

Form I-20 Application

HCC ID: _____

(Form I-20 proves admission, financial capability, and legal status to apply for a visa or maintain F-1 status in the U.S.)

All sections highlighted in **red** must be completed as they contain required fields.**1. I am applying as:**

- | | |
|--|---|
| ☐ New/Initial F-1 Student: | I live outside the U.S. and want to attend HCC on an F-1 visa. |
| ☐ Transfer International Student: | I am an F-1 student in the U.S., and I want to transfer to HCC from _____ (Name of your current school) |
| ☐ Change-of-Status Student: | I am in the U.S. and wish to change my status to F-1. |
| ☐ Defer Attendance Student: | I have already applied to HCC, but I need to change my start date/semester. |
| ☐ Change of Educational Level Student: | I want to start a new academic program at HCC after completing a previous program, including Intensive English or OPT (Optional Practical Training) |

2. Specify your new admission term/semester.

- | | | |
|---|---|---|
| ☐ Fall / Year: _____ | ☐ Spring / Year: _____ | ☐ Summer / Year: _____ |
|---|---|---|

3. Program Information: Type of degree you are seeking.

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|--|-------|
| ☐ English Language Training | _____ |
| ☐ Associate in Arts (an associate degree is designed for transfer to a higher degree in the chosen program.) | _____ |
| ☐ Associate in Science (an associate degree is designed for transfer to a higher degree in the chosen program.) | _____ |
| ☐ Associate in Applied Science: (workforce degree) | _____ |
| Major/program of study | _____ |
| ☐ Certificate 1 or 2: Specialization (workforce credential) | _____ |

4. Student information

Please ensure your name is spelled correctly. According to guidelines issued by the Department of Homeland Security (DHS), the passport is the official document that provides the name. Therefore, please **write your name exactly as it is shown on your passport.**

Family (Last) Name

First Name

Middle Name

Date of Birth (MM/DD/YYYY)

Age

City of Birth

Country of Birth

Country of Citizenship

Address in the U.S. (If applicable)

Street & Apt. #

City, Region, Postal Code

USA
Country**Address outside the U.S.**

Street & Apt. #

City, Region, Postal Code

Country

Email

Phone

☐ I certify that I will have graduated from High School by the first day of attendance at HCC.

Students under 18 must submit proof of high school equivalency from their country via a transcript evaluation with this application. Check the HCC website for a list of accepted agencies at [Foreign Credentials - Houston City College](#)

5. Dependent Information (Only the student's spouse or minor children under the age of 21 are eligible for a dependent F-2 status). Skip this section if it does not apply to you.

_____ Family (Last) Name		_____ First Name		_____ Middle Name
_____ Relationship with the Applicant	_____ Date of Birth (MM/DD/YYYY)	_____ City of Birth	_____ Country of Birth	_____ Country of Citizenship

If more than one dependent, please attach additional pages. Additional supporting documents for dependents, such as marriage certificates, birth certificates, and copies of passports (or I-94/Approval notice for Change of Status applicants), must be uploaded in the passport checklist item.

6. Financial sponsor's information:

_____ Sponsor's Name	_____ Relationship with the applicant	_____ Sponsor's contact information: phone/email
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7. Authorization for information release (optional):

_____ Name	_____ Phone	_____ Email
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I consent to the release of my application and education records to the person(s)/agent above. I understand these records include enrollment, immigration status, and financial info. I'm waiving my nondisclosure rights under federal law only to the listed parties.

8. Acknowledgment of Responsibilities and Liability Notice

By signing below, I confirm I've received and read the guidelines for F-1 students maintaining legal status at Houston City College (HCC). I understand that non-compliance can result in the loss of my legal status in the U.S., and I agree to meet with a Designated School Official (DSO) at the Office of International Student Services for all F-1-related immigration advice.

The DSO is not a legal advocate or representative for students. They do not offer legal advice, and I release them from liabilities related to any advice given. Immigration matters are the students' responsibility, and students should seek legal help from a qualified attorney if needed.

9. The Student's Role and Responsibilities for Compliance with F-1 Laws and Regulations

U.S. Federal regulations outline how international F-1 students must maintain their legal status. Not adhering to these rules may result in the termination of your F-1 status. Below is a brief overview of the responsibilities, students must fulfill to keep their status while studying at Houston City College.

- Maintain and carry with you all F-1 related documentation, including Form I-20, Form I-94, and a valid passport.
- Maintain your contact information. Students must always maintain their email addresses, phone numbers, and mailing addresses in the HCC student self-service system.
- Notify OISS of any change in information, including academic major/program, demographic, and legal information, within 10 days of the change.
- Be enrolled in a degree-seeking program and make satisfactory academic progress toward completion of this program by following the HCC degree plan. Students must maintain a minimum GPA of 2.0.
- Courses audited or graded "W" and "FX" will not count towards enrollment.
- Be enrolled full-time (at least 12 semester credit hours) unless authorized in advance to take a reduced course load.
- Only 1 Distance Education (online) class counts towards the required 12 semester credit hours.
- Only the summer semester is considered a vacation semester. However, if the summer semester is the student's first semester, he/she must enroll in at least 9 semester credit hours.
- Submit an extension request no later than 45 days before the Form I-20 expires.
- Depart the U.S. promptly (within 60 days) after completion of your program.
- Work only with the appropriate authorization. Follow the guidelines posted by OISS to apply for any employment-related benefits. Work no more than 20 hours/week at an on-campus job while enrolled full-time. Any employment without prior authorization is considered illegal.
- Have a valid travel signature/endorsement on your Form I-20 before leaving and re-entering the U.S.
- If necessary, complete an income tax return per Internal Revenue Service (IRS) regulations by the filing deadline every year.
- Check the OISS website regularly for information and updates.
- Check your To-Do List regularly in the student (self-service) online account.
- Activate your HCC email account after your initial registration and check it regularly.
- Once enrolled in classes, you will be automatically enrolled in and charged the premium for the HCC international student health insurance plan each semester based on the health insurance eligibility requirements.

10. Sign and date your application

I confirm my understanding of sections 1-9 and affirm that all information I provided is complete, accurate, and truthful. I also acknowledge that any requested changes must be submitted in writing to the Office of International Services & Programs (ISP).

Name (print)

Signature

Signature Date (MM/DD/YYYY)

We thank you for your interest in Houston City College. You have made an excellent choice to further your education, and we look forward to serving you and meeting your educational needs.
