



HOUSTON
CITY COLLEGE

How to apply as an F-1 international student at Houston City College (HCC)

This visual guide will help you complete Step 1: Submit an online application for F-1 international student status at HCC. This applies to first-time applicants, transfer students, change-of-status students, and concurrent F-1 students.

Office of International Student Services

Before starting the online application

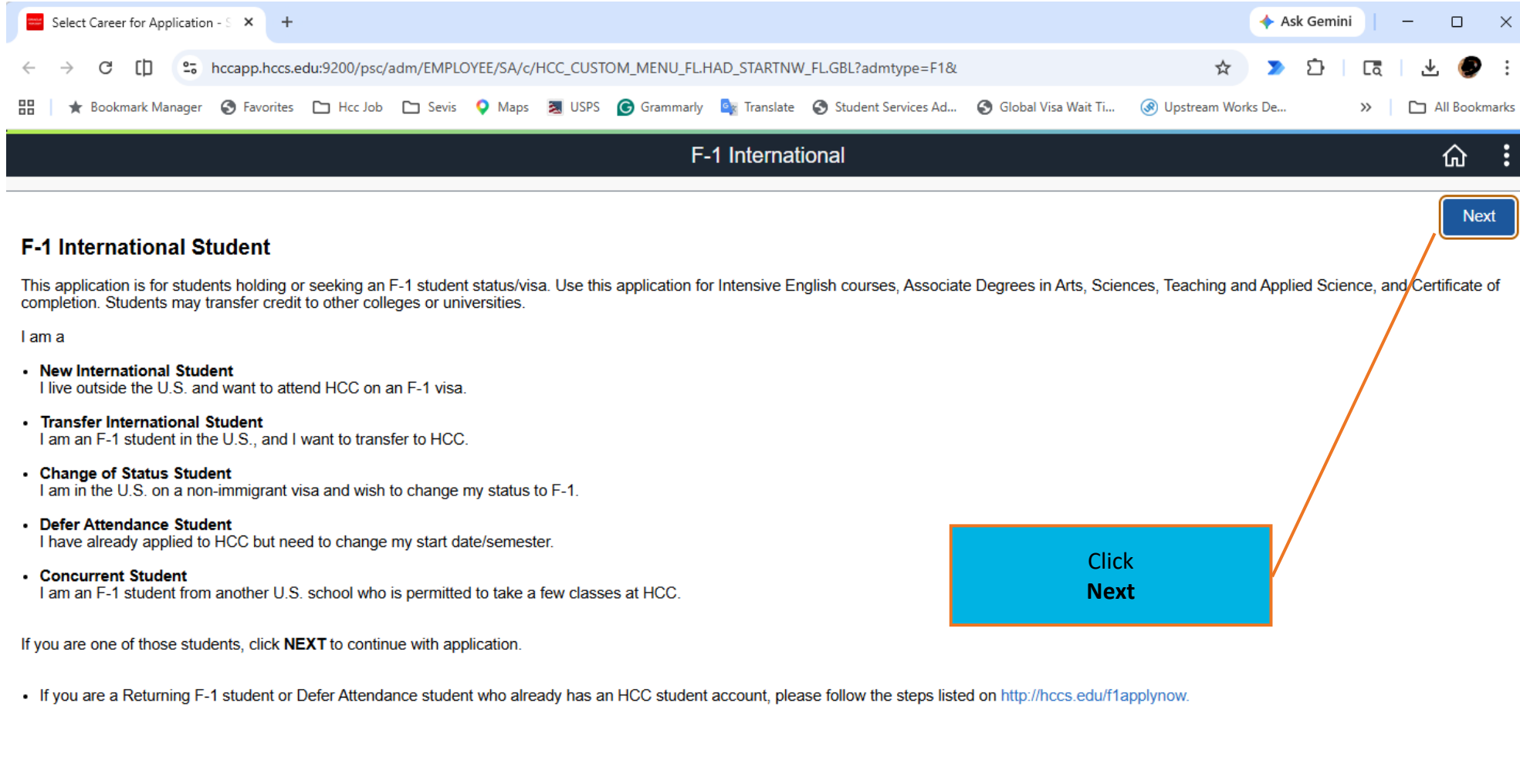
After you decide which F-1 international student application type best fits your situation and click it to go to the page that explains step by step how to complete your application, Step 1 is complete. To submit your online application, click "Start Your Application."

Start Your Application

After that, you will go directly to the HCC F-1 online application.

Note: To apply for a **Change of Status**, you must schedule and attend a mandatory online meeting after completing the online application and before the checklist becomes available in your HCC student account.

Select: F-1 International Admission Option



Select Career for Application - S x +

hccapp.hccs.edu:9200/psc/adm/EMPLOYEE/SA/c/HCC_CUSTOM_MENU_FLHAD_STARTNW_FLGBL?admtpe=F1&

Bookmark Manager Favorites Hcc Job Sevis Maps USPS Grammarly Translate Student Services Ad... Global Visa Wait Ti... Upstream Works De... All Bookmarks

F-1 International

F-1 International Student

This application is for students holding or seeking an F-1 student status/visa. Use this application for Intensive English courses, Associate Degrees in Arts, Sciences, Teaching and Applied Science, and Certificate of completion. Students may transfer credit to other colleges or universities.

I am a

- **New International 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.
- **Change of Status Student**
I am in the U.S. on a non-immigrant visa and wish to change my status to F-1.
- **Defer Attendance Student**
I have already applied to HCC but need to change my start date/semester.
- **Concurrent Student**
I am an F-1 student from another U.S. school who is permitted to take a few classes at HCC.

If you are one of those students, click **NEXT** to continue with application.

- If you are a Returning F-1 student or Defer Attendance student who already has an HCC student account, please follow the steps listed on <http://hccs.edu/f1applynow>.

Next

Click Next

Create a New Account

Create your HCC student account by completing all required fields

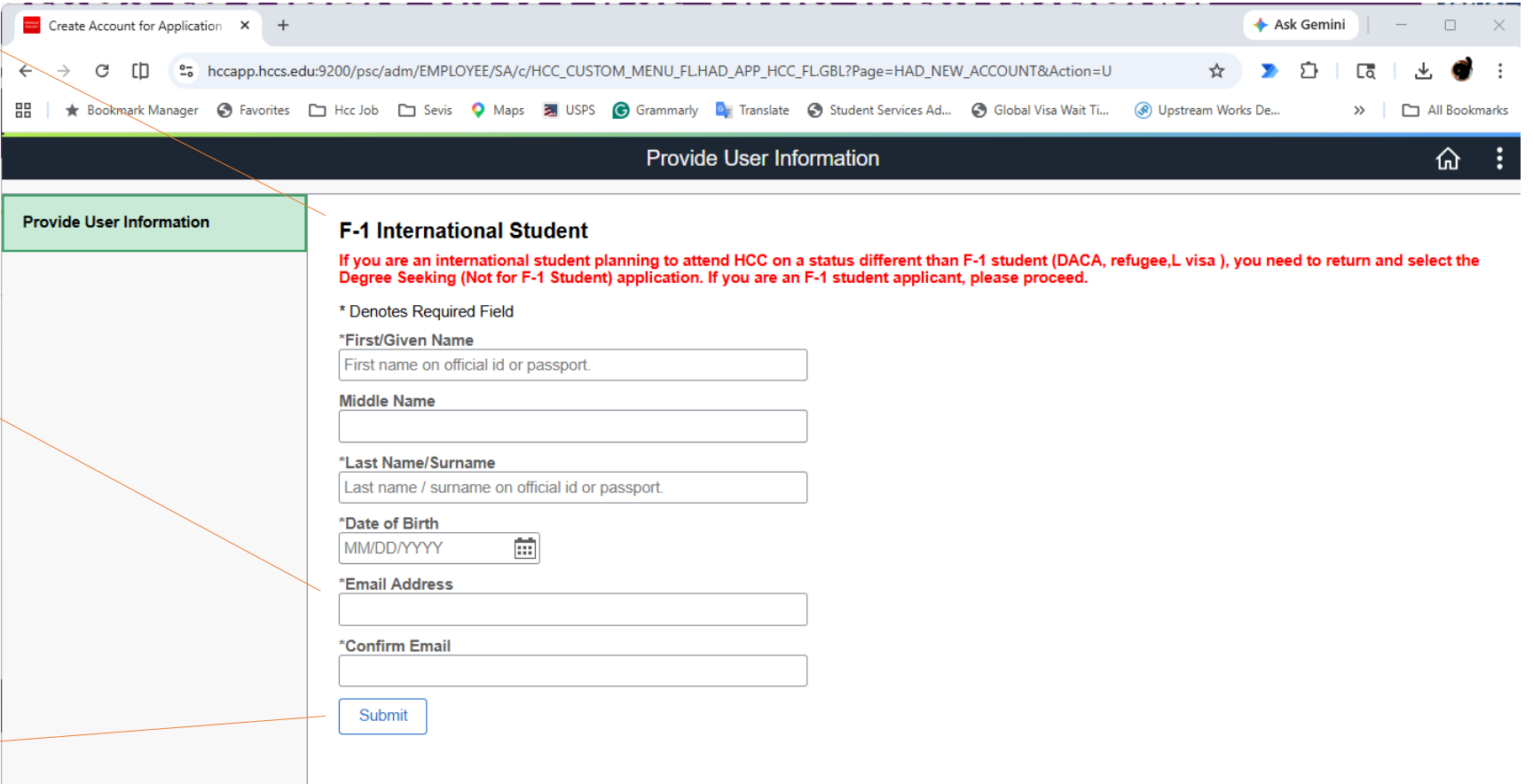
Please provide your accurate email address.

