



HOUSTON
CITY COLLEGE

F-1 Student Checklist

How to Prepare and Upload Your Application Documents

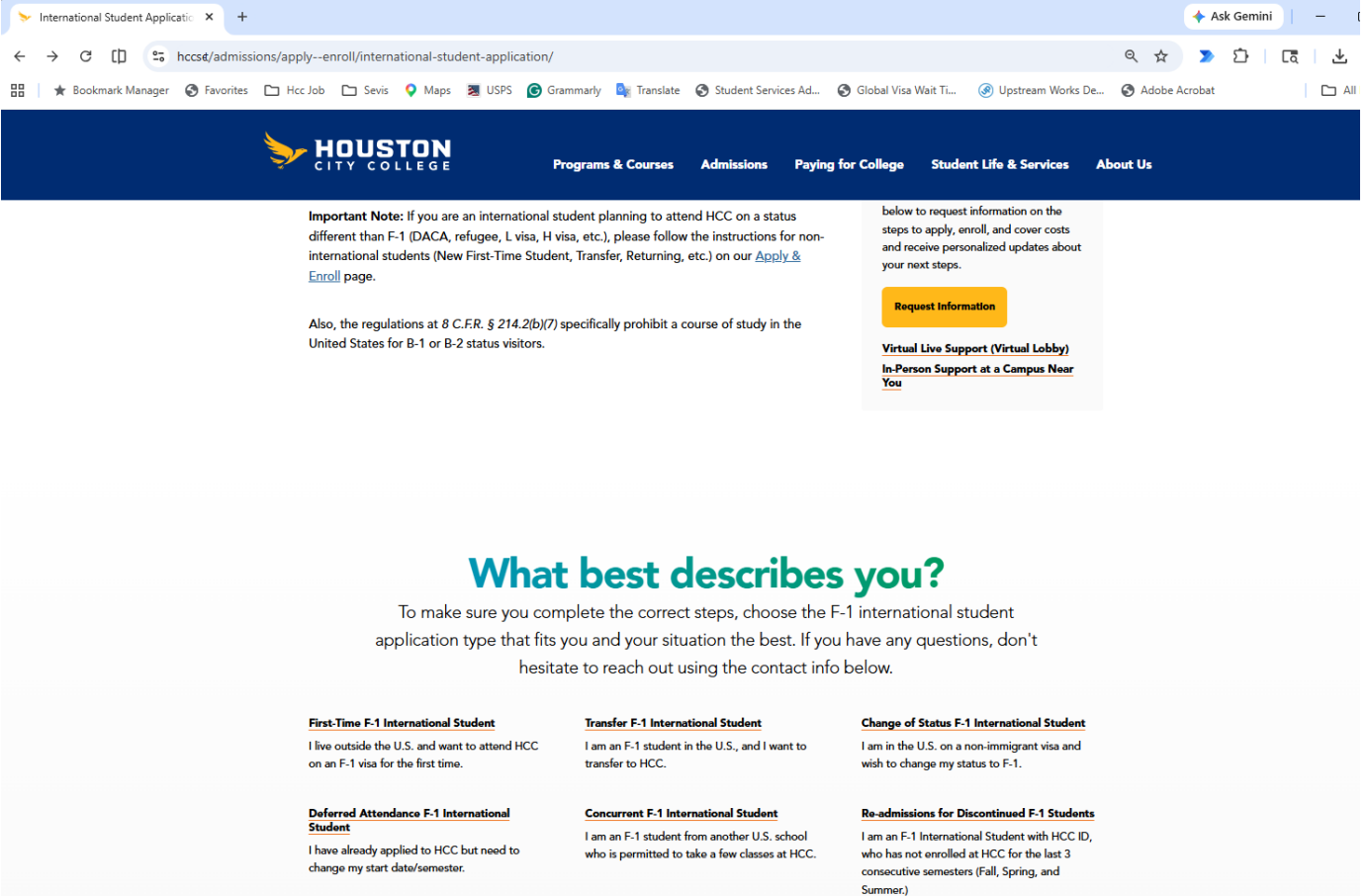
This visual guide will help you complete the “Prepare and Upload Your Additional Application Materials” step.

Office of International Student Services

Where to find the list of documents to upload?

- The documents required for an F-1 application at HCC vary depending on the type of application.
- **New and Transfer F-1 applicants:** See **Step 2** for the required documents.
- **Change of Status applicants:** See **Step 3** for the required documents.
- For the complete list of required documents, visit the **HCC International Student website**

[International Student Services](#)



The screenshot shows the HCC International Student Application website. The header includes the HCC logo and navigation links: Programs & Courses, Admissions, Paying for College, Student Life & Services, and About Us. The main content area features an 'Important Note' about non-F-1 students, a 'Request Information' button, and a 'Virtual Live Support (Virtual Lobby)' section. Below this is a section titled 'What best describes you?' with instructions to choose the F-1 international student application type that fits best. The section lists six categories: First-Time F-1 International Student, Transfer F-1 International Student, Change of Status F-1 International Student, Deferred Attendance F-1 International Student, Concurrent F-1 International Student, and Re-admissions for Discontinued F-1 Students. Each category has a brief description of the student's situation.

