



# BACONE COLLEGE

ADMISSIONS | ADVISEMENT | CHECKLISTS

for admission.  
The deadline for receipt of documentation items for fall enrollment is August 1st and for spring

- **1. Application for Admission**, apply online at:  
[www.bacone.edu](http://www.bacone.edu) or  
<https://camsportal.bacone.edu/application/login.asp>
- **2. Official Transcripts (see page 2)**
  - 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=18 or SAT= Minimum Score of 970**
  - 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](http://www.wes.org) [www.ece.org](http://www.ece.org)). Transcripts should be evaluated on a course-by-course basis. 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 an 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](http://www.collegeboard.org). For ACT reporting purposes our code is 3380 and the website is [www.act.org](http://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. **Discuss with an international coordinator for possible waiver.**
- **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 **Rickey La Cour** at [lacour@bacone.edu](mailto:lacour@bacone.edu) or **simply taking a look at the cost breakdown sent and signed by you.**
- **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 [petersr@bacone.edu](mailto:petersr@bacone.edu)

**Bacone College must receive all of the above documentation before an international student is considered**

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 **1-2** 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. **International Student Deposit is full semester cost**. 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 for wiring info at [brownc@bacone.edu](mailto:brownc@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 an F-1 Student Visa**. Contact your home country's U.S. Consulate.
- **13. Once you have received the F-1 Visa contact DSO, Gail Shaffer** at [shafferg@bacone.edu](mailto:shafferg@bacone.edu).

- ❑ **14. Complete and Submit Housing Application.** The housing application must be completed before placement is made. **Pay additional Housing Deposit of \$250 email at [lacourr@bacone.edu](mailto:lacourr@bacone.edu) when payment has been paid with First and Last Name and invoice.**
- ❑ **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.

#### **INTERNATIONAL STUDENT ATHLETE PROCESS**

- Steps to begin admission documents to send to [petersr@bacone.edu](mailto:petersr@bacone.edu) after application.
- Applyonline <https://camsportal.bacone.edu/application/login.asp> or [www.bacone.edu](http://www.bacone.edu)
- Submit copy of Passport and birth certificate
- Submit high school transcripts (certificates)
- Submit transcripts to get transcribed (ECE)
- Bank Statement proving can pay for 1 academic year at Bacone
- Must meet 2 out of the 3 requirements below to be Admitted:
  - SAT= Minimum Score of 970
  - GPA= Minimum Score of 2.0 transcribed by [incredevals.org](http://incredevals.org)
  - If transfer student see page 1 number 7.
- Class Rank Letter = This is a letter from Senior Secondary School Headmaster/ Principal indicating the number of students in the graduating class, year of graduation, average grade of student, and what position the student would or came in due to the grade. The students grade must indicate he/she graduated in the top half (top 50%) of the graduating class. This letter must be on the school letterhead signed and stamped by the Principal and sealed within an envelope. A letter should be scanned to [petersr@bacone.edu](mailto:petersr@bacone.edu) as well.
- Example of class rank information: John Doe graduated in the 2019 graduating class with 150 students he had an average grade of a B/3.0 gpa and finished as the 54th student within the top 50% of the May 20.. graduating class.
- After receiving an acceptance letter see page 1 numbers 7-16 to ensure admission process.
- Register and begin eligibility with [www.play.mynaia.org](http://www.play.mynaia.org)

#### **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 the Transcript 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](mailto:admissions@bacone.edu)



#### **IMPORTANT CONTACTS**

##### **INTERNATIONAL STUDENT ADVISOR**

Roosevelt Peters: [petersr@bacone.edu](mailto:petersr@bacone.edu) .

##### **Interim Director of Financial Aid**

Joshua Chapman: [chapmanj@bacone.edu](mailto:chapmanj@bacone.edu)

##### **Registrar and DSO**

Gail Shaffer: [shafferg@bacone.edu](mailto:shafferg@bacone.edu)

##### **Housing**

Kendall Scott: [housing@bacone.edu](mailto:housing@bacone.edu)

##### **Admissions Advisor**

Shawna Drywater: [drywaters@bacone.edu](mailto:drywaters@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!