The I-20 form and acceptance letter with instructions will be sent to your preferred email listed on your HCC account.

HCC will not email the I-20 to recruiters or agents for security reasons.

Use your personal or a relative's email.

Click
Submit



Create Account for Application

hccapp.hccs.edu:9200/psc/adm/EMPLOYEE/SA/c/HCC_CUSTOM_MENU_FLHAD_APP_HCC_FLGBL?Page=HAD_NEW_ACCOUNT&Action=U

Ask Gemini

Provide User Information

Provide User Information

F-1 International Student

If you are an international student planning to attend HCC on a status different than F-1 student (DACA, refugee, L visa), you need to return and select the Degree Seeking (Not for F-1 Student) application. If you are an F-1 student applicant, please proceed.

* Denotes Required Field

*First/Given Name
First name on official id or passport.

Middle Name

*Last Name/Surname
Last name / surname on official id or passport.

*Date of Birth
MM/DD/YYYY

*Email Address

*Confirm Email

Submit

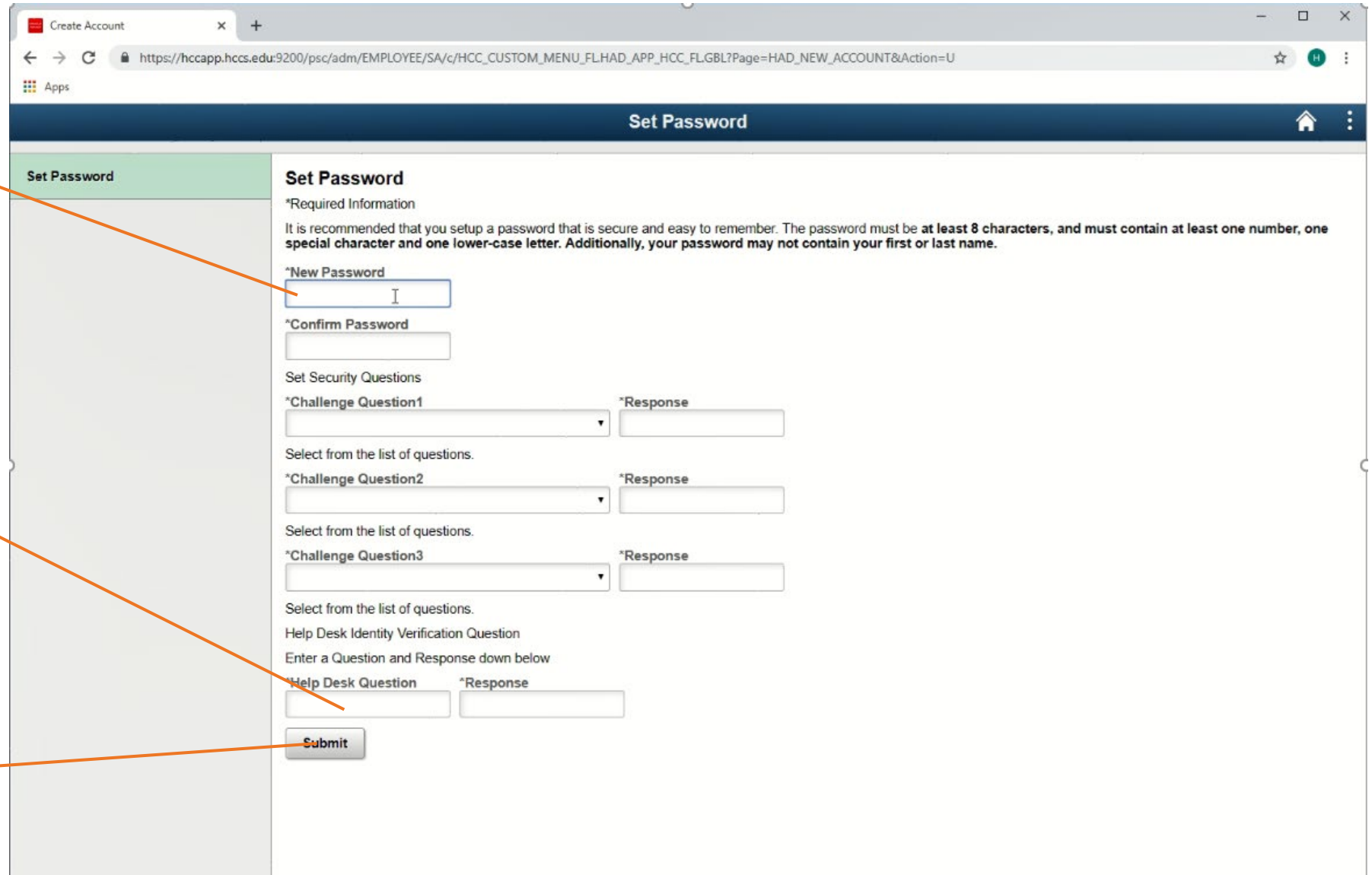
Create Account Password

Create your password for your HCC online account.

You must remember your password.

You can create your own question and response.
Example: What is my favorite Color?
Response: Red
We recommend you take a screenshot of this page.

Click on
Submit



The screenshot shows a web browser window with the URL https://hccapp.hccs.edu:9200/psc/adm/EMPLOYEE/SA/c/HCC_CUSTOM_MENU_FLHAD_APP_HCC_FLGBL?Page=HAD_NEW_ACCOUNT&Action=U. The page title is "Set Password".

Set Password

***Required Information**
It is recommended that you setup a password that is secure and easy to remember. The password must be **at least 8 characters, and must contain at least one number, one special character and one lower-case letter. Additionally, your password may not contain your first or last name.**

***New Password**

***Confirm Password**

Set Security Questions

***Challenge Question1**

Select from the list of questions.

***Response**

***Challenge Question2**

Select from the list of questions.

***Response**

***Challenge Question3**

Select from the list of questions.

Help Desk Identity Verification Question
Enter a Question and Response down below

***Help Desk Question**

***Response**

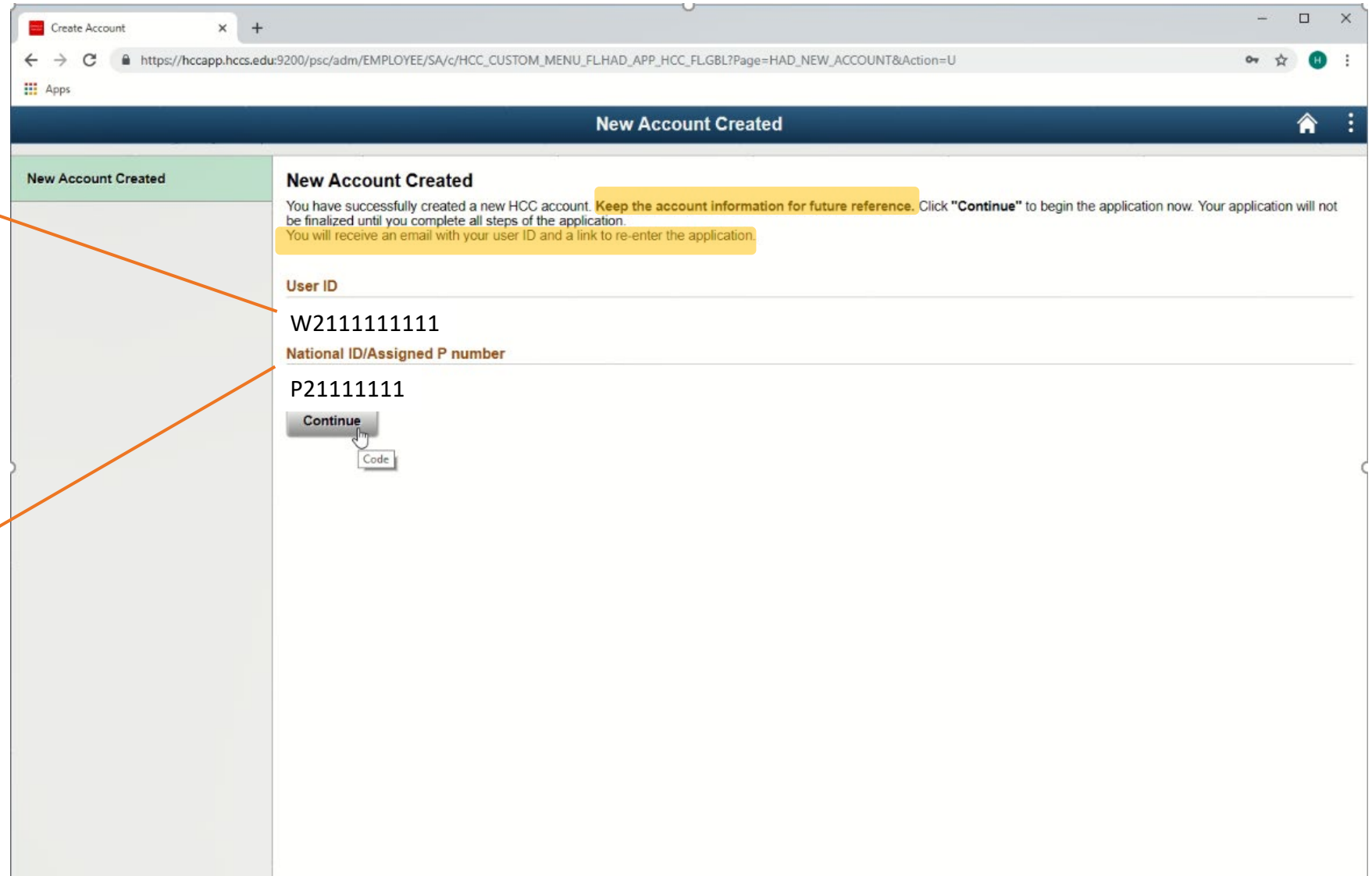
Submit

Annotations from the text boxes point to the "New Password" field, the "Challenge Question1" dropdown, the "Help Desk Question" field, and the "Submit" button.