International Student Application

hccse/admissions/apply--enroll/international-student-application/

HOUSTON CITY COLLEGE

Programs & Courses Admissions Paying for College Student Life & Services About Us

Important Note: If you are an international student planning to attend HCC on a status different than F-1 (DACA, refugee, L visa, H visa, etc.), please follow the instructions for non-international students (New First-Time Student, Transfer, Returning, etc.) on our [Apply & Enroll](#) page.

Also, the regulations at 8 C.F.R. § 214.2(b)(7) specifically prohibit a course of study in the United States for B-1 or B-2 status visitors.

below to request information on the steps to apply, enroll, and cover costs and receive personalized updates about your next steps.

[Request Information](#)

Virtual Live Support (Virtual Lobby)
In-Person Support at a Campus Near You

What best describes you?

To make sure you complete the correct steps, choose the F-1 international student application type that fits you and your situation the best. If you have any questions, don't hesitate to reach out using the contact info below.

<u>First-Time F-1 International Student</u>	<u>Transfer F-1 International Student</u>	<u>Change of Status F-1 International Student</u>
I live outside the U.S. and want to attend HCC on an F-1 visa for the first time.	I am an F-1 student in the U.S., and I want to transfer to HCC.	I am in the U.S. on a non-immigrant visa and wish to change my status to F-1.
<u>Deferred Attendance F-1 International Student</u>	<u>Concurrent F-1 International Student</u>	<u>Re-admissions for Discontinued F-1 Students</u>
I have already applied to HCC but need to change my start date/semester.	I am an F-1 student from another U.S. school who is permitted to take a few classes at HCC.	I am an F-1 International Student with HCC ID, who has not enrolled at HCC for the last 3 consecutive semesters (Fall, Spring, and Summer.)

Rules to prepare your documents

All documents must be saved as PDF files with short and simple names.

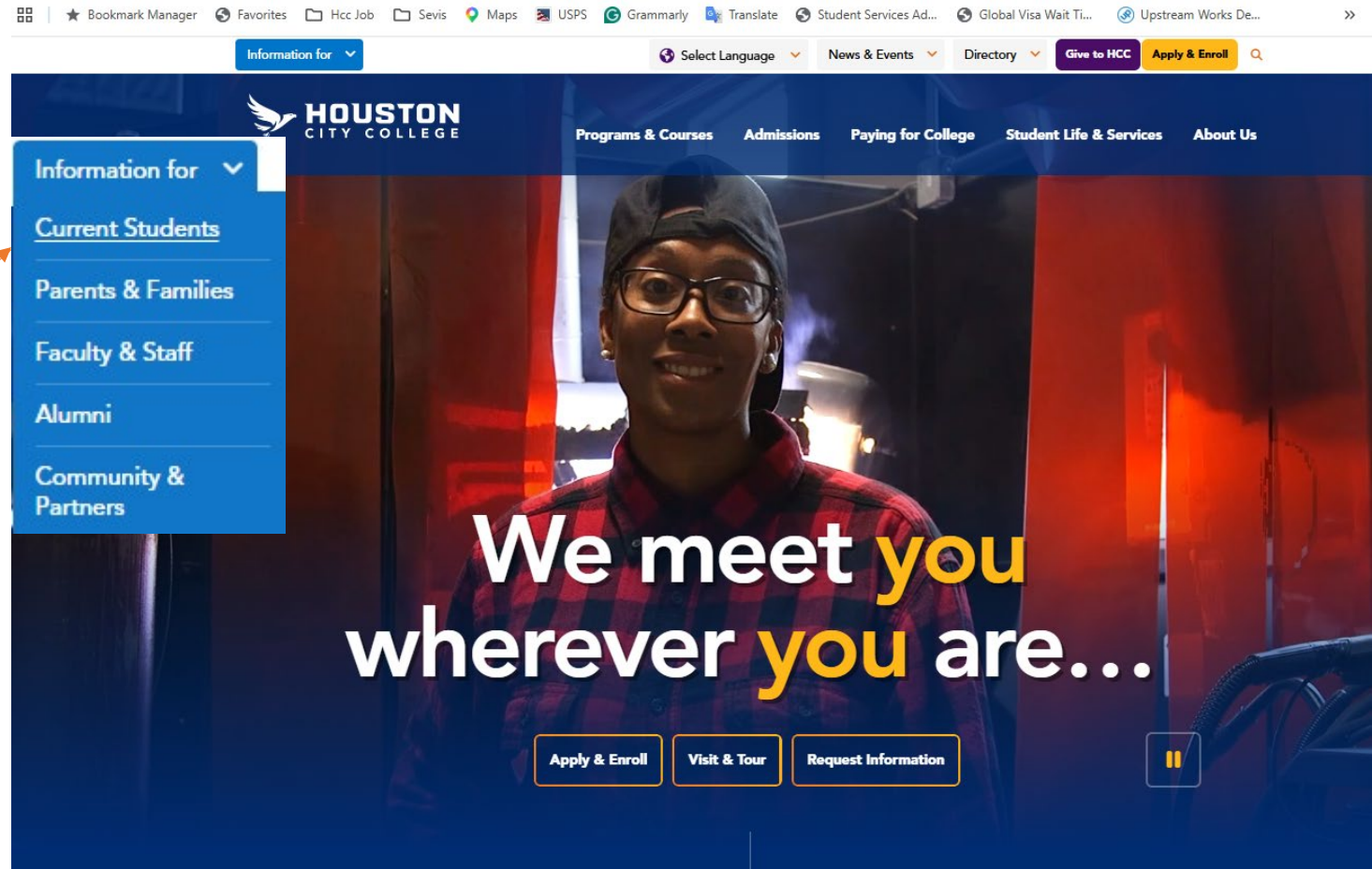
Bad quality or upside-down documents will be rejected.

