



BACONE COLLEGE

ADMISSIONS | ADVISEMENT | CHECKLISTS

- ❑ **1. Application for Admission**, apply online at: www.bacone.edu
- ❑ **2. Official Transcripts (see page 2).**
 - a. Students who have completed fewer than 30 credit hours of college course work before applying to Bacone College must provide an official high school transcript and ACT or SAT scores.
 - b. Students with college credit from a foreign institution must have transcripts sent to a transcript evaluation agency within the United States (e.g. www.wes.org or www.ece.org). Transcripts should be evaluated on a course-by-course basis.
 - c. Transcripts must be sent directly to the Bacone College Office of Admissions, by the transcription service.
- ❑ **3. Official SAT Scores (see page 2).** Official SAT or ACT scores may not be required for all international students to be considered for admission to Bacone College. However, scores may be necessary to be considered for certain academic scholarships or in determining athletic eligibility. Please consult with athletic coach or international admissions counselor with regard to these requirements. For SAT reporting purposes, our code is 6030 and the website www.collegeboard.org. For ACT reporting purposes our code is 3380 and the website is www.act.org.
- ❑ **4. Official TOEFL Scores (see page 2).** Official TOEFL, IELTS or iTEP scores are required if your Country's official language is not English. Official TOEFL scores of 500 (paper based Exam), 173 (Computer Based Exam), or 61 (Internet Based Exam) successful completion of 12 weeks of study, or achievement of Level 9 at an approved English Language Center are required. For TOEFL reporting purposes, our code is 6030.
- ❑ **5. Declaration of Financial Resources.** Your banking institution must furnish a letter satisfactory to the Chief Financial Officer and President, stating that you have sufficient income and assets to cover the cost of your attendance for the full length of your program, based on your good faith estimate of costs. It is also advised that you provide bank statements or other evidence to support the letter. You can find out your estimate of costs by emailing Misty Oleson at olesonm@bacone.edu.
- ❑ **6. Copy of Passport and Birth Certificate.** The I-20 needs to match your passport/birth certificate exactly. Passport and Birth Certificate must be sent to brightond@bacone.edu.

Bacone College must receive all of the above documentation before an international student is considered for admission. The deadline for receipt of documentation items for fall enrollment is August 1st and for spring enrollment is November 30th.

If you are admitted, you will receive a "Letter of Intent" from Bacone College. You will receive your I-20 and the I-901 processing fee form after you have signed the Billing Statement. You must have the I-20 to apply for your F-1 Student Visa. You must follow the procedures used by the U.S. Consulate in your home country to obtain the student visa.

- ❑ **7. Complete SEVIS/Transfer Release Form.** Students transferring from a school within the United States must have a current academic advisor complete this form before the I-20 can be transferred. They also must have a transfer release form from SEVIS.
- ❑ **8. Receive I-20 from Bacone College.** Please allow 2-3 weeks for the I-20 to reach you. The I-20 is a very important document. Do not lose or misplace this, as you will need to carry the original I-20 when traveling.
- ❑ **9. Pay International Deposit.** All international students are required to pay the International Deposit before they enroll. The students academic ability (Official SAT Scores, TOEFL Scores, High School And/Or College Transcripts) or athletic ability, determine scholarship amount eligibility. After reduction of your scholarship amount, the international deposit can be determined. Pay your deposit as early as possible to Student Accounts to ensure that you can be enrolled in classes before they fill up. Your deposit for fall semester enrollment must be paid by August 1st and by November 30th for spring enrollment. You can pay this deposit by contacting student accounts at studentaccounts@bacone.edu
- ❑ **10. Proof of Health Insurance.** All international students are required to obtain health insurance coverage in the United States. Bacone College can assist with obtaining an appropriate policy. The policy must be in effect before classes and athletic participation can begin.
- ❑ **11. Complete the I-901 form and pay the \$200 processing fee.** You can do this online at <https://www.fmjfee.com/i901fee/>.
- ❑ **12. Apply for F-1 Student Visa.** Contact your home country's U.S. Consulate.
- ❑ **13. Once you have received the F-1 Visa contact DSO, Virginia Thompson.** You can contact Virginia Thompson at thompsonv@bacone.edu
- ❑ **14. Complete and Submit Housing Application.** The housing application must be completed before placement is made.
- ❑ **15. Enroll for Classes.** Speak to your advisor and get enrolled for classes. You can get a book estimate after you have enrolled.
- ❑ **16. Schedule Travel Plans to the U.S. DO NOT** make travel arrangements until you have a final schedule of classes.

IMPORTANT ADDRESSES

WES or ECE Evaluation

Once you've received your WES or ECE Official Transcript Evaluation send to:

Re: **YOUR NAME, OFFICE OF ADMISSIONS,
Bacone College, 2299 Old Bacone Road,
Muskogee OK 74403 UNITED STATES**

Have transcript evaluation sent directly from Transcription Company to this address.

Official Transcripts

Have your high school and colleges send OFFICIAL transcripts directly to:

Attn: **International Admissions (Docs), Re:
YOUR NAME, OFFICE OF ADMISSIONS,
Bacone College, 2299 Old Bacone Road,
Muskogee OK 74403 UNITED STATES**

Make sure that you ask them to put your name in the American style (first or given name followed by family/surname.)

Official ACT or SAT Scores

If English is the official language of your home country, have your ACT or SAT sent to:

Attn: **International Admissions (ACT/SAT), Re:
YOUR NAME, OFFICE OF ADMISSIONS,
Bacone College, 2299 Old Bacone Road,
Muskogee OK 74403 UNITED STATES**

<http://www.actstudent.org/>

Official TOEFL Scores

If English is not the official language of your home country, have your TOEFL sent to:

Attn: **International Admissions (TOEFL), Re:
YOUR NAME, OFFICE OF ADMISSIONS,
Bacone College, 2299 Old Bacone Road,
Muskogee OK 74403 UNITED STATES**

<http://www.ets.org/toefl>

U.S. Sponsors

If you have a U.S. sponsor you will need your sponsor to execute form I-324:

<http://www.uscis.gov/files/form/i-134.pdf>

YOU AND YOUR SPONSOR MUST DECLARE YOUR INTENT TO HAVE YOU RETURN TO YOUR HOME COUNTRY FOLLOWING COMPLETION OF YOUR STUDIES.

Send all these documents to John Norwood:

admissions@bacone.edu

IMPORTANT CONTACTS

International Student Coordinator

Danielle Brighton: brightond@bacone.edu

Assistant Director of Financial Aid

Misty Oleson: olesonm@bacone.edu

Administrative Assistant – President

Marcia Taylor: taylorm@bacone.edu

Student Accounts

studentaccounts@bacone.edu

Registrar and DSO

Virginia Thompson: thompsonv@bacone.edu

Housing

Misty Beasley: housing@bacone.edu

Bookstore

Dawn Osborne: osborned@bacone.edu

Please contact any of the above if you have any questions regarding the enrollment process.

Thank you for your interest in Bacone College!