Save the User ID and P Number safely.

You have created your HCC
online account.

Click on
Continue
to begin the F-1 online
application



The screenshot shows a web browser window with the title 'Create Account' and the URL 'https://hccapp.hccs.edu:9200/psc/adm/EMPLOYEE/SA/c/HCC_CUSTOM_MENU_FLHAD_APP_HCC_FLGBL?Page=HAD_NEW_ACCOUNT&Action=U'. The page header is 'New Account Created'. The main content area has a green banner that says 'New Account Created'. Below this, the text reads: 'You have successfully created a new HCC account. Keep the account information for future reference. Click "Continue" to begin the application now. Your application will not be finalized until you complete all steps of the application. You will receive an email with your user ID and a link to re-enter the application.' The 'User ID' is displayed as 'W2111111111' and the 'National ID/Assigned P number' is displayed as 'P211111111'. A 'Continue' button is visible, with a mouse cursor hovering over it. A 'Code' button is also visible below the 'Continue' button. Two orange callout boxes are present: one pointing to the 'New Account Created' banner and another pointing to the 'Continue' button.

New Account Created

You have successfully created a new HCC account. Keep the account information for future reference. Click "Continue" to begin the application now. Your application will not be finalized until you complete all steps of the application. You will receive an email with your user ID and a link to re-enter the application.

User ID

W2111111111

National ID/Assigned P number

P211111111

Continue

Code

F1 Application (Student Welcome)

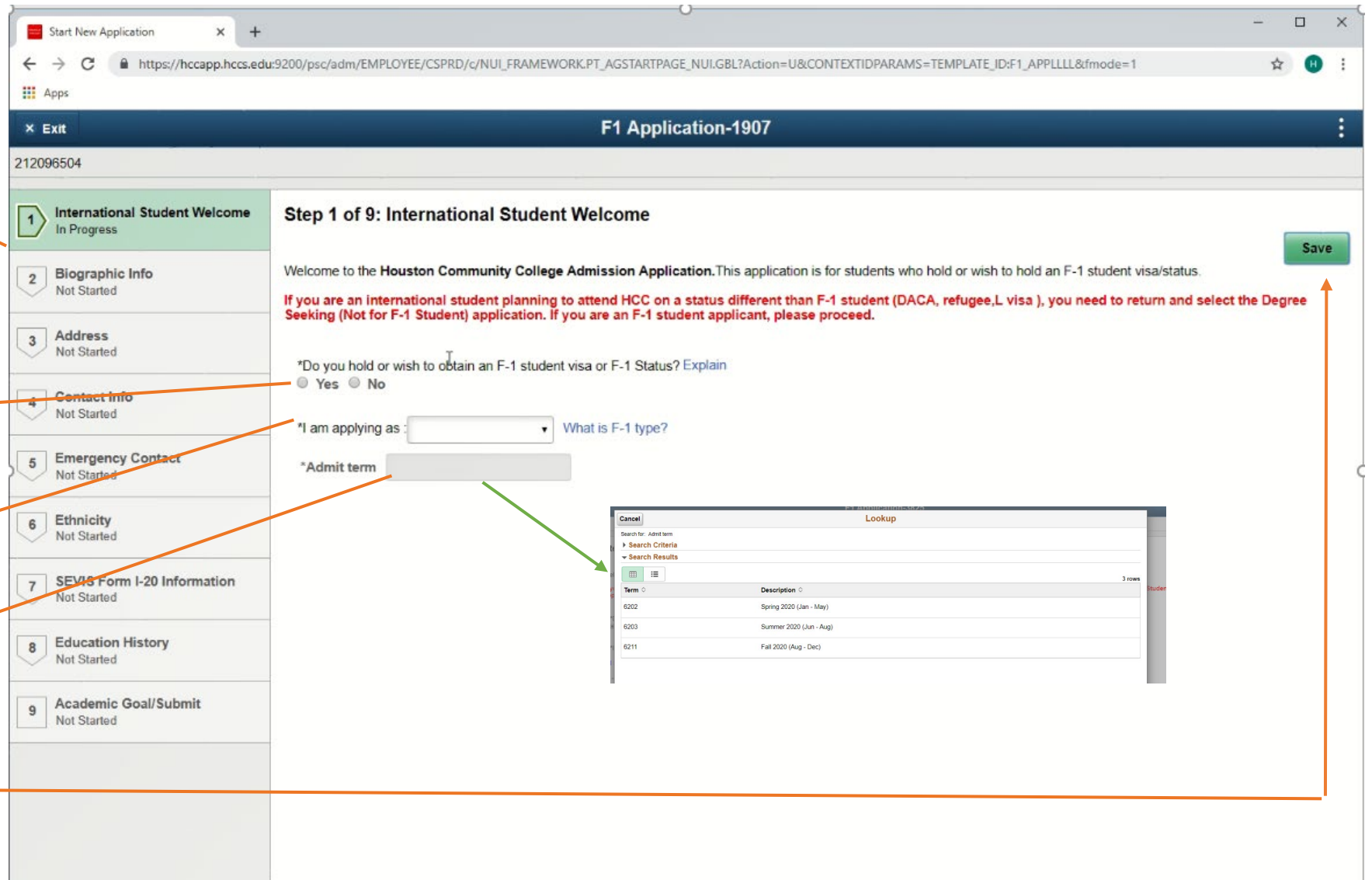
Please, complete the next nine (9) steps.

Click on **Yes**

Select your application type:
Change of status, Concurrent,
New, or Tran,

Select Term/Semester you
would like to start:

Click on **save** and go to the **next**
step.



Start New Application

https://hccapp.hccs.edu:9200/psc/adm/EMPLOYEE/CSPRD/c/NUI_FRAMEWORK.PT_AGSTARTPAGE_NUI.GBL?Action=U&CONTEXTIDPARAMS=TEMPLATE_ID:F1_APPLLLL&fmode=1

Apps

Exit

F1 Application-1907

212096504

1 International Student Welcome
In Progress

2 Biographic Info
Not Started

3 Address
Not Started

4 Contact Info
Not Started

5 Emergency Contact
Not Started

6 Ethnicity
Not Started

7 SEVIS Form I-20 Information
Not Started

8 Education History
Not Started

9 Academic Goal/Submit
Not Started

Step 1 of 9: International Student Welcome

Welcome to the **Houston Community College Admission Application**. This application is for students who hold or wish to hold an F-1 student visa/status.

If you are an international student planning to attend HCC on a status different than F-1 student (DACA, refugee, L visa), you need to return and select the Degree Seeking (Not for F-1 Student) application. If you are an F-1 student applicant, please proceed.

*Do you hold or wish to obtain an F-1 student visa or F-1 Status? [Explain](#)

☒ Yes ☐ No

*I am applying as: What is F-1 type?

*Admit term:

Save

Cancel

Lookup

Search for: Admit term

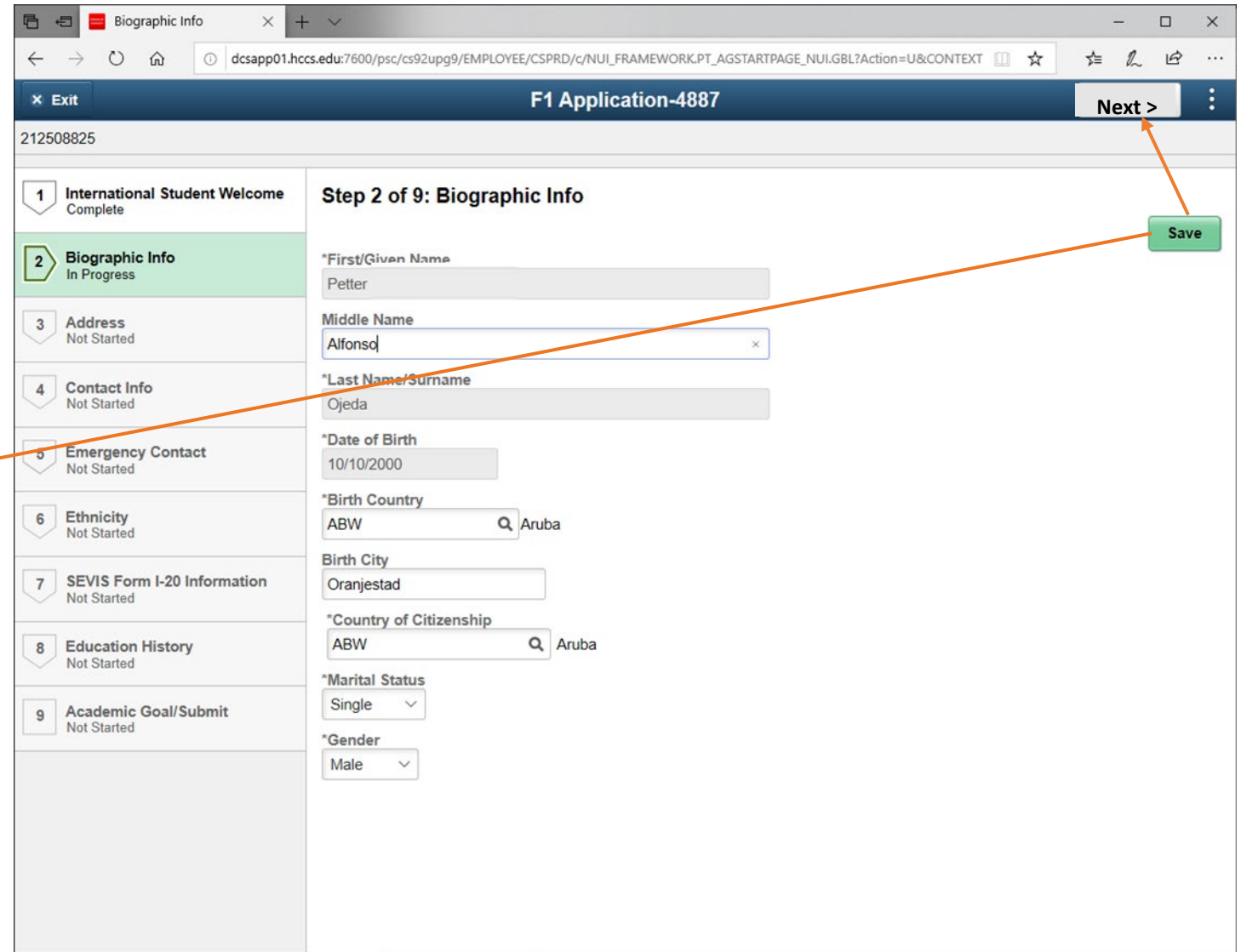
Search Criteria

Search Results

Term	Description
6202	Spring 2020 (Jan - May)
6203	Summer 2020 (Jun - Aug)
6211	Fall 2020 (Aug - Dec)

Biographic Info Part 1

After you complete each step, you must click on **Save**, then **Next** to proceed to the next step



Biographic Info

dcscapp01.hccs.edu:7600/psc/cs92upg9/EMPLOYEE/CSPRD/c/NUI_FRAMEWORK.PT_AGSTARTPAGE_NUI.GBL?Action=U&CONTEXT

Exit F1 Application-4887 Next >

212508825

1 International Student Welcome Complete

2 Biographic Info In Progress

3 Address Not Started

4 Contact Info Not Started

5 Emergency Contact Not Started

6 Ethnicity Not Started

7 SEVIS Form I-20 Information Not Started

8 Education History Not Started

9 Academic Goal/Submit Not Started

Step 2 of 9: Biographic Info

*First/Given Name
Petter

Middle Name
Alfonso

*Last Name/Surname
Ojeda

*Date of Birth
10/10/2000

*Birth Country
ABW Aruba

Birth City
Oranjestad

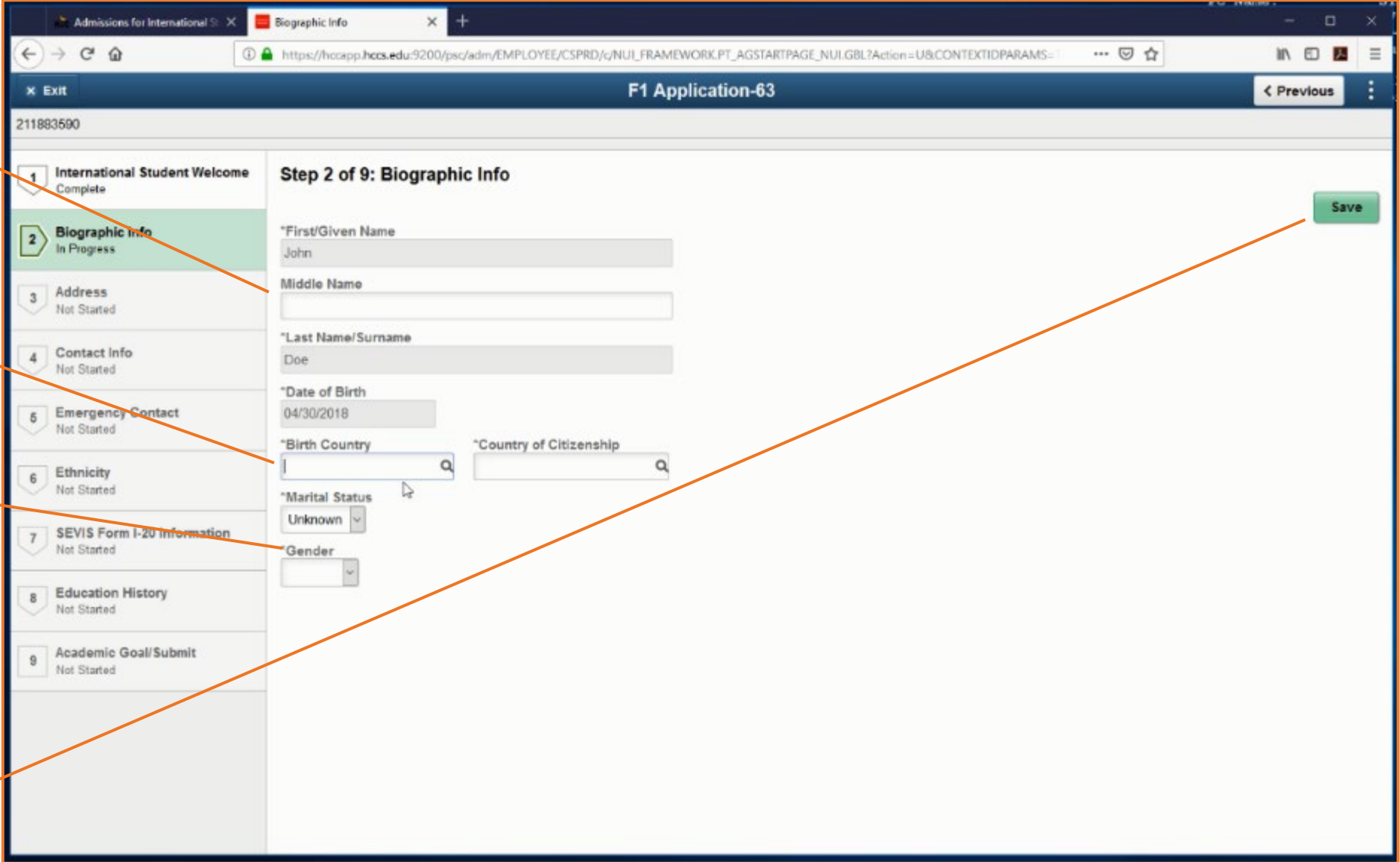
*Country of Citizenship
ABW Aruba

*Marital Status
Single

*Gender
Male

Save

Biographic Info Part 2



Admissions for International S... Biographic Info

https://hccapp.hccs.edu:9200/psc/adm/EMPLOYEE/CSPRD/c/NUL_FRAMEWORK.PT_AGSTARTPAGE_NUL.GBL?Action=U8:CONTEXTIDPARAMS=...

Exit F1 Application-63 Previous

211893590

Step 2 of 9: Biographic Info

*First/Given Name
John

Middle Name

*Last Name/Surname
Doe

*Date of Birth
04/30/2018

*Birth Country *Country of Citizenship

*Marital Status
Unknown

Gender

Save

Progress List:

- 1 International Student Welcome Complete
- 2 Biographic info In Progress
- 3 Address Not Started
- 4 Contact Info Not Started
- 5 Emergency Contact Not Started
- 6 Ethnicity Not Started
- 7 SEVIS Form I-20 Information Not Started
- 8 Education History Not Started
- 9 Academic Goal/Submit Not Started

Add your middle name if any.

Select your Birth Country and Country of citizenship.

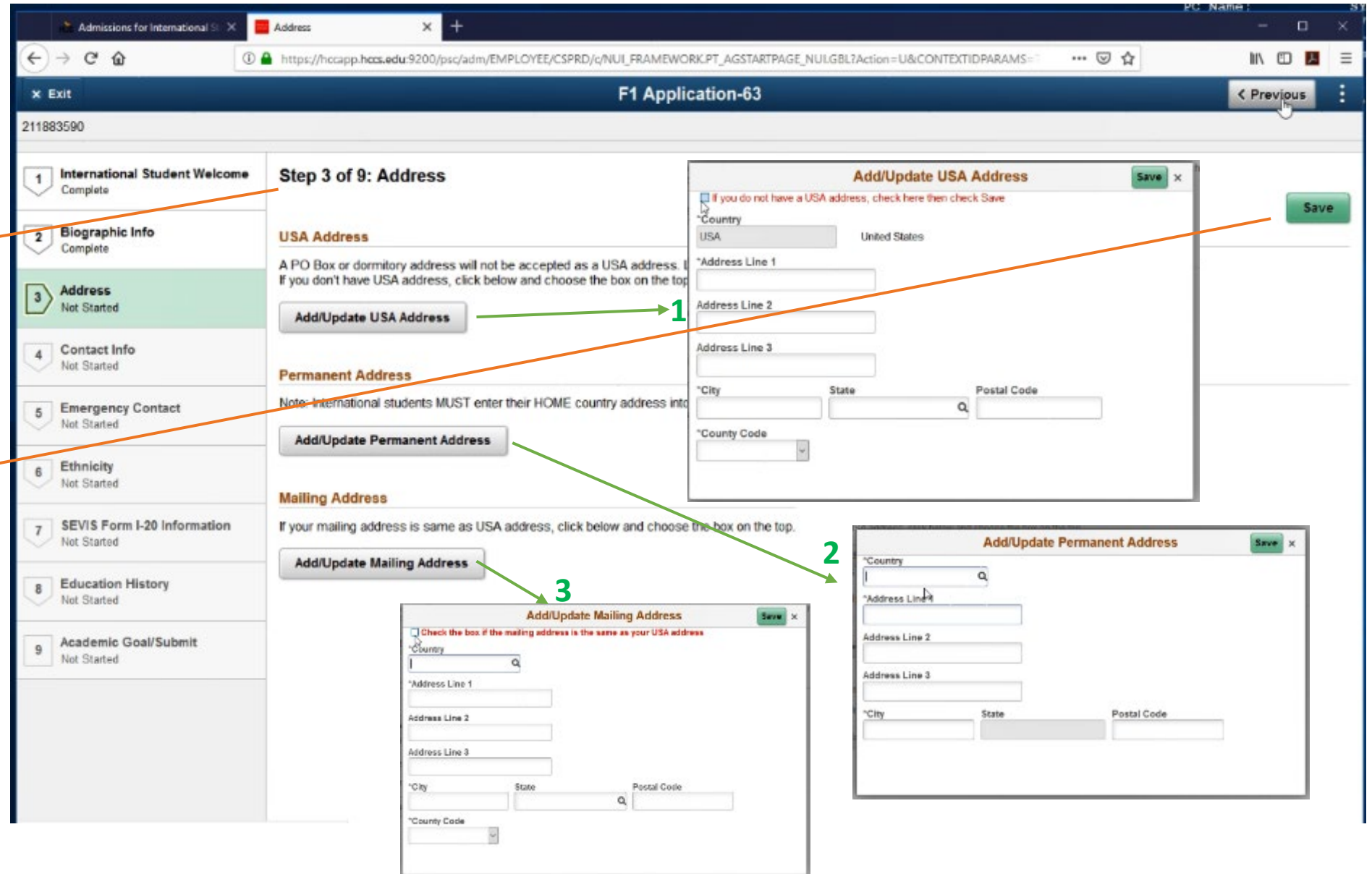
Select marital status and your gender.