Combine different documents of the same type in one PDF file. For example, if you have statements from other banks, save them as one file.

You can also use free PDF scanner apps for Windows, android, and Apple.

Navigate the HCC Website

On the HCC website, click on **Information for** and choose **Current students**.



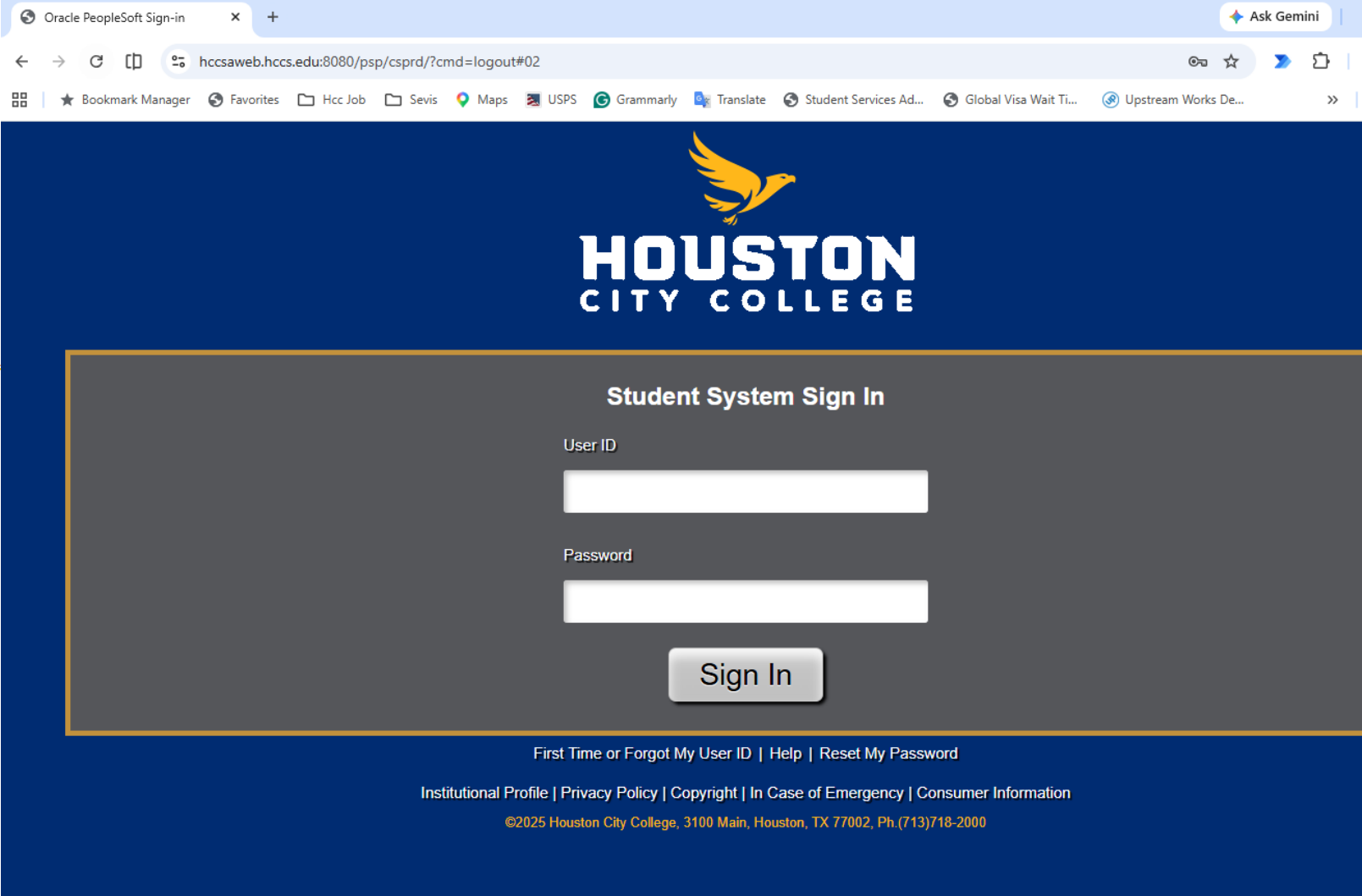
Accessing the HCC Student Login.

