

FOREIGN STUDENT – AMARILLO COLLEGE CHECKLIST

- ☐ **APPLY:** Complete the [application for admission](#). **(Note: AC does not issue I-20 documents for F-1 study.)**
- ☐ **FUNDING:** Permanent resident visa or undocumented students who seek funding assistance can [apply for financial aid](#) and/or [scholarships](#). Please contact those offices directly if you have specific questions about eligibility.
- ☐ **SUBMIT REQUIRED DOCUMENTATION:**
 - 1. **SEND TRANSCRIPTS TO REGISTRAR'S OFFICE:**

Students are typically asked to supply transcripts or evaluations from institutions listed on the application.

Acceptable High School Documents:

High school documents are required for students who have not attended college and are also required for any students who seek financial aid consideration.

Provide Copies of 1 of the following:

 - Option 1: Professionally translated copy of foreign high school transcript that includes all translated coursework and provides the graduation date.
 - Option 2: Copy of approved evaluation agency's summary report of foreign high school coursework that deems the foreign coursework taken equivalent to a U.S. diploma and includes the high school graduation date. (See end of document for approved agency list.)
 - Option 3: U.S. accredited high school transcript that includes graduation date (if you have questions on school validity, contact Registrar) **or** copy of GED certificate showing date earned.

Acceptable College Documents:

In all cases, college documents are required for TSI evaluation and for college-credit evaluation.

 - **Requirement (U.S. College/University):** Unless not seeking a degree, provide official transcripts from all U.S. Colleges/Universities attended. Non-Degree-Seeking students have the option to only provide a copy of the transcript from the last school attended as long as that transcript also shows successful completion of courses that are pre-reqs to courses the student wishes to take.
 - **Optional (Foreign College/University):** Students who attended a foreign institution and want credit evaluated can provide a copy of the course-by-course evaluation from an approved evaluation agency. Either the course-by-course or summary/general evaluation can be used for TSI consideration. Note: English credit typically will not transfer.
(See end of document for approved agency list.)
 - 2. **MENINGITIS:** New students who are under the age of 22, [must meet meningitis requirements](#) by providing proof of vaccination or completing an exemption prior to registration.
 - 3. **TESTING:** Students who are not exempt from one or more areas of the TSI assessment, should complete the following:
 - **Pre-Assessment MAP Orientation:** New students are required to attend a MAP session in person prior to placement testing. Location: Success Center, Ware Student Commons, 3rd Floor, Washington Street Campus.
 - **Placement Test:** For more information and to schedule a testing time, call (806) 371-5445 or visit www.actx.edu/testing. Testing times will also be scheduled after completion of a MAP session.
- ☐ **GET ADVISING AND REGISTER:** Once transcripts are submitted and (if applicable) testing complete, visit with the [adviser for registration clearance](#). Advisers will assist you in what courses to choose and on how to register through [ACConnect](#). Advisers can also provide information on some programs which have secondary, program-specific admission's criteria.
- ☐ **ATTEND NEW STUDENT ORIENTATION:** Visit www.actx.edu/nso for orientation options.
- ☐ **PAY FOR CLASSES AND GET BOOKS:** Pay via the "Financial" tab in ACConnect, by phone (806-371-5000), or in person at an AskAC counter. Books can be bought from the bookstore or from www.actx.edu/bookstore.

Approved Agencies & Contact Information

For students who wish to obtain a U.S. bachelor's degree, we recommend you check with the transfer institution to see which agencies/evaluations they require*.