click on **Save**, then **Next** to proceed to the next step

Address

You must fill out three address types,
1- USA address (Check the box if you do not have one)
2- Permanent Address (Address in your home country)
3- Mailing Address (Can not be 3100 Main Street)

click on **Save**, then **Next** to proceed to the next step



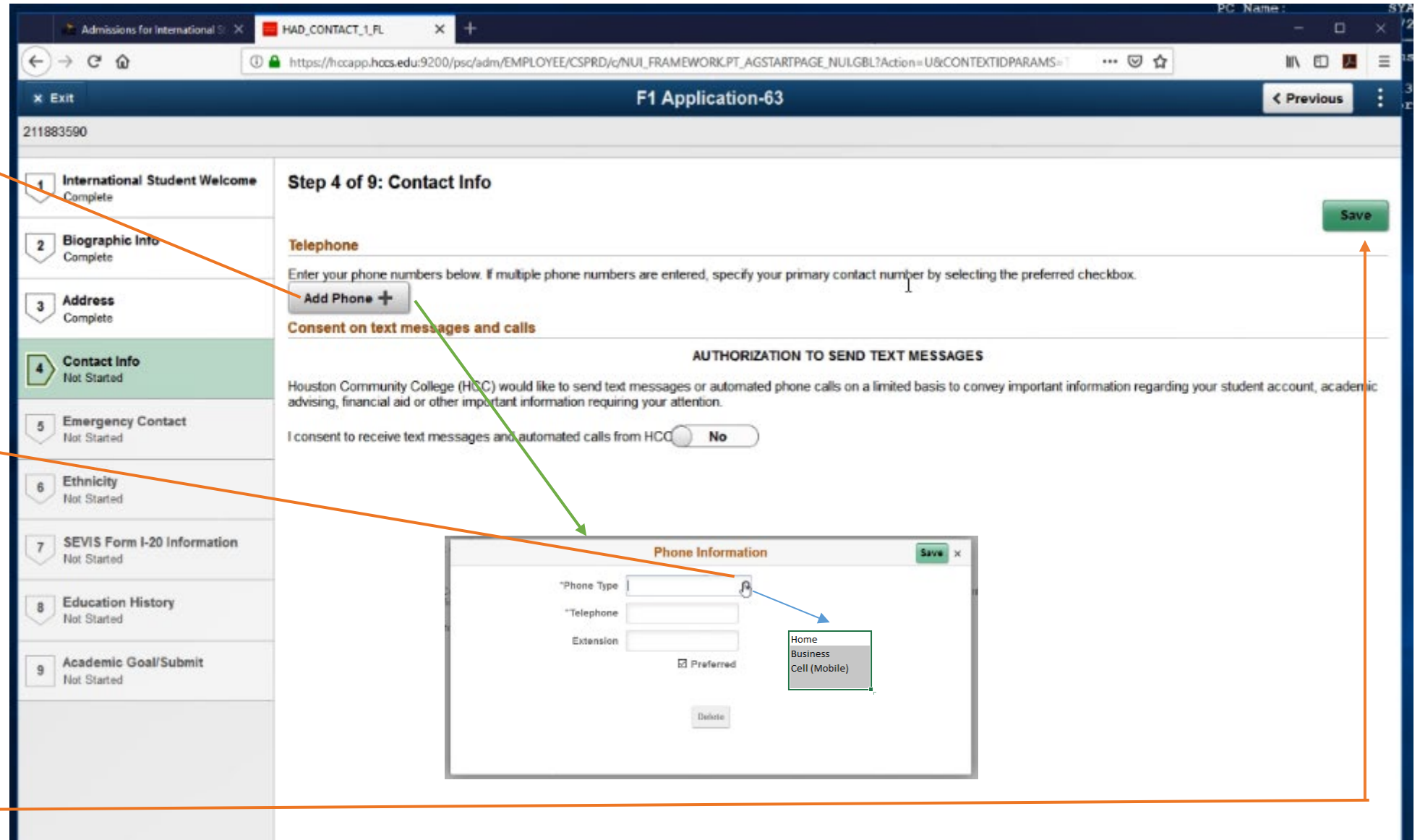
The screenshot shows the 'Step 3 of 9: Address' section of the 'F1 Application-63' form. The left sidebar lists steps 1 through 9, with 'Address' (step 3) highlighted. The main content area has three sections: 'USA Address', 'Permanent Address', and 'Mailing Address'. Each section has an 'Add/Update' button. Three pop-up windows are shown, each corresponding to one of these sections. The 'Add/Update USA Address' window has a checkbox 'If you do not have a USA address, check here then check Save' and fields for Country, Address Line 1, Address Line 2, Address Line 3, City, State, Postal Code, and Country Code. The 'Add/Update Permanent Address' window has fields for Country, Address Line 1, Address Line 2, Address Line 3, City, State, Postal Code, and Country Code. The 'Add/Update Mailing Address' window has a checkbox 'Check the box if the mailing address is the same as your USA address' and the same address fields as the others. Arrows indicate the flow: from the 'Add/Update USA Address' button to the USA Address pop-up (labeled 1), from the 'Add/Update Permanent Address' button to the Permanent Address pop-up (labeled 2), and from the 'Add/Update Mailing Address' button to the Mailing Address pop-up (labeled 3). A 'Previous' button is visible in the top right corner of the application window.

Contact Info

Add your phone number or phone numbers.
Use the following format:
For US phone numbers, use
XXX/XXX/XXXX
For an international phone
number, add the country code

Select one of three options
from the phone type
dropdown menu:
1-Home
2-Business
3-Cell (Mobile)

click on **Save**, then **Next** to
proceed to the next step



The screenshot shows the 'F1 Application-63' interface for 'Step 4 of 9: Contact Info'. The sidebar on the left lists steps 1 through 9, with 'Contact Info' (step 4) highlighted. The main content area includes a 'Telephone' section with an 'Add Phone +' button, a 'Consent on text messages and calls' section with a 'No' button, and a 'Phone Information' modal window. The modal window contains fields for 'Phone Type', 'Telephone', and 'Extension', a 'Preferred' checkbox, and a 'Delete' button. A dropdown menu for 'Phone Type' is open, showing options: 'Home', 'Business', and 'Cell (Mobile)'. Arrows from the text boxes point to the 'Add Phone +' button, the 'Phone Type' dropdown, the 'Save' button, and the 'Next' button.

Emergency Contact

Admissions for International Students | HAD_EMERGENCY_1_FL | https://hccapp.hccs.edu:9200/psc/adm/EMPLOYEE/CSPRD/c/NUI_FRAMEWORK.PT_AGSTARTPAGE_NUI.GBL?Action=U&CONTEXTIDPARAMS=1