Click on
Student Login



Signing In to the HCC Student System.

Sign in with your User ID (W999999999)
and your Password



Oracle PeopleSoft Sign-in x + Ask Gemini

hccsaweb.hccs.edu:8080/psp/csprd/?cmd=logout#02

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


HOUSTON
CITY COLLEGE

Student System Sign In

User ID

Password

Sign In

[First Time or Forgot My User ID](#) | [Help](#) | [Reset My Password](#)

[Institutional Profile](#) | [Privacy Policy](#) | [Copyright](#) | [In Case of Emergency](#) | [Consumer Information](#)

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Click on
Checklists

MyEagle x Homepage x +

hccsaweb.hccs.edu:8080/psc/csprd/EMPLOYEE/SA/c/NUI_FRAMEWORK.PT_LANDINGPAGE.GBL?

Apps

HCC Student Homepage

Checklists



11 To Do's

Message Center



0 Unread Message(s)

Manage Classes



Go to Checklists, complete required items.

Continuing & Adult Ed Classes



Register for CEU Courses

Academic Progress



The Academic Requirements report is not available.

Academic Records



Profile



W212360690

Financial Account



Financial Aid



Eagle Resources



The F-1 Student Checklist displays the documents on your To-Do List

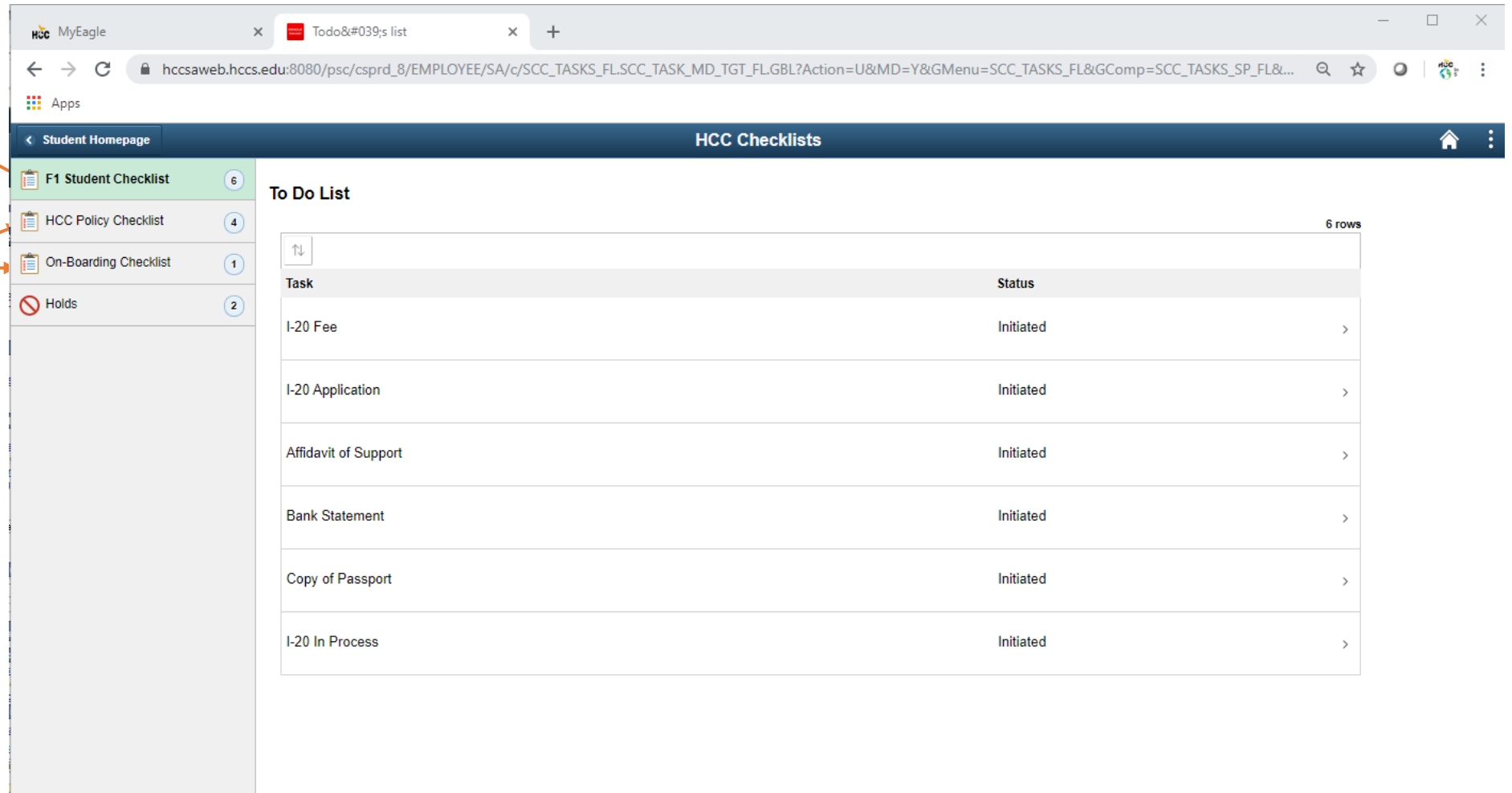
Also, other Checklists need to be completed before registering for classes.

