

Admission Checklist

for F-1 High School Students applying to Butler as freshman

IMPORTANT: All of items #1 – 9 must be completed before the admission deadline. The deadline is always 7 days before the first day of class for the semester. Admission will be denied after the deadline.

If you have a J-1 or other visa type, please follow the New F1 Admission Checklist or contact the International Office (international@butlercc.edu, 316-322-3230) for information on your specific admission requirements.

- 1. **Application** completed in full, at www.butlercc.edu/apply
- 2. **Current Bank Statements** showing an amount equal to at least \$16,897 USD (scanned copy acceptable)
- 3. **Sponsor Letter/Financial Guarantee Form** hand signed and dated recently (scanned copy acceptable)
- 4. **Official U.S. High School Transcript** This *may* meet your English proficiency requirement. If you are not graduating from high school in the U.S., we will also need Secondary School Documents/Certificates from your home country, showing completion of secondary education
- 5. **Transfer Status Form** signed by DSO at high school, verifying your SEVIS status
- 6. **Proof of English Proficiency** One year US high school with a 2.0 GPA or higher; TOEFL 500 (PBT), 173 (CBT), 61 (iBT); IELTS 5.0; iTEP 3.5.
- 7. **Copies of Immigration Documents** Passport, Visa, I-94 (front & back if paper), all previous I-20's, including initial I-20
- 8. **Negative TB Test** A recent negative TB test is usually required for admission before enrollment. **ALL positive TB tests MUST be referred to College Health**
- 9. **\$75 non-refundable processing fee** Paid at Butler Accounts Receivable, after admission documents are approved

After Admission

- SEVIS Release** Your SEVIS record must be released to Butler by your high school. We highly recommend notifying your school prior to graduation that you intend to transfer to Butler.
- Arrange Housing** Housing should be arranged before arriving at Butler. On-campus housing applications can be completed online at housing.butlercc.edu only after being admitted to Butler and placement is not guaranteed. Students may also find apartments to rent in the area or live with family or friends. Host families are not provided. Butler staff are not responsible for helping students find housing.
- Take Math and English placement tests.** Students without ACT or SAT scores will need to take placement tests before enrolling in classes. Placement testing is available on a walk-in basis at the El Dorado and Andover campuses.
- Sign new Butler I-20** F-1 students must sign their new Butler I-20 no later than 15 days after the start of the semester to complete the SEVIS transfer. It is your responsibility to do this. **You will be out-of-status if you do not complete this step of you SEVIS transfer.**

Note: All new college students must take a **mandatory international orientation session**. Health insurance is mandatory and is required within first two weeks of the semester. Options for coverage are provided.

For more details on International Student admission requirements, please go to www.butlercc.edu/int_advising/index.htm