Exit | F1 Application-63 | Previous

211883590

1 International Student Welcome Complete

2 Biographic Info Complete

3 Address Complete

4 Contact Info Complete

5 Emergency Contact In Progress

6 Ethnicity Not Started

7 SEVIS Form I-20 Information Not Started

8 Education History Not Started

9 Academic Goal/Submit Not Started

Step 5 of 9: Emergency Contact

Emergency Contact

Add Emergency contact +

Email

+

	Email Address	Email Type	Preferred
1	JohnDoe@gmail.com	OTHR	Y

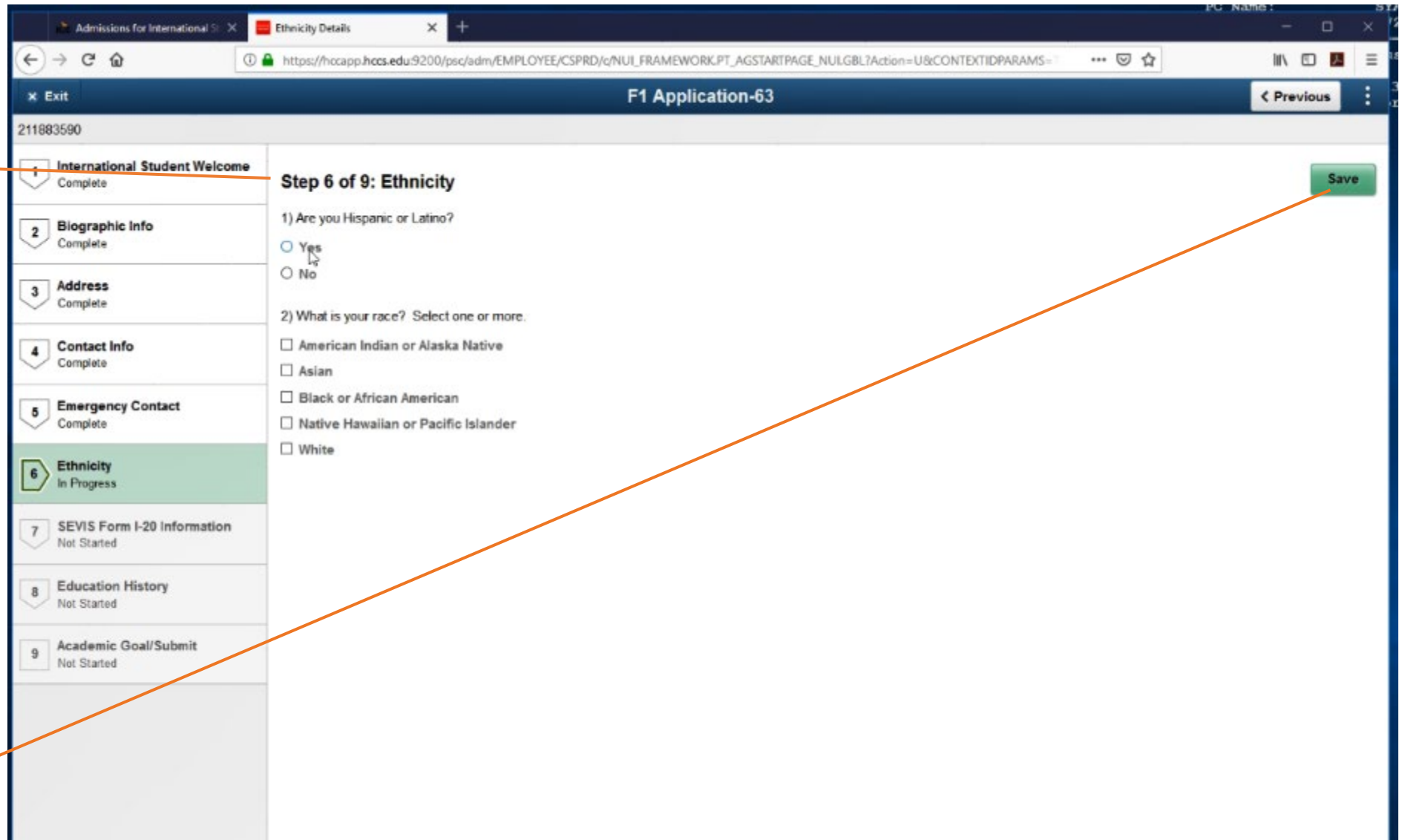
Save

Please add your emergency contact, including an email address.

Click on **Save**, then **Next** to proceed to the next step

Ethnicity

Step 6 is optional



Admissions for International S... Ethnicity Details

https://hccapp.hccs.edu:9200/psc/adm/EMPLOYEE/CSPRD/c/NUL_FRAMEWORK.PT_AGSTARTPAGE_NULGBL?Action=U&CONTEXTIDPARAMS=...

Exit F1 Application-63 Previous

211883590

1 International Student Welcome Complete

2 Biographic Info Complete

3 Address Complete

4 Contact Info Complete

5 Emergency Contact Complete

6 Ethnicity In Progress

7 SEVIS Form I-20 Information Not Started

8 Education History Not Started

9 Academic Goal/Submit Not Started

Step 6 of 9: Ethnicity

1) Are you Hispanic or Latino?

☐ Yes

☐ No

2) What is your race? Select one or more.

☐ American Indian or Alaska Native

☐ Asian

☐ Black or African American

☐ Native Hawaiian or Pacific Islander

☐ White

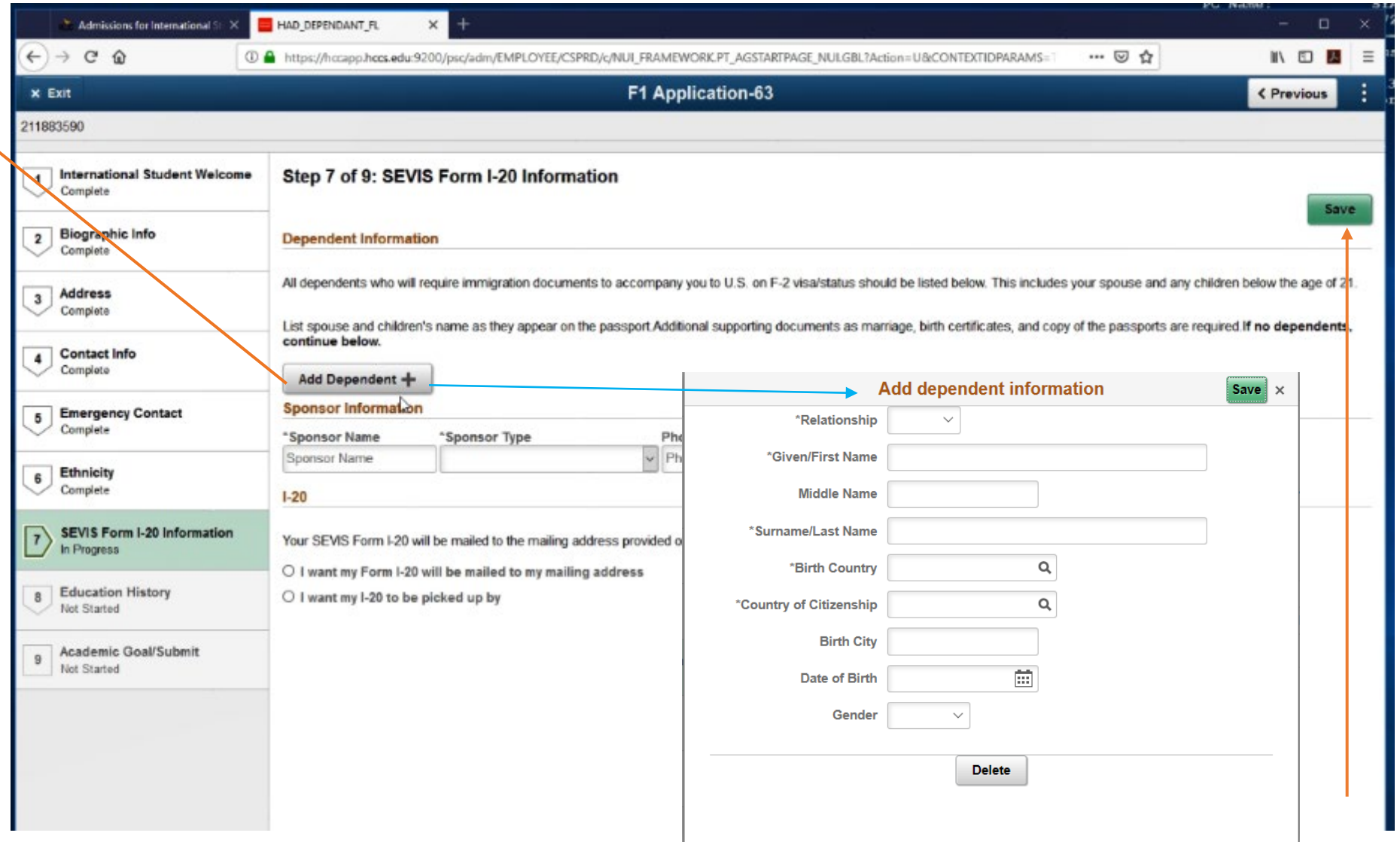
Save

Click on **Save**, then **Next** to proceed to the next step

SEVIS Form I-20 Information Part 1

Dependents are only your
husband, wife, or child under
21 years old.

Complete only if the
dependents will require
dependents' I-20s and will
accompany you in the US.



Admissions for International Student Services | HAD_DEPENDANT_FL | 211883590

Exit | F1 Application-63 | Previous

211883590

1 International Student Welcome Complete

2 Biographic Info Complete

3 Address Complete

4 Contact Info Complete

5 Emergency Contact Complete

6 Ethnicity Complete

7 SEVIS Form I-20 Information In Progress

8 Education History Not Started

9 Academic Goal/Submit Not Started

Step 7 of 9: SEVIS Form I-20 Information

Dependent Information

All dependents who will require immigration documents to accompany you to U.S. on F-2 visa/status should be listed below. This includes your spouse and any children below the age of 21. List spouse and children's name as they appear on the passport. Additional supporting documents as marriage, birth certificates, and copy of the passports are required if no dependents, continue below.