New Item List (Possible)

Affidavit of Support
 Bank Statements
 Copy of Passport
 I-20 Application Form
 I-20 Fee
 HS Transcript for below 18
 Dependent Information
 Employment Letter/ Sponsor
 Tax Return Form
 Deferment Fee

Tran Item List (Possible)

Affidavit of Support
 Bank Statements
 Copy of Passport
 Copy of Previous I-20,
 Copy of Visa,
 I-20 Application Form
 I-20 Fee
 Copy of I-94,
 Orientation Fee,
 Transfer Stud Advisor Report,
 Dependent Information
 Employment Letter/ Sponsor
 Tax Return Form
 Deferment Fee



HCC Checklists

To Do List

Task	Status
I-20 Fee	Initiated
I-20 Application	Initiated
Affidavit of Support	Initiated
Bank Statement	Initiated
Copy of Passport	Initiated
I-20 In Process	Initiated

The **I-20 in Process** item will disappear once we process your SEVIS Form I-20

MyEagle

Task Details

hccsaweb.hccs.edu:8080/psc/csprd_17/EMPLOYEE/SA/c/SCC_TASKS_FL.SCC_TASK_MD_TGT_FL.GBL?Action=U&MD=Y&GMenu=SCC_TASKS_FL&GComp=SCC_TASKS_SP_FL&GPage=SCC_START_PAGE_FL&scname=CS_TASKS

Apps

Student Homepage

HCC Checklists

F1 Student Checklist6

HCC Policy Checklist4

On-Boarding Checklist1

To Do List

Task

I-20 Fee

I-20 Application

Affidavit of Support

Bank Statement

Copy of Passport

I-20 In Process

Task Details

Affidavit of Support

If your sponsor is residing in the US, an Affidavit of Support (I-134) is required. The Affidavit of support can be downloaded from HCC website or directly from www. uscis.gov >Forms> I-134. If your sponsor is residing outside of U.S., an Affidavit of Support (International) is required. It can be found on Step. 3 on the Application: Prepare Required Documents> Financial Requirements. Pleas upload document as .PDF file. If more than one sponsor , provide Affidavit from each sponsor.
If self-sponsoring, no Affidavit is required.

Upload

6 rows

Status

Initiated

Initiated

Initiated

Initiated

Initiated

Initiated

Click on
Upload

MyEagle

Checklist Document Upload

hccsaweb.hccs.edu:8080/psp/csprd_8/EMPLOYEE/SA/c/HCC_CUSTOM_MENU_FL.HCC_CHECKLIST_VACC.GBL?Page

Apps

Tasks

Checklist Document Upload

[New Window](#) | [Help](#) | [Personalize Page](#)

Attach Record

Empl ID: 212380890
Item: Affidavit of Support

Find | View All | First 1 of 1 Last

Attached File

Add

Save

Click on
Add

MyEagle x Checklist Document Upload x +

hccsaweb.hccs.edu:8080/psp/csprd_8/EMPLOYEE/SA/c/HCC_CUSTOM_MENU_FL.HCC_CHECKLIST_VACC.GBL?Page=HSR_CHECK_ATTACH&Action=U

Apps

Tasks Checklist Document Upload

Attach Record

Empl ID 212380090
Item: Affidavit of Support

Find | View All First 1 of 1 Last

Attached File Add

Save

Message

Document must be in .PDF format (21000,123)

File name should not contain any invalid characters such as (*:"<>?).
Length of file name should be less than 30 characters.
If you experience issues please shorten the length of your file name.

By submission I certify that the information I have provided is complete and correct and I understand that 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 .

