

Admissions

Documents for admission may be submitted via email to international@butlercc.edu, via fax to 1.316.323.6852, or via mail (post) to 901 S. Haverhill Rd, El Dorado, KS 67042, USA.

To be considered for admission to Butler, international students must have graduated from the equivalent of a U.S. high school (12 years of education) and submit the following documents.

For new students: Coming from overseas, all of items #1-8 must be on file at Butler by the admission deadline before an I-20 will be issued. Overseas admissions deadlines are: Fall semester - June 15; Spring semester - November 15.

For transfer students: All of items #1-6 and #10-12 must be on file at Butler before a transfer I-20 will be issued. Transfer deadlines are always seven days before the first day of class. **No transfers will be accepted after the deadline. No mid-term transfers are permitted.**

1. Application for Admission

This is available from the Butler International Office or online at <https://forms.butlercc.edu/butler-application/>. Please be sure to include home country address, country of birth, country of citizenship and program of study.

2. Processing Fee

Butler requires a \$75 processing fee for all international admissions. This fee does not apply to guest students who take classes at Butler without transferring. The fee is nonrefundable.

3. Academic Transcripts (secondary school and university level)

Official copies of academic records for all course work completed in secondary schools, colleges, and universities within and outside of the U.S. must be submitted (faxed copies are acceptable for records outside the U.S.). All documents must have English translations. Your full name should be on each document. All records become Butler property and will not be returned. Records should give detailed information including courses studied and grades earned. The grading scale and course hours attempted should be noted when possible. Transcripts from United States and Canadian institutions should be sent in a sealed envelope directly from the institution to Butler's Registrar Office.

Students who wish to have foreign coursework accepted for credit or as a prerequisite at Butler must have their foreign credits evaluated by an independent agency such as World Education Services (www.wes.org), Educational Credential Evaluators, Inc. (www.ece.org) or Educational Perspectives (www.educational-perspectives.org).

4. Financial Sponsor Letter

A hand-signed letter or statement from the student's sponsor verifying financial support. The statement must be in English and the student's name must be included in the statement. This letter must be dated within six months of the start of classes.

5. Bank Statement

Submit a certified bank statement dated within six months of the start of classes showing the equivalent of \$18,522. This verifies that the sponsor has sufficient

funds for sponsoring one year of study at Butler. The amount listed is the estimated one year cost for tuition, books, fees, housing and living expenses.

6. English Proficiency

Students whose country's official language is not English OR whose secondary English grade and overall grade point average is not a "C" or better from official English language countries must document their English proficiency in one of the following ways. Scores must be less than 3 years old:

- a. A minimum TOEFL (Test of English as a Foreign Language) score of 61 (iBT, internet based), 173 (CBT, computer based) or 500 (PBT, written test) is required. The TOEFL institutional code for Butler is 6191. You must submit an official copy.
- b. A minimum IELTS (International English Testing System) score of 5.0. All IELTS scores are to be submitted electronically. No unofficial, paper Test Report Forms or copies will be accepted. An institutional code is NOT required. Please contact the test center where you took the test directly and request that your test scores be sent electronically using the IELTS system.
- c. A minimum Pearson Test of English (PTE) score of 50
- d. Academic credit of 12 hours or more from a U.S. college or university (or one year from a U.S. high school) with a 2.0 or "C" grade point average.
- e. Completion of the Advanced II Level or higher at Wichita State University's Intensive English Language Center (IELC). Students must have grades of "C" or better in all classes.

7. International Housing Statement

Student must complete this form, stating where they plan on living during their studies at Butler. Residence Life has a housing application available online which can be completed after admission to Butler.

8. Copy of Passport

Students must provide a copy of a passport or birth certificate. This will be used to verify personal information listed on the application.

9. SEVIS Fee

The U.S. government requires the payment of a non-refundable \$200 SEVIS fee for all international students before issuing a visa. There are two methods of payment:

- a. **Electronically**, by completing Form I-901, through the Internet (www.FMjfee.com) using a credit card.
- b. **Through the mail**, by submitting Form I-901, together with a check or money order drawn on a U.S. bank and payable in U.S. currency. To obtain form I-901, please contact the Butler International Office or go to www.ice.gov.

Submit the fee at least three business days before the scheduled visa interview either electronically or by mail to the U.S. Department of Homeland Security address listed on the Form I-901. By mail, please allow several weeks to receive your receipt.

Students must bring a paper receipt (Form I-797) with them to the visa interview. This receipt can be printed off after internet payment or will be mailed to the student from the U.S. government. Although some embassies may be able to verify payment electronically, students are encouraged to bring paper receipts (Form I-797).

