



Instructions for Submitting an International Student Application

Introduction: Please read the following information carefully. It will guide you in your application process for admission to the College of Southern Nevada (CSN).

The following requirements must be met. Incomplete information, missing requirements and/or documents will cause you **considerable** delay in being admitted or cause you not to be admitted at all. **All documents must be submitted in English. Only official translations will be accepted.**

In brief, here are the items you will have to submit or comply with. They will be discussed in detail further down this document.

- 1) A CSN International Student Application, completed, signed and dated.
- 2) A Personal Statement describing your educational goals.
- 3) Proof of English Proficiency such as TOEFL or Michigan Test scores, or U.S. college or university coursework.
- 4) Transcript, translated into English, indicating successful completion of the equivalent of American high school.
- 5) Proof of financial support.
- 6) Copy of your passport page.
- 7) Mail Options Form.
- 8) An Application Fee of 50 dollars (U.S.). To be paid online – more information on next page.

Foreign nationals who apply while physically in the United States (visitors and transfer students from U.S. schools) must also comply with item 9 below. Contact our office if you are on a visa other than F1. We will determine if you qualify for a change of status through immigration. We will also determine if you are within the processing time.

- 9) Immigration documents.

Application deadlines: All necessary documents and fees must be submitted by the deadlines, depending upon which semester you wish to enroll. Transfer students are students who are transferring from a school within the U.S. All other students must comply with the General application deadline. We strongly encourage you to apply early. Do not wait until the deadlines to apply.

	General	Transfer Student
Spring Semester	November 15	December 15
Summer Session	April 15	May 15
Fall Semester	July 1	August 1

Health Insurance: All international students are required to maintain a valid health insurance policy while enrolled at CSN (including students on OPT). Health Insurance will be automatically charged to students as part of their tuition. Insurance is offered through Wells Fargo Insurance Services, with a cost of \$497 per semester. Students starting in Summer are required to pay a one-time additional fee of \$248. Fees are subject to change without notice. You may access the insurance provider’s website at <https://wfis.wellsfargo.com/csn> for plan benefits, coverage, claims and more information. Vision and dental care are not included in this plan. Other insurance policies are not accepted.

The Application (item 1 above): Fill out the CSN International Student Application completely. Use a typewriter or print in ink. Please write in English. Sign and date your application and submit all of the following items along with your application. Be sure to include a photo.

Personal Statement (item 2 above): A personal statement of one page is required. Describe your educational goals, intended field of study, and your reason(s) for choosing CSN.

English Proficiency (item 3 above): All non-native speakers of English must provide proof of **one** of the following:

1. TOEFL - Score of 450 on the paper-based test (PBT), 133 on the computer-based test (CBT) or 45 on the internet-based test (IBT). CSN does not accept institutional TOEFL scores. Information on the TOEFL test, including dates and testing centers can be found at www.toefl.org.
2. IELTS - (academic test) total band score of 5. Information on the IELTS test, including dates and testing centers can be found at www.ielts.org.
3. PTE - Pearson Test of English (academic test) score of 43 or B1. Information on the PTE, including dates and testing centers can be found at www.pearsonpte.com.
4. iTEP - Score of 4. Information on the iTEP test, including dates and testing centers can be found at www.bostoneducational.com.
5. EIKEN (Step Test) - Score of Grade 2. Information on the EIKEN test, including dates and testing centers can be found at <http://stepeiken.org/>.
6. Michigan Test score of 70, administered by a Nevada System of Higher Education institution. Contact each institution for test dates.
7. SAT score of 440 (Critical Reading).
8. ACT score of 18 (Writing).
9. Successful completion of English for Academic Purposes (EAP) intensive Level 109 at ELS Language Center. Information available at www.els.edu.
10. Graduation from a U.S. high school. U.S. high school graduates are advised to include a copy of their SAT or ACT score report.
11. Successful completion of English Composition at a U.S. college or university that is the equivalent to CSN’s ENG 101. Submit an official transcript with the grade posted directly to our office (International Center). This requirement will be used for admission purposes only. The Registrar’s office will determine if your English Composition class is equivalent / transferable upon completion of an official evaluation at the request of the student.
Test scores cannot be older than two years.

Transcripts (item 4 above): High school and/or college or university transcripts must be submitted **in English** in order to verify successful completion of U.S. equivalent academic program. High school transcripts must include the date of graduation.

