

HS F-1 Admission Checklist

for F-1 high school students applying to Butler as freshman

Admission Deadline

Seven days before the first day of class for the semester.

(NOTE: SEVIS program dates may require admission sooner to maintain SEVIS transfer eligibility.)

IMPORTANT: All of items #1 – 9 must be completed by the admission 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 \$16,819 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** see www.butlercc.edu/international-admission for accepted scores/transcripts
- ☐ **7. Copies of Immigration Documents** Passport, Visa, I-94, all previous I-20's, including initial I-20
- ☐ **8. Negative TB Test** A negative TB test taken within the U.S., if available. Students without a TB test must notify the International Office for further guidance.
- ☐ **9. Housing Statement** stating where you intend to live while attending Butler
- ☐ **10. \$75 non-refundable processing fee** Paid at Butler Accounts Receivable, after admission documents are approved

After Admission

- ☐ **SEVIS Release** You must ask your high school to release your SEVIS record to Butler after you are admitted. We highly recommend notifying your school prior to graduation that you intend to transfer to Butler. ****IMPORTANT!!**** SEVIS records will auto-complete 60 days after program end dates, after which it is not possible to transfer the record. For high school students, the SEVIS program end date is likely the date of graduation. Admission should be completed before your SEVIS record is auto-completed.
- ☐ **Arrange Housing** Housing should be arranged before arriving at Butler. On-campus housing applications can be completed online at <https://www.butlercc.edu/residence-life> 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.
- ☐ **Receive an I-20 from Butler** 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 your 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.