

# Mexican American Catholic College

## Admission of International Students

MACC welcomes the applications of international students. We provide an array of services to international students including both English and Spanish as a Second Language Programs (ESL & SSL), housing, academic support services and a friendly socially/culturally diverse campus.

Mexican American Catholic College is approved by the U.S. Department of Homeland Security to issue the Form I-20 (Certificate of Eligibility for Student Status) to both Academic and Language training students who intend to be full-time, degree-seeking or language training students. Prospective students must satisfy requirements in accordance with Title 8 of Code of Federal Regulations (8CFR) Sec. 214.2(f).

F-1 nonimmigrants, as defined in section 101(a)(15)(F) of the Act, are foreign students coming to the United States to pursue a full course of academic study in SEVP-approved schools. An F-2 nonimmigrant is a foreign national who is the spouse or qualifying child of an F-1 student.

### **Who qualifies as an international student?**

At the Mexican American Catholic College, international students are defined by their citizenship/residency status. If a student is not a U.S. citizen (either by birth or by naturalization) or a permanent resident, the student is deemed an international student and must submit the application for international students.

### **How do I determine if I should apply as an international student or a domestic student?**

To determine this we look at your citizenship, not where you are currently living. If you are living in the U.S. but you do not have U.S. citizenship or permanent residency (green card) you will be required to apply as an international student. If you are a U.S. citizen who is currently living abroad, you will apply as a domestic student.

### **What to do if you have transcripts in a language other than English?**

A translation and evaluation of a student's foreign transcripts is required for all documents that are in a language other than English. There are a number of foreign credential evaluation services available to students; two popular agencies are WES (World Education Services) and FCSA (Foreign Credentials Service of America). You may choose to use any credible agency available to you. The student is responsible for all costs associated with the evaluation and translation of their foreign transcripts

World Education Services (WES)

Bowling Green Station, P.O. Box 5087, New York, NY 10274-5087

Tel: (212) 966-6311 Fax: (212) 739-6100 [www.wes.org](http://www.wes.org) [info@wes.org](mailto:info@wes.org)

Foreign Credentials Service of America (FCSA)

1910 Justin Lane, Austin, TX 78757-2411

Tel: (512) 459-8428 Fax: (512) 459-4565 [www.fcsa.biz](http://www.fcsa.biz) [info@fcsa.biz](mailto:info@fcsa.biz)

## **International Student Application**

### **Categories:**

Out of Country Applicant – When all application materials are received and reviewed, you will receive a letter concerning your admission status. If you are accepted for admission, a form I-20 will be sent to the address you indicate for this purpose. You will need to make an appointment with the American Embassy in your country and take the form I-20 with you.

In-Country Applicant – When all application materials are received and reviewed, you will receive a letter concerning your admission status.

Transfer Applicant - A non-immigrant student is permitted to transfer to a different school provided the transfer procedure is followed. To transfer to MACC, you should first notify the school you are attending of the intent to transfer. Submit all required documents to MACC. If approved, you will be issued a new Form I-20.

## **Application Instructions:**

It is recommended that students apply to the College no later than 60 days before the beginning of the semester the student plans to attend. International students must submit the following to the Office of Admissions:

### **1. A signed International Admission Application.**

It is important to understand that this application becomes a legal document because you are applying to attend school in another country. For this reason, the application must be signed by you, the student, not by a parent, guardian, or agent.

### **2. Non-Refundable \$20.00 Application Fee.**

This fee must accompany your application. You may use a bank draft or an international money order. The payment should be made payable to the Mexican American Catholic College.

*Note: seminarians being “sponsored” by their diocese or community will be billed.*

### **3. Official transcripts from high school and colleges attended.**

You must send our College copies of your **official** high school and/or university history of grades 1) in the original language and 2) a copy of an official English translation. A translation and evaluation of all transcripts from schools outside the U.S.A. is required by MACC for all documents in a language other than English. If primary and secondary schools include only 11 years, the applicant must submit official documents of one year of university or pre-university for freshman admission unless official evaluation certifies the foreign program as being equivalent to a U.S. high school diploma.

*Note: First-time Freshmen and/or Transfer students with less than 30 semester hours of credit must complete the high school section and official high school transcripts (including English translations) must be sent directly to MACC. Students with more than 30 semester hours of credit from a previous college or university are not required to submit their high school transcripts.*

### **4. Transfer Students Only.**

If you are transferring from another college or university, you must send course descriptions (in English) for all courses that you would like evaluated for transfer.

### **5. English and/or Spanish language proficiency requirements.**

Applicants should possess the ability to speak English or Spanish at the undergraduate level. Applicants who have not completed formal secondary education in either English or Spanish will be tested upon entrance to MACC to determine their language proficiency as applicable. Applicants not fluent in either English or Spanish will be required to enroll in MACC’s ESL or SSL programs to achieve fluency in English or Spanish prior to registering for college level coursework. Applicants who have taken the TOEFL may submit their score as proof of English proficiency. The TOEFL code for MACC is 4469.

### **6. Essay**

This is an opportunity for you to allow us to know you as an individual in ways different from courses, grades, tests and other objective materials. We are interested in how you organize and express your thoughts in writing. Please answer **one** of the following in 250-300 words in English or Spanish:

1. Why did you choose MACC as your college?
2. Describe any academic or personal experiences, goals or ideas that are particularly influential in determining your future plans. You can include personal achievements or special family situations, and explain why these are relevant to your higher education.
3. What do you hope to accomplish in your college years?

### **7. Three (3) Letters of Recommendation.**

You may use the International Student Recommendation Form.

*Note: Seminarians are only required to submit one letter of recommendation from their vocations director.*

### **8. Health Insurance**

International Students are encouraged to carry a health insurance plan.

### **9. Copy of the I.D. Page of Your Passport**

### **10. Proof of financial resources to cover educational and living expenses.**

Students must submit documentary evidence of financial support. A Statement of financial responsibility and Affidavit of Support are required.

### **Documents required for Admission:**

An application is considered complete and ready for decision when it contains the following:

- **Completed International Student Application for Admission**
- **Twenty U.S. Dollar (\$20) Application Fee**
- **Official transcript/s (in English) from high school and/or colleges/universities attended, as applicable**
- **Essay of 250-300 words**
- **Letters of recommendation (3)**
- **International Student Information Sheet**
- **Statement of Financial Responsibility**
- **Affidavit of Support and/or Letter of Support from Diocese**
- **Student Responsibility Contract**
- **FERPA Consent to Release Student Information**
- **If a student is transferring from another SEVP certified school, the following documents must be submitted to the DSO:**
  - **Copy of I-20 from current school**
  - **Transfer form from DSO or current school**
- **When the student arrives at MACC, the following items must be submitted to the DSO:**
  - **Copy of Passport**
  - **Copy of Visa**
  - **Copy of I-94**

## **Contact Information**

Office of the Registrar: phone: (210) 732-2156, Ext. 7102, fax: (210) 732-9072,

[registrar@maccsa.org](mailto:registrar@maccsa.org) Visit our website at: [www.maccsa.org](http://www.maccsa.org)

### **Application Documents should be sent to:**

Mexican American Catholic College  
Registrar's Office  
3115 West Ashby Place  
San Antonio TX 78209-5104, U.S.A.