Visa Interview

It is the student's responsibility to schedule a visa appointment at the local US Consulate or Embassy after paying the SEVIS fee. The receipt Form I-797 is used to schedule the interview. Students should bring to the interview their I-20 (signed), passport, Butler acceptance letter, Form I-797 SEVIS fee payment receipt, completed visa application, financial support documents, evidence that the student will return to their home country, and two 2"X2" photos. It is recommended to contact the Embassy or Consulate to verify if further documentation will be needed.

10. Transfer Request Form

This form verifies that the student is eligible for transfer and is required for admission. The form must be completed by an International Advisor from the previous school. Butler's transfer request forms are available from the Butler International Office.

What if I am Out of Status and want to transfer? Please see an International advisor as soon as possible.

When is my transfer complete? Under U.S. law, transfer procedures are not completed until the student enrolls in classes and Butler registers this enrollment in SEVIS. The student must also sign a new transfer I-20 with the International Advisor no later than 15 days after the start of the semester for the transfer to be completed. Failure to complete transfer puts the student out of status.

11. Copy of all immigration documents

Copies of all previous I-20s, passport, visa, and current I-94 are required for transfer students.

12. TB Paper Screen and TB Tests

All students must submit a TB paper screen each semester. A tuberculosis (TB) test obtained within the United States may be required before enrollment or admission. TB chest X-rays are valid for five years. TB skin or blood tests are valid for three years. [This expiration period is subject to change.] X-rays also require an annual sign and symptom review by College Health staff.

Medical Insurance

Medical insurance is mandatory for Butler's International students. Students are responsible for arranging and paying for coverage. Students who fail to provide proof of coverage may be prevented from enrolling in future classes.

Estimated Cost for One Academic Year

Est. Amt.	Fall/Spring* (24 credits)	Summer** (6 credits)	Total
Tuition/Fees	\$5,136	\$1,284	\$6,420
Living Expenses	\$6,000	\$852	\$6,852
Health Ins.(12 months)	\$1,200		\$1,200
Books/personal Expenses	\$3,120	\$930	\$4,050
Total	\$15,456	\$3,066	\$18,522

*Minimum full-time enrollment is 24 credit hours per academic year (12 credit hours minimum each semester).

** The summer session is only eight weeks. It is optional for students in a semester system to take summer classes. However, students who wish to progress at a faster rate can choose to enroll in up to 12 credit hours during the summer term.

International Student Office Staff

Stephany Pracht, International Advisor

316-218-6227, sprach@butlercc.edu

Randy Bush, International Advisor

316-218-6241, rbush@butlercc.edu

Amber Prieb, International Specialist

316-322-3230, aprieb@butlercc.edu

Placement Testing

New international students must take placements tests in Reading, Writing, and Math. There is a \$15 fee for each placement test sitting. Placement test scores are required as a prerequisite for many general education classes. Transfer students should check with an International Advisor to see if they will need to take the placement test.

Orientation Class

New international students with less than 12 passed credit hours from a U.S. institution are required to enroll in an orientation and college success course. This course is to be taken in the first weeks session following initial enrollment.

Guest Students

Guest Students may enroll at Butler in up to 11 credit hours. Please check the course descriptions in the Butler catalog to see if the courses you want have prerequisites. Courses previously taken at other U.S. institutions that meet these prerequisites must be submitted to the Butler Registrar with an official transcript prior to enrolling.

Guest students must submit all three of the following items each semester before enrollment in any courses.

- a) **Paper screen (see #11):** A TB test may be required
- b) **Guest Letter:** a letter of permission to enroll at Butler from the school indicated on the student's current I-20.
- c) **\$25 Guest Fee:** This fee must be paid at the time of enrollment for each semester. Please note: This \$25 fee is non-refundable.

Permanent Resident Immigrants

A student with an immigrant visa may establish proof of permanent residency in the same manner as described under the General Admissions section of the catalog. In addition, he/she must present their resident alien card (green card) to an International Advisor for documentation when applying and/or at the first time of enrollment.

International Student Tuition and Fees

All international students attending Butler on a non-immigrant visa are subject to international student tuition and fees. This includes but is not limited to, F-1, H1-B, TD, and L visas.

Enrollment Deadline Policy

Students are more successful when they attend the first class meeting and maintain their attendance throughout the semester. Butler does not allow students to enroll for or add classes that have already met. Students may enroll through an advisor on the class start date, providing the class has not already met. After the first day, late enrollment will only be allowed under extraordinary circumstances if approved by the dean or associate dean of the academic division for the class.