Add Dependent +

Sponsor Information

*Sponsor Name
Sponsor Name

*Sponsor Type
Sponsor Type

I-20

Your SEVIS Form I-20 will be mailed to the mailing address provided or

☐ I want my Form I-20 will be mailed to my mailing address

☐ I want my I-20 to be picked up by

Add dependent information

*Relationship
Relationship

*Given/First Name
Given/First Name

Middle Name
Middle Name

*Surname/Last Name
Surname/Last Name

*Birth Country
Birth Country

*Country of Citizenship
Country of Citizenship

Birth City
Birth City

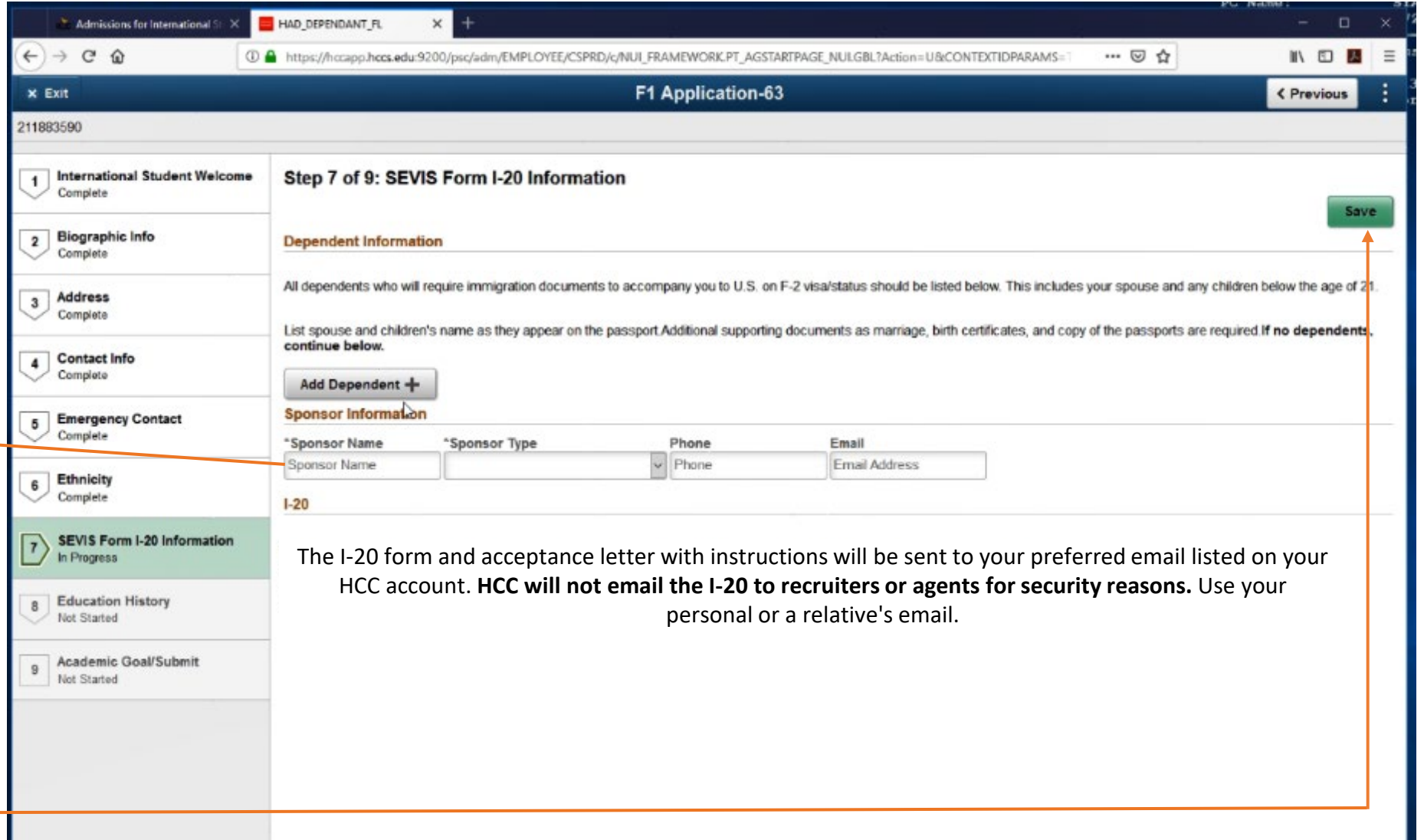
Date of Birth
Date of Birth

Gender
Gender

Delete

Save

SEVIS Form I-20 Information Part 2



Admissions for International Student Services | HAD_DEPENDANT_FL | https://hccapp.hccs.edu:9200/jspc/adm/EMPLOYEE/CSPRD/c/NUL_FRAMEWORK.PT_AGSTARTPAGE_NULGBL?Action=U&CONTEXTIDPARAMS=1

Exit | F1 Application-63 | Previous

211883590

1 International Student Welcome Complete

2 Biographic Info Complete

3 Address Complete

4 Contact Info Complete

5 Emergency Contact Complete

6 Ethnicity Complete

7 **SEVIS Form I-20 Information** In Progress

8 Education History Not Started

9 Academic Goal/Submit Not Started

Step 7 of 9: SEVIS Form I-20 Information

Dependent Information

All dependents who will require immigration documents to accompany you to U.S. on F-2 visa/status should be listed below. This includes your spouse and any children below the age of 21. List spouse and children's name as they appear on the passport. Additional supporting documents as marriage, birth certificates, and copy of the passports are required if no dependents, continue below.

Add Dependent +

Sponsor Information

*Sponsor Name	*Sponsor Type	Phone	Email
Sponsor Name		Phone	Email Address

I-20

The I-20 form and acceptance letter with instructions will be sent to your preferred email listed on your HCC account. **HCC will not email the I-20 to recruiters or agents for security reasons.** Use your personal or a relative's email.

Save

The sponsor is an individual or company that provides funds to students. You can also self-sponsor.

click on **Save**, then **Next** to proceed to the next step

Education History Part 1

If you are below 18 years old, you must submit an evaluation of your high school transcript. For details, go to:

If you have graduated from High School before the first day of attendance at HCC, move the button to "Yes"

From the dropdown menu, select the option applicable to you (1)

From the dropdown menu, select the option applicable to you. (2)

Admissions for International Student Services | HAD_EDU_HIST_FL | https://hccapp.hccs.edu:9200/psc/adm/EMPLOYEE/CSPRD/c/NUI_FRAMEWORK.PT_AGSTARTPAGE_NULGBL?Action=U&CONTEXTIDPARAMS=...

211883590

Exit | F1 Application-63 | < Previous

1 International Student Welcome Complete

2 Biographic Info Complete

3 Address Complete

4 Contact Info Complete

5 Emergency Contact Complete

6 Ethnicity Complete

7 SEVIS Form I-20 Information Complete

8 Education History In Progress

9 Academic Goal/Submit Not Started

Step 8 of 9: Education History

Student under the age of 18 must provide documentation to prove that he/she has achieved the equivalent of a high school diploma along with their application to HCC. Check HCC website for accepted evaluation agencies.

*I certify that I will have graduated High/Senior School by the first day of attendance at HCC.

***Admit Type**

Which of the following best describes you as an applicant?

***Academic Level**

Select the Academic Level that best applies to your education prior to HCC.

***High School Education**

☐ I attend(ed) a public/private high school Outside of the United States
☐ I attend(ed) a public/private high school in the United States
☐ I attend(ed) a public /private high school in Texas
☐ GED

College information

Add /Update college

Lookup

Search Criteria

Search Results

Admit Type	Description
GED	GED Completion
GRD	College Graduate-Bachelor+
HSC	High School Concurrent
HSG	High School Graduate
NHS	Non High School Grad over 18
SPC	Special Admissions
TMP	Temporary/Transient
TRN	Transfer

Lookup

Search Criteria

Search Results

Field Value	Translate Long Name	Description
10	Freshman	You have completed between 0 and 29 semester credit hours
20	Sophomore	You have completed between 30 and 72 semester credit hours
ASC	Associate Degree	You have earned an Associate Degree
BCH	Bachelor's Degree	You have earned a Bachelor Degree
MAS	Master's Degree	You have earned a Masters Degree
PHD	PhD	You have earned a Doctorate Degree
UNC	Unclassified (over 73 hours)	You have completed 73 hours or more, with no degree earned