OK Cancel

Read the instructions and click on OK

MyEagle Checklist Document Upload

hccsaweb.hccs.edu:8080/psp/csprd_17/EMPLOYEE/SA/c/HCC_CUSTOM_MENU_FL.HCC_CHECKLIST_VACC.GBL?Page=HSR_CHECK_ATTACH&Action=U

Tasks Checklist Document Upload

Attach Record

Empl ID: 212360690
Item: Affidavit of Support

Find | View All First 1 of 1 Last

Attached File

Add

Save

File Attachment

Choose File No file chosen

Upload Cancel

Open

This PC > Downloads

Search Downloads

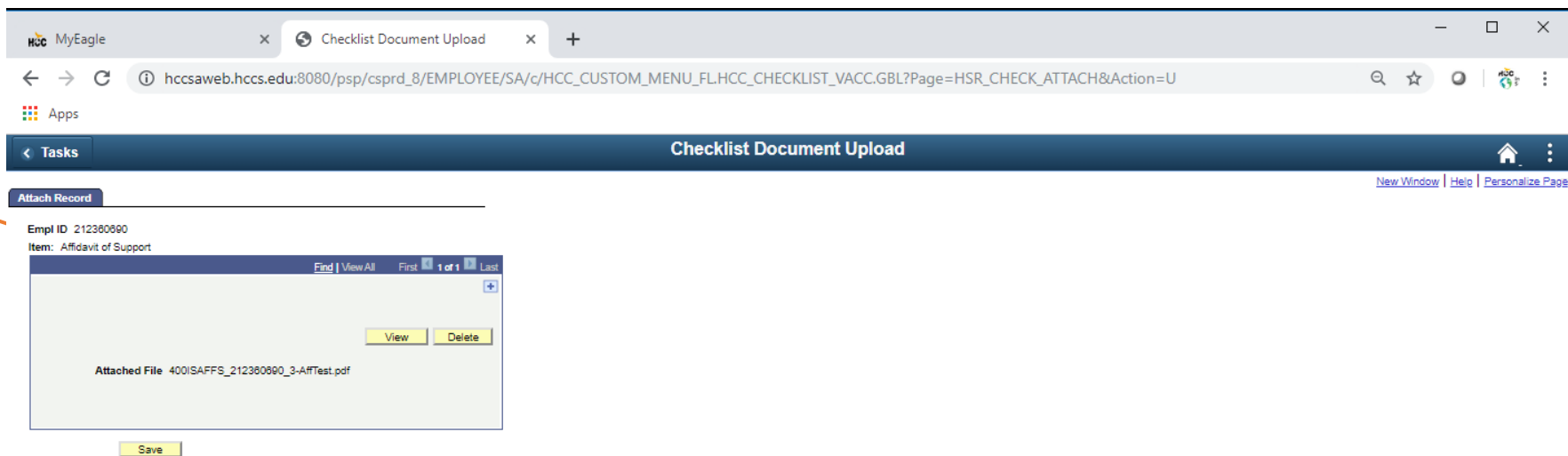
Name	Date	Type	Size	Tags
Office Lens	5/7/2019 8:47 AM	File folder		
Personal	9/23/2019 9:03 AM	File folder		
This PC	5/7/2019 8:47 AM	File folder		
3D Objects	10/16/2019 9:20 AM	Microsoft Excel C...	1 KB	
Desktop	10/21/2019 12:37 PM	PNG File	45 KB	
Documents	10/24/2018 3:35 PM	Adobe Acrobat D...	462 KB	
Downloads	10/24/2018 3:36 PM	Adobe Acrobat D...	80 KB	
MS MX 3	10/21/2019 11:30 AM	Adobe Acrobat D...	37 KB	
Music	10/24/2018 3:34 PM	Adobe Acrobat D...	180 KB	
Pictures				
Videos				
Win10 (C:)				
gustavo.cernach				
edconnect (Vov				

File name: All Files (*.*)

Open Cancel

Click on **Choose File** in PDF and then click on **Upload**

Click on
View
to check that your document
was right uploaded.



The screenshot displays the 'Checklist Document Upload' interface within the HCC MyEagle system. The browser address bar shows the URL: `hccsaweb.hccs.edu:8080/psp/csprd_8/EMPLOYEE/SA/c/HCC_CUSTOM_MENU_FL.HCC_CHECKLIST_VACC.GBL?Page=HSR_CHECK_ATTACH&Action=U`. The page header includes 'HCC MyEagle' and 'Checklist Document Upload'. The main content area is titled 'Attach Record' and shows the following details:

- Empl ID: 212360090
- Item: Affidavit of Support

A table displays the attached file:

Find	View All	First	1 of 1	Last
Attached File 400ISAFFS_212360090_3-AffTest.pdf <button>View</button> <button>Delete</button>				

A 'Save' button is located at the bottom of the page.

After checking your document,
click in **the Checklist
Document Upload** tab to
return to the upload screen.

MyEagle x Checklist Document Upload x 400ISAFFS_212360690_3-AffTest x +

hccsaweb.hccs.edu:8080/psc/csprd_8/view/rAzLY5JG5Pq1Gw.aJ2DpcEKfEkHkNvFY.v6MvNrNn0WLzozVWldDhWA_sOnXP.muogtYxfKma6KvCITmjOzsxpMgyWqkKGaze5Uz904Ql2t...

Apps

400ISAFFS_212360690_3-AffTest.pdf 1 / 1

 **HOUSTON**
CITY COLLEGE | Office of International
Student Services

HCC ID: _____

Affidavit of Financial Support
(For Non-US Citizen/Non-US Resident Sponsor)

This is to certify that I will assume financial responsibility for the student's duration of study at Houston City College (and dependents, if applicable).

