (Estimate based on 9 credit hours)	<b>Fall Semester</b>	<b>Spring Semester</b>	<b>Estimated Cost Academic Year</b>
<b>Resident Tuition/Fees</b> (\$299.88/ 1 credit)	\$2,699	\$2,699	\$5,398
<b>Non-Resident Tuition</b> (\$355/ 1 credit)	\$3,195	\$3,195	\$6,390
<b>Books</b>	\$500	\$500	\$1,000
<b>Required Health Insurance</b>	\$694	\$694	\$1,388
<b>Housing and Food</b>	\$2,639	\$2,639	\$5,278
<b>International Fee</b>	\$170	\$170	\$340
<b>Total Estimated Cost</b> (amount reported on I-20)	\$9,897	\$9,897	<b>\$19,794</b>
<b>Total Estimated Cost With Non-Resident Tuition Waiver</b>	\$6,702	\$6,702	➤ <b>\$13,404</b>

#### Non-resident Tuition Waiver (NTW):

First-time students will receive a 100% non-resident tuition waiver (NTW) for the first two semesters including Fall/Spring or Spring/Fall. First year students must live on campus unless they are age 21 or older. In subsequent semesters, students may continue to receive the NTW if they maintain a cumulative grade point average (CGPA) of 2.0, maintain \*full-time enrollment, and successfully complete 24 credit hours (undergraduates) or 18 credit hours (graduates) each award year. After the 2<sup>nd</sup> semester, living on campus is not required. There is no form to complete as ECU's Financial Aid Office is will assess and award the NTW to eligible students each semester.

<b>STUDENT CLASSIFICATION</b>	<b>LIVE ON CAMPUS</b>	<b>LIVE OFF CAMPUS</b>
<b>1<sup>st</sup> &amp; 2<sup>nd</sup> Semester</b>	100% Non-res Tuition Waiver (NTW)	Must be over 21 to live off campus
<b>3<sup>rd</sup> semester &amp; Beyond</b>	100% NTW (Minimum 2.0 CGPA)	100% NTW (Minimum 2.0 CGPA)

\*Full-time enrollment is not required in the student's final semester.

**"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 \$5,278\* per dependent. (\*Amount subject to increase each academic year.)



## East Central University

### *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 Services  
East Central University  
1100 E. 14<sup>th</sup> St. ECU PMB E-1  
Ada, OK 74820 USA  
Telephone: 580-559-5669*

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### ***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. Submit your immunization records to [intlstu@ecok.edu](mailto:intlstu@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	Prior to enrollment
<b>**Hepatitis B</b>	All students	Proof of completion of a Hep B series (2-3 doses)	Prior to 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 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:** TB testing completed outside the U.S. will be accepted. Or, the student can complete the skin test upon arrival to the U.S. The ECU Student Health Services can provide testing for you prior to your enrollment or it 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. 14<sup>th</sup> PMB S-7  
Ada, OK 74820  
580-559-5713 • FAX 580-559-5276**



International Student Services Office  
1100 E 14<sup>th</sup> 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 international student health insurance coverage with Academic HealthPlans (AHP).

All registered international students are *required* to enroll in the AHP plan or provide proof of comparable coverage to receive a waiver. International students will have the insurance premium automatically assessed to their university account. To review plan details or to apply for a waiver go to <https://ecok.myahpcare.com/>. **Note: Insurance waivers must be completed by the deadline date indicated on the waiver form.**

See *Estimate of Expenses* sheet 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 AHP plan. **For an overview of the U.S. Healthcare System for International Students view the following [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 ISS via email [intlstu@ecok.edu](mailto:intlstu@ecok.edu) or by phone 580-559-5669.



## East Central University

### *“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 ISS Office. Visit the ISS [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 can choose from a digital I-20, or select a shipping method for your documents. Shipping options include 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 provided the express shipping information upon your notice of acceptance.
- 2) **Pay the I-901 SEVIS Fee:** A \$350.00 (USD) SEVIS I-901 fee will be required by SEVP in order to schedule a visa interview. All students applying for F-1 visas will have to show proof of payment in order to be issued a visa. The fee must be paid directly to USCIS by going to <https://fmjfee.com>. ECU cannot make this payment for you. Watch the [video tutorial](#) on how to pay your fee. *Note: Students who are citizens of countries exempt from obtaining 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 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 visit [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 ISS Office ([intlstu@ecok.edu](mailto: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 Academic Success Center (Administration Building, RM 262). Contact them at 580-559-5696 or at [AcademicAdvisingCenter@ecok.edu](mailto:AcademicAdvisingCenter@ecok.edu) to schedule your enrollment appointment.

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

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