AGENCY	REPORT NEEDED BY INSTITUTION TYPE* (Amarillo College gladly will allow you to keep original evaluations and will accept copies of these reports)
World Education Service, Inc. (WES) PO BOX 5087 Bowling Green Station New York, NY 10274-5087 Phone: 212-966-6311 Website: www.wes.org	<ul style="list-style-type: none"> • <u>COLLEGE</u>: Request 'Course by Course' report for transfer credit or TSI. If degree earned, 'Document by Document' can also possibly be used for TSI purposes only. • <u>HIGH SCHOOL</u>: Request 'Document by Document' report. However, if already purchased, more in-depth reports will be accepted too.
Foreign Credentials Services of America (FCSA) 1910 Justin Lane Austin, TX 78757 Phone: 512-459-8428 Website: http://www.foreigncredentials.org	<ul style="list-style-type: none"> • <u>COLLEGE</u>: Request 'Detailed Evaluation of Coursework' report for transfer credit or TSI. If degree earned, 'General Statement of Equivalency' can also possibly be used for TSI purposes only. • <u>HIGH SCHOOL</u>: Request 'General Statement of Equivalency' for high school level. However, if already purchased, more in-depth reports will be accepted too.
Global Credential Evaluators (GCE) GCE Southwest PO Box 9203 College Station, TX 77842 Phone: (800) 707-0979 Website: http://www.gceus.com	<ul style="list-style-type: none"> • <u>COLLEGE</u>: Request 'Course-By-Course' report for transfer credit or TSI. If degree earned, 'Document-By-Document' can also possibly be used for TSI purposes only. • <u>HIGH SCHOOL</u>: Request 'Document-By-Document' report. However, if already purchased, more in-depth reports will be accepted too.
SDR Education Consultants 10134 Hammerly, No 192 Houston, TX 77080 Phone: 713-460-3525 Website: sdreducational.org	<ul style="list-style-type: none"> • <u>COLLEGE</u>: Request 'Full Evaluation' report for transfer credit or TSI. If degree earned, 'General Evaluation' can also possibly be used for TSI purposes only. • <u>HIGH SCHOOL</u>: Request 'General Evaluation' report. However, if already purchased, more in-depth reports will be accepted too.
International Academic Credential Evaluators, Inc. (IACE) PO Box 2465 Denton, TX 76202-2465 Phone: 940-383-7498 Website: https://www.iacei.net	<ul style="list-style-type: none"> • <u>COLLEGE</u>: Request 'Detailed Evaluation' report for transfer credit or TSI. If degree earned, 'General Evaluation' can also possibly be used for TSI purposes only. • <u>HIGH SCHOOL</u>: Request 'General Evaluation' report. However, if already purchased, more in-depth reports will be accepted too.
Educational Credential Evaluators, Inc. (ECE) PO Box 514070 Milwaukee WI 53202 Phone: 414-289-3400 Website: http://www.ece.org	<ul style="list-style-type: none"> • <u>COLLEGE</u>: Request 'Course by Course' report for transfer credit or TSI. If degree earned, 'General' can also possibly be used for TSI purposes only. • <u>HIGH SCHOOL</u>: Request 'General' report. However, if already purchased, more in-depth reports will be accepted too.
SpanTran The Evaluation Company 2400 Augusta Drive, Suite 451 Houston, TX 77057 Phone: 713-460-3525 Fax: 713-266-8805 Website: SpanTran: TEC	<ul style="list-style-type: none"> • <u>COLLEGE</u>: Request 'Course Analysis Report' for transfer credit or TSI. If degree earned, 'General' can also possibly be used for TSI purposes only. • <u>HIGH SCHOOL</u>: Request 'General' report. However, if already purchased, more in-depth reports will be accepted too.

Educational Perspectives PO Box A3462 Chicago, IL 60690-3462 Phone: 312-421-9300 Fax: 312-421-9353 Website: info@edperspective.org	<ul style="list-style-type: none"> • <u>COLLEGE</u>: Request 'Course-By-Course Evaluation Report' for transfer credit or TSI. If degree earned, 'General' can also possibly be used for TSI purposes only. • <u>HIGH SCHOOL</u>: Request 'General' report. However, if already purchased, more in-depth reports will be accepted too.
<p>* Please note the following:</p> <ul style="list-style-type: none"> • It is highly suggested that students consult with their intended 4-year transfer institution to decide which agencies they will allow for evaluation. If you wish to use an entity not on this list, contact registrar@actx.edu to determine if an agency that is not on this list can be used for TSI testing evaluation and/or credit transfer purposes. • For college credit evaluation, please note that the evaluation credit must show as an academic equivalent to an AC course (credit hours, equivalent course recommendation, etc.) to transfer. Courses noted as upper-level cannot qualify for general core curriculum credit. In some instances, course descriptions may also be needed. • Please note some agencies do not translate and evaluate and may require a transcript be translated prior to completing evaluation; you will need to contact the agency to find out more details. 	

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