NOTE: You must include additional supporting financial documents demonstrating assets of \$22,980 USD, which is the estimated cost for a full year of study at HCC, for the F1 applicant, plus additional financial support of \$4,400 USD for each dependent. These figures are subject to change without notice.

STUDENT INFORMATION:

_____	_____	_____
Family (Last) Name	First Name	Date of Birth (MM/DD/YYYY)

DEPENDENT INFORMATION: Dependents (or F-2s) refer only to the student's (F-1) spouse or children under 21 years old. If the student has more than one dependent, include the additional dependents on a separate sheet of paper. A copy of proof of relationship must be submitted in English.

_____	_____	_____
Family (Last) Name	First Name	Date of Birth
_____	_____	_____
Country of Birth	Country of Citizenship	Relationship with the F-1(spouse or child)

FINANCIAL SPONSOR INFORMATION

_____	_____	_____
Family (Last) Name	First Name	Date of Birth (MM/DD/YYYY)

If you want to add files separately, you may click  sign to add another PDF file.

Checklist Document Upload

hccsaweb.hccs.edu:8080/psp/csprd_44/EMPLOYEE/SA/c/HCC_CUSTOM_MENU_FL.HCC_CHECKLIST_VACC.GBL?Page=HSR_CHECK_A...

Apps QR Code Generator

Tasks Checklist Document Upload

[New Window](#) | [Help](#) | [Personalize Page](#)