Evaluation/transfer of credits: We strongly encourage you to submit your **U.S. college or university transcripts** for evaluation. You will not be able to register for classes that require pre-requisites such as English, Math, Sciences, etc. until your evaluation is complete and the pre-requisite courses are accepted. Your current semester coursework will not be included in this evaluation.

Send your official transcripts and a “Transfer Credit Evaluation Request” form directly to the Office of the Registrar at:

Office of the Registrar
 Sort Code C1K
 College of Southern Nevada
 3200 East Cheyenne Avenue
 North Las Vegas, NV 89030-4228

The Transfer Credit Evaluation Request form is available at <http://www.csn.edu/pages/2463.asp>. The evaluation process takes approximately 4 to 6 weeks. If you need further assistance, please call the Office of the Registrar directly at 702-651-4060.

If you would like your **foreign credits** evaluated, please refer to the information on our website at www.csn.edu/administration/student/services/international/admissions/transfer.asp.

Proof of Financial Support (item 5 - other side): Proof of financial support or financial solvency is required. Strict Immigration Regulations severely restrict the employment of foreign nationals residing in the United States. Therefore, you must have adequate finances to support yourself while you are a student.

If your parents or someone else will support (sponsor) you, then you must submit **a letter from that person that clearly states that your expenses will be taken care of**. The sponsor letter is available at <http://www.csn.edu/pages/551.asp>.

In order for CSN to be sure that you will not suffer financial hardship, you must submit a current bank statement (dated within 4 months) showing a minimum of \$22,243 dollars (U.S.) This is the amount necessary to cover tuition and living expenses for one year. Following is a general cost breakdown. Fees are subject to change without notice. Please understand that these costs are estimated costs. Personal expenses vary considerably.

Fall 2011 – Summer 2012

Tuition & Fees.....	\$9,050
Room & Board	\$6,800
Personal & Transportation.....	\$4,600
Books & Supplies	\$800
Health Insurance	\$993
TOTAL	\$22,243

The college **does not** charge non-resident fees during the Summer session. Tuition is significantly less during the Summer.

If you receive government financial aid or will take a student loan from your home country, you must submit an original document verifying those funds.

The above amounts are the minimum required to support one student. Accompanying family members will require additional money for support. Add an additional \$5,800 dollars for each dependent.

Please be aware that the College of Southern Nevada does not offer financial assistance to International Students.

Passport Page (item 6 other side): Provide a copy of your valid passport page.

Mail Options Form (item 7 other side): Mail options available for your I-20. All application and mail related fees are non-refundable.

The Application Fee (item 8 other side): You will need to log in to MyCSN to pay the necessary fees **before** your application can be processed.

- Step 1 - Complete the international student application and mail it to the International Center.
- Step 2 - You will receive an email with your NSHE ID and a second email with your temporary password.
- Step 3 - Log in to MyCSN at <http://por.shr.nevada.edu/psp/spporprd/CSN/ENTP/h/?tab=GUEST> to pay the application and mailing fees.

Note: All students must pay the \$50 application fee. Mailing fees only apply when a student requests to have their I-20 mailed outside the U.S. The mailing fee is \$50. All application and mail related fees are non-refundable. **Do not** mail your payment.

Immigration Documents (item 9 other side): If you are physically in the United States when you apply for admission to CSN, you must comply with this requirement.

Physically in the United States means that you are visiting or you are transferring to CSN from another school within the U.S.

You must submit the following documents:

- 1) A copy of your U.S. visa page.
- 2) A copy of your I-94 (arrival/departure record).
- 3) Copies of all previous I-20 forms (transfer students only) issued by other schools.
- 4) Transfer Form (transfer students only) indicating your SEVIS release date. The transfer form is available at <http://www.csn.edu/pages/557.asp>.

Guardians for students under 18

CSN recommends that students under the age of 18 have a guardian living in the U.S. In the event of personal emergency, accident, illness, or incarceration, the State of Nevada will require the signature of a guardian before assistance such as operations and legal counsel can be offered. The College is not permitted to act in place of the parent or guardian.

Confirmation of admission

Your admission to CSN will be confirmed when you receive an official letter of admission from the International Center.

We encourage you to read valuable information on CSN at <http://www.csn.edu/pages/567.asp>.

If you have questions regarding your application, please contact the International Center at (702) 651-5820, fax (702) 651-5821, or iss@csn.edu.

Mail the above materials together as a single application package to:

**International Center
Sort Code W11D
College of Southern Nevada
6375 West Charleston Boulevard
Las Vegas, NV 89146-1164, USA**

International Student Application

Please fill out the application completely. Incomplete or missing information will cause you considerable delay in being admitted or cause you not to be admitted at all.