Education History Part 2

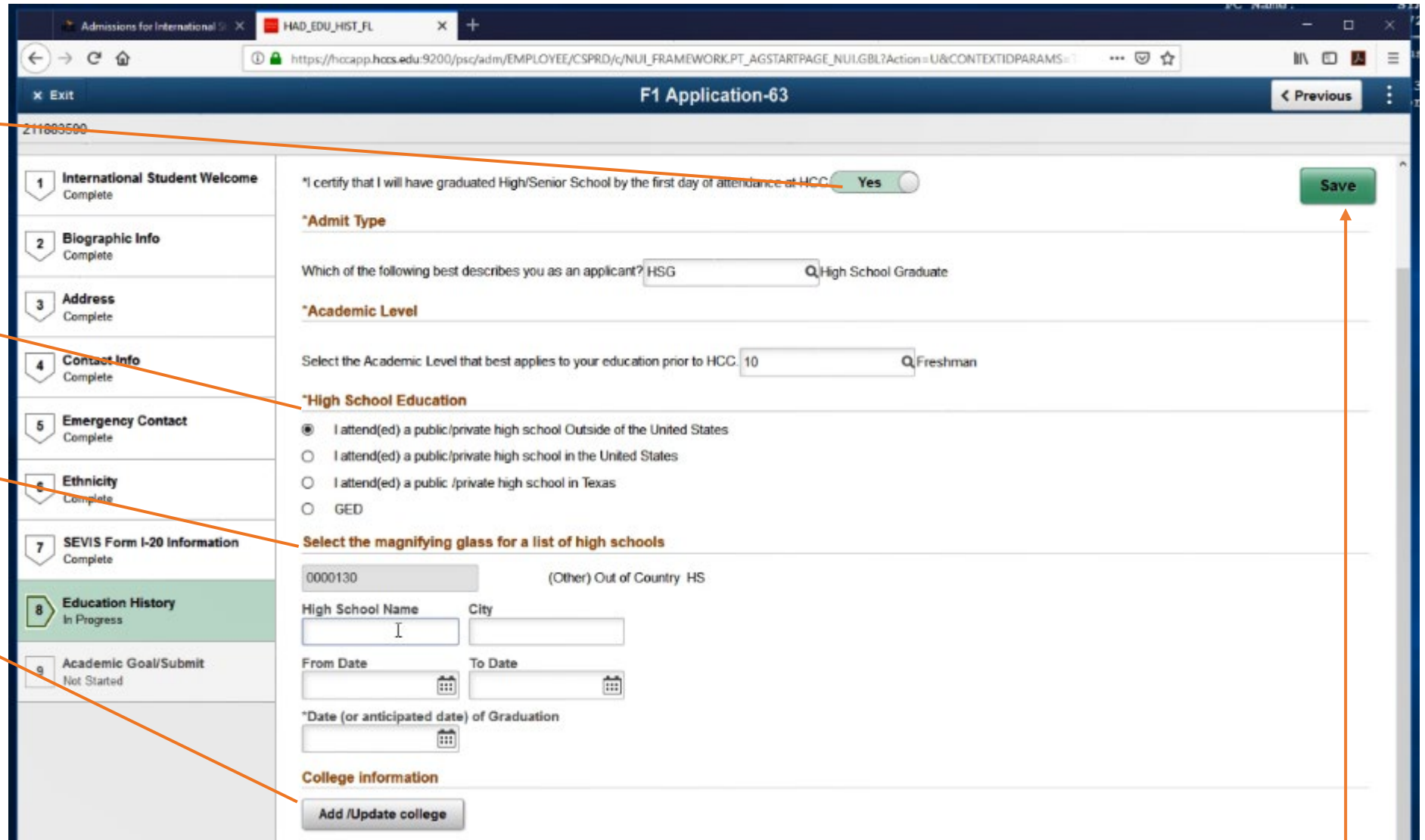
If you have graduated from High School before the first day of attendance at HCC, move the button to "Yes"

Select where you attended high school.

Complete the required fields about your high school.

Complete the required fields about your college/university (if you have attended any college/university)

click on **Save**, then **Next** to proceed to the next step



Admissions for International

HAD_EDU_HIST_FL

https://hccapp.hccs.edu:9200/psc/adm/EMPLOYEE/CSPRD/c/NUI_FRAMEWORK.PT_AGSTARTPAGE_NUI.GBL?Action=U&CONTEXTIDPARAMS=1

Exit

F1 Application-63

Previous

211689500

1 International Student Welcome Complete

2 Biographic Info Complete

3 Address Complete

4 Contact Info Complete

5 Emergency Contact Complete

6 Ethnicity Complete

7 SEVIS Form I-20 Information Complete

8 Education History In Progress

9 Academic Goal/Submit Not Started

*I certify that I will have graduated High/Senior School by the first day of attendance at HCC. Yes

Save

*Admit Type

Which of the following best describes you as an applicant? HSG High School Graduate

*Academic Level

Select the Academic Level that best applies to your education prior to HCC. 10 Freshman

*High School Education

☒ I attend(ed) a public/private high school Outside of the United States

☐ I attend(ed) a public/private high school in the United States

☐ I attend(ed) a public /private high school in Texas

☐ GED

Select the magnifying glass for a list of high schools

0000130 (Other) Out of Country HS

High School Name City

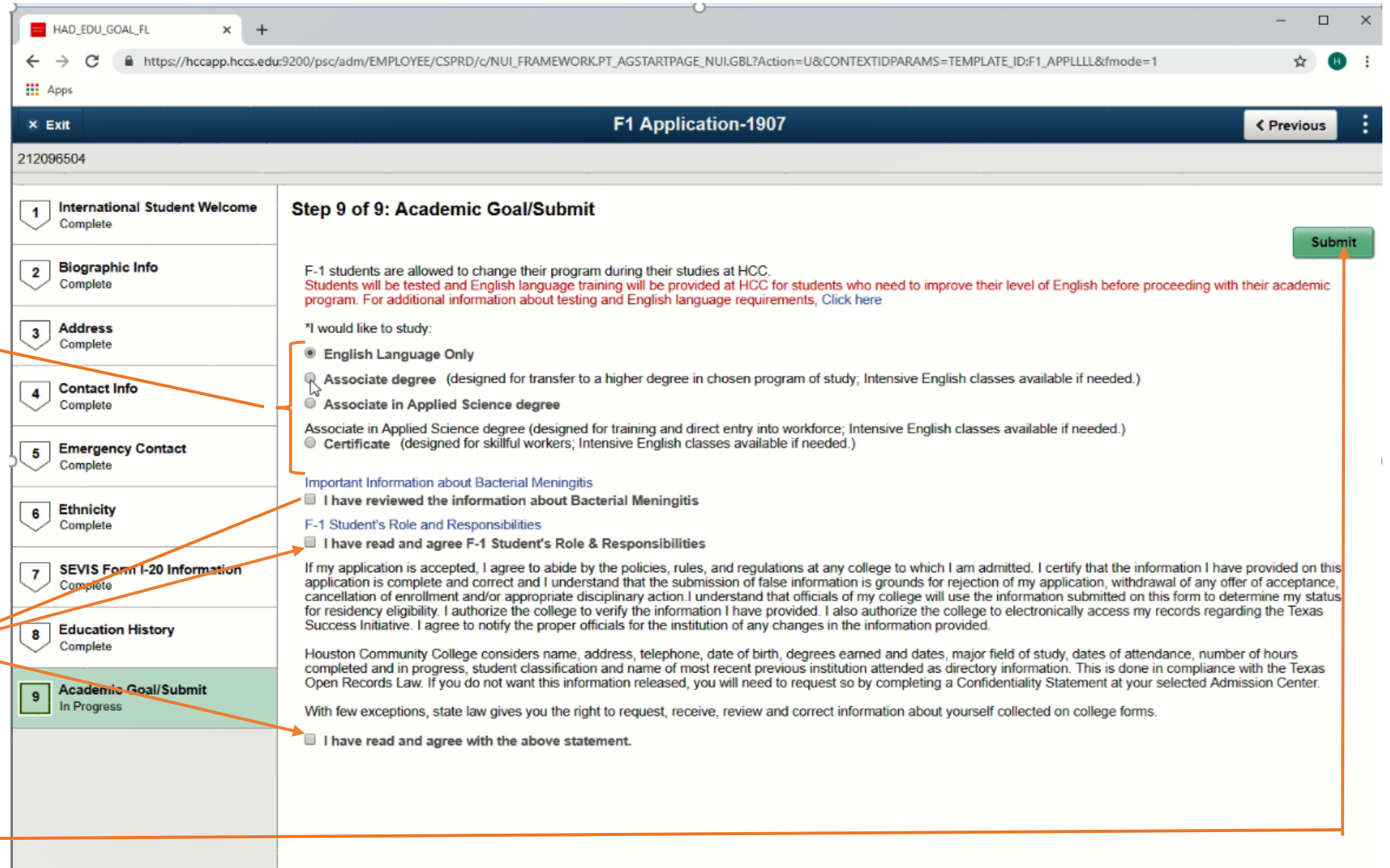
From Date To Date

*Date (or anticipated date) of Graduation

College Information

Add /Update college

Academic Goal/Submit



Step 9 of 9: Academic Goal/Submit

F-1 students are allowed to change their program during their studies at HCC.
Students will be tested and English language training will be provided at HCC for students who need to improve their level of English before proceeding with their academic program. For additional information about testing and English language requirements, [Click here](#)

*I would like to study:

- ☒ English Language Only
- ☐ Associate degree (designed for transfer to a higher degree in chosen program of study; Intensive English classes available if needed.)
- ☐ Associate in Applied Science degree
- ☐ Certificate (designed for skillful workers; Intensive English classes available if needed.)

Associate in Applied Science degree (designed for training and direct entry into workforce; Intensive English classes available if needed.)

[Important Information about Bacterial Meningitis](#)

☐ I have reviewed the information about Bacterial Meningitis

[F-1 Student's Role and Responsibilities](#)

☐ I have read and agree F-1 Student's Role & Responsibilities

If my application is accepted, I agree to abide by the policies, rules, and regulations at any college to which I am admitted. I certify that the information I have provided on this application is complete and correct and I understand that the submission of false information is grounds for rejection of my application, withdrawal of any offer of acceptance, cancellation of enrollment and/or appropriate disciplinary action. I understand that officials of my college will use the information submitted on this form to determine my status for residency eligibility. I authorize the college to verify the information I have provided. I also authorize the college to electronically access my records regarding the Texas Success Initiative. I agree to notify the proper officials for the institution of any changes in the information provided.

Houston Community College considers name, address, telephone, date of birth, degrees earned and dates, major field of study, dates of attendance, number of hours completed and in progress, student classification and name of most recent previous institution attended as directory information. This is done in compliance with the Texas Open Records Law. If you do not want this information released, you will need to request so by completing a Confidentiality Statement at your selected Admission Center.

With few exceptions, state law gives you the right to request, receive, review and correct information about yourself collected on college forms.

☐ I have read and agree with the above statement.

Submit

Choose what you wish to study?

Read and check all three boxes.

Click on **Submit** to submit your online application.

Acceptance Letter

You have completed your online F-1 application, and the HCC system will show a conditional acceptance letter from Houston City College.

This indicates that step 1 in your application process is complete.

Check your email for the next steps or visit www.hccs.edu/applying-and-paying/f-1-international-student/ and select your application type again to proceed to step 2.