Attach Record

Empl ID 212172151
Item: Optional Practical Training

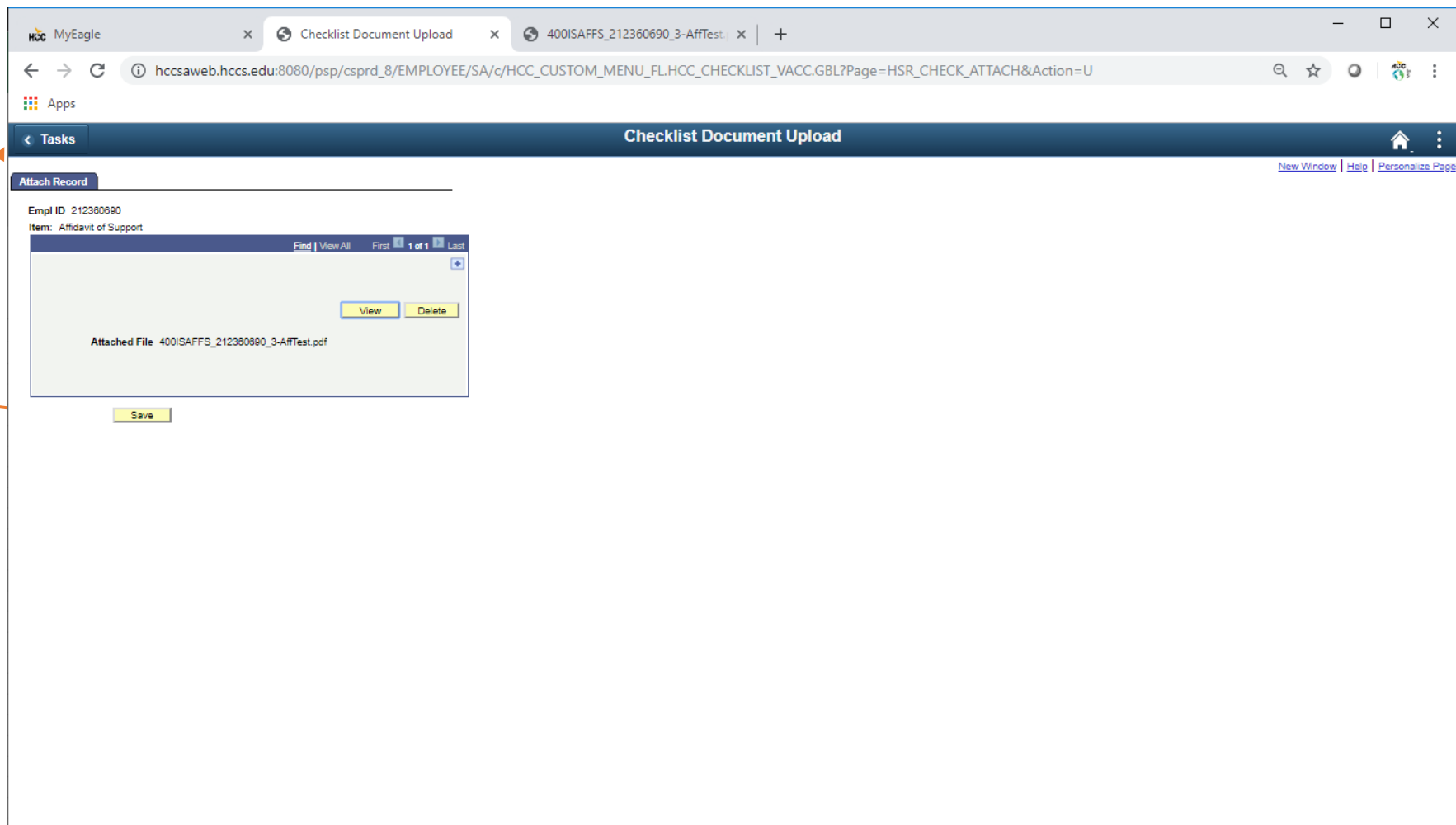
Find | View All First 1 of 1 Last

View Delete

Attached File 100ISOPT_212172151_My_OPT_PDF.pdf

Save

Click first on
Save
and then on
Tasks
to return to your to
Do List



MyEagle Checklist Document Upload 400ISAFS_212380690_3-AffTest

hccsaweb.hccs.edu:8080/psp/csprd_8/EMPLOYEE/SA/c/HCC_CUSTOM_MENU_FL.HCC_CHECKLIST_VACC.GBL?Page=HSR_CHECK_ATTACH&Action=U

Apps

Tasks Checklist Document Upload

Attach Record

Empl ID 212380690
Item: Affidavit of Support

Find | View All First 1 of 1 Last

View Delete

Attached File 400ISAFS_212380690_3-AffTest.pdf

Save

New Window | Help | Personalize Page

MyEagle

Todo's list

+

hccsaweb.hccs.edu:8080/psc/csprd_8/EMPLOYEE/SA/c/SCC_TASKS_FL.SCC_TASK_MD_TGT_FL.GBL?Action=U&MD=Y&GMenu=SCC_TASKS_FL&GComp=SCC_TASKS_SP_FL&...

Apps

Student Homepage

HCC Checklists

F1 Student Checklist5

HCC Policy Checklist4

On-Boarding Checklist1

Holds2

To Do List

5 rows

Task	Status	
I-20 Fee	Initiated	>
I-20 Application	Initiated	>
Bank Statement	Initiated	>
Copy of Passport	Initiated	>
I-20 In Process	Initiated	>

When you upload a document, it will disappear from the Checklist and the total number decreases

Now you can **repeat** the same process with each document on your To-Do list. When you finish this list should only show **I-20 In Process** and the F1 Student Checklist will show the number **1**.

MyEagle

Todo's list

hccsaweb.hccs.edu:8080/psc/csprd_8/EMPLOYEE/SA/c/SCC_TASKS_FL.SCC_TASK_MD_TGT_FL.GBL?Action=U&MD=Y&GMenu=SCC_TASKS_FL&GComp=SCC_TASKS_SP_FL&...

Apps

Student Homepage

HCC Checklists

F1 Student Checklist5

HCC Policy Checklist4

On-Boarding Checklist1

Holds2

To Do List

5 rows

Task	Status
I-20 Fee	Initiated
I-20 Application	Initiated
Bank Statement	Initiated
Copy of Passport	Initiated
I-20 In Process	Initiated

MyEagle

Todo's list

+

hccsaweb.hccs.edu:8080/psc/csprd_17/EMPLOYEE/SA/c/SCC_TASKS_FLSCC_TASK_MD_TGT_FLGBL?Action=U&MD=Y&GMenu=SCC_TASKS_FL&GComp=SCC_TASKS_SP_FL&GPage=SCC_START_PAGE_FL&scname=CS_TASKS

Apps

Student Homepage

F1 Student Checklist3

HCC Policy Checklist4

On-Boarding Checklist1

Holds2

HCC Checklists

To Do List

3 rows

Task	Status
I-20 Fee	Initiated
I-20 In Process	Initiated

In order to pay the **I-20 Fee**,
return
to **Student Homepage**.

To pay your Application Fee, Orientation Fee, or tuition, click on
Financial Account

You can also check
<https://www.hccs.edu/paying-for-college/making-payments/>

How to Make a Payment

Tuition Payment Video Tutorial



Who do i contact for payment support?



How do i fix the error, message "You are not authorized to access the page?"



How do I make an international payment with Flywire?



MyEagle x Homepage x +

hccsaweb.hccs.edu:8080/psc/csprd/EMPLOYEE/SA/c/NUI_FRAMEWORK.PT_LANDINGPAGE.GBL?

Apps

HCC Student Homepage

Checklists

8 To Do's 2 Holds

Message Center

0 Unread Message(s)

Manage Classes

Go to Checklists, complete required items.

Continuing & Adult Ed Classes

Register for CEU Courses

Academic Progress

The Academic Requirements report is not available.

Academic Records

W212360690

Profile

W212360690

Financial Account


Financial Aid


Eagle Resources




Office of International Student Services

You can contact us via



[hccs.edu/International](https://www.hccs.edu/International)



<https://www.hccs.edu/applying-and-paying/virtual-lobby/>

Monday - Friday, 9 a.m. - 5 p.m.

Central Time (Houston Time)



oiiss.international@hccs.edu



713.718.8521