Semester you wish to start: Spring 20____ Summer 20____ Fall 20____

Admit Type (please check **one** box only):

<input type="checkbox"/> INITIAL You are applying from your home country or overseas. You need a CSN I-20 to obtain a F1 visa. You will enter the U.S. using this I-20 to study directly at CSN.	<input type="checkbox"/> TRANSFER You are or will be physically in the U.S. with a F1 visa and I-20 from another school. You will be transferring to CSN from another school within the U.S.	<input type="checkbox"/> CHANGE OF STATUS You are physically in the U.S. on a visa other than F1. You would like to apply for a change of status through immigration to request official permission to study in the U.S.	<input type="checkbox"/> RETURNING You have attended CSN in the past with a CSN I-20. You are considered a returning student. Please contact our office BEFORE completing the application. You may be required to submit a different application.	Photograph <i>Include a photograph that clearly shows your face. It should fit into this box. Cut the picture if necessary.</i>
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Last name (AS IT APPEARS IN YOUR PASSPORT) _____

First name _____ Middle name _____

Date of Birth: (Month) (Day) (Year) ____/____/____ Gender? Male Female Marital Status? Single Married

Country of Birth: _____ Country of Citizenship: _____

Permanent Foreign Address (in home country):

Address _____

City _____

Province/Territory _____

Postal Code _____

Country _____

Telephone number _____ Email address _____

Address in the United States (if available):

Address _____

City _____

State _____ Home phone number _____

Zip Code _____ Cell phone number _____

Name of high school attended: _____ Date of graduation: _____

Address _____

City _____

Province/Territory _____

Postal Code _____

Country _____

Who recommended the College of Southern Nevada to you?

- Friend/Relative
- Advertisement (Publication Name) _____
- Internet (Search Engine or Website used) _____
- School (Name) _____
- Agency (Name) _____
- College Fair (Name) _____

What is your intended major at CSN? Please review CSN's list of majors and descriptions online at <http://www.csn.edu/pages/203.asp>.

- Associate of Applied Science (AAS) in – _____ Major / Emphasis
- Associate of General Studies (AGS) – **Please check this box if you are undecided about your major.**
- Bachelor of Science (BS) in – Dental Hygiene
- Certificate of Achievement in – _____ Major / Emphasis

Students intending to transfer to UNLV, UNR or another 4-year institution, select a major from AA, AB, or AS degree list.

- Associate of Arts (AA) in – Hospitality Management **OR** other emphasis _____
- Associate of Business (AB)
- Associate of Science (AS) in – _____ Major / Emphasis

Release of Information: I hereby give permission to the College of Southern Nevada to release information concerning my status as a student to the following person(s):

Father (Name) _____

Mother (Name) _____

Guardian/Sponsor (Name) _____

Student Signature _____ **Date** _____

(Please sign in English writing)

Parent's Signature (if student is under 18 yrs. of age) _____

Official Use Only

Entered by: _____ Date: _____ NSHE ID: _____

DEPENDENT INFORMATION FOR F-2 VISA

Please note that F-2 dependents are not authorized to work or study in the United States.

Will your spouse come to Las Vegas with you? Yes No

Will your children come to Las Vegas with you? Yes No

If your spouse and/or children will come to Las Vegas with you as F-2 visa holders, please provide the following information:

Permanent Foreign Address (in home country):

Address _____

City _____

Province/Territory _____

Postal Code _____

Country _____

Telephone Number _____

PLEASE PROVIDE A COPY OF YOUR DEPENDENTS' PASSPORT PAGE. Write your dependents' names as they appear in their passports.

Don't forget to include a bank statement showing \$5,800 for each dependent.

NAME OF SPOUSE: _____
Last name First name Middle name

Date of Birth: ____/____/____
(MM) (DD) (YYYY)

Country of Birth: _____ Country of Citizenship: _____

NAME OF CHILD: _____
Last name First name Middle name

Date of Birth: ____/____/____ Check One: Male Female
(MM) (DD) (YYYY)

Country of Birth: _____ Country of Citizenship: _____

NAME OF CHILD: _____
Last name First name Middle name

Date of Birth: ____/____/____ Check One: Male Female
(MM) (DD) (YYYY)

Country of Birth: _____ Country of Citizenship: _____

NAME OF CHILD: _____
Last name First name Middle name

Date of Birth: ____/____/____ Check One: Male Female
(MM) (DD) (YYYY)

Country of Birth: _____ Country of Citizenship: _____