

# CENTRAL TEXAS COLLEGE



## INTERNATIONAL STUDENT APPLICATION

**[www.ctcd.edu/international](http://www.ctcd.edu/international)  
(254) 526-1107**

***Application Deadlines: Fall (August) is June 1/ Spring (January) is October 15/ Summer (June) is March 1***

Please read carefully and complete all forms. Return all required forms and documents to the International Student Services office at the address below.

Central Texas College  
Attention: International Student Services  
P.O. Box 1800 Killeen, Texas 76540-1800

# CENTRAL TEXAS COLLEGE

Education for the Individual

**International Student Services**

**Tel: (254) 526-1107**

**Fax: (254) 526-1481**

**ctc.international@ctcd.edu**

Dear Prospective Student,

Thank you for your interest in Central Texas College! Attached is the International Application for Admission. Please complete all forms and submit required documents to the International Office. Once your application is complete and all requirements have been met, Central Texas College will issue you a SEVIS Form I-20 and a letter of acceptance. **Please note: the SEVIS Form I-20 must be mailed directly to the student in his or her home country. It cannot be hand delivered or picked up by another individual.** The SEVIS Form I-20 is a “certificate of eligibility”, and necessary for you to make an appointment for an F-1 Academic Visa at the US Embassy in your home country. A consular official will determine whether you are granted or denied a visa.

If your visa is denied, you may send back your original SEVIS Form I-20 and (1) defer attendance to a future semester and re-apply for an F-1 Visa or (2) request, in writing, a tuition deposit refund. **Please note: 100% (\$500) of your tuition deposit is applied to your first semester’s tuition. If your F-1 Visa is denied, or you decide not to attend, 80% (\$400) of the tuition deposit is refundable.**

For tuition rates and additional information please visit our website at [www.ctcd.edu](http://www.ctcd.edu).

The deadline for Fall (August) is June 1, Spring (January) is October 15, and Summer (June) is March 1. If you have further questions, or would like more information about CTC please do not hesitate to contact our office.

Kind Regards,

International Student Services  
Central Texas College

P.O. Box 1800 Killeen, Texas 7654-1800  
**And over 180 other locations worldwide!**

# CENTRAL TEXAS COLLEGE

## International Student Application Checklist

*The deadline for Fall (August) is June 1, Spring (January) is October 15, and Summer (June) is March 1.*

The following documents are required for admission to Central Texas College:

**I. Admission Documents (New Students): Faxes or Xerox copies will not be accepted**

- ✓ Central Texas College Application for Admission
- ✓ International Student Application for Admission
- ✓ Affidavit of Sponsorship for International Students, Officially Witnessed/Notarized
- ✓ Sponsor's Bank Statement (Original, U.S. dollars, Current date)
- ✓ Copy of High School Diploma w/seal and Original/Officially Translated Transcript
- ✓ TOEFL scores\* (520+ Paper based, 190+ CBT, 68+ iBT)  
\*not required for English-as-a-Second-Language students
- ✓ Two passport sized photos
- ✓ \$500 USD Tuition Deposit

**Please note: 100% of your tuition deposit is applied to your first semester's tuition. If your F-1 Visa is denied, or you decide not to attend, 80% of the tuition deposit is refundable with the return of SEVIS Form I-20 and written request.**

**II. Transfer Student: In addition to the admission documents listed above, please provide the following:**

- ✓ Certification of Good Standing Form from previous school
- ✓ Copy of SEVIS Form I-20 issued by previous school
- ✓ Copy of Passport ID, Visa, and Form I-94

**III. Housing: If you plan to live in the dormitory, please include the following with your application:**

- ✓ Residence Hall (Dorm) Application Form
- ✓ \$100 Non-Refundable Residence Hall Deposit
- ✓ Meningitis Vaccine Verification Form (certified / signed / stamped with seal)

<u>Please mail documents to the following address:</u>	<u>For UPS or Federal Express deliveries, etc:</u>	<u>Wire Transfer Instructions :</u>
<p><b>Central Texas College International Student Services PO Box 1800 Killeen, TX 76540-1800 USA Tel: 254/526-1107 Fax: 254/526-1481 Email: <a href="mailto:ctc.international@ctcd.edu">ctc.international@ctcd.edu</a></b></p>	<p><b>Central Texas College International Student Services 6200 W. Central Texas Expressway Killeen, TX 76549-4199 USA Tel: 254/526-1107 Fax: 254/526-1481 Email: <a href="mailto:ctc.international@ctcd.edu">ctc.international@ctcd.edu</a></b></p>	<p><b>Bank of America, Texas Routing #1110-0002-5 Account #004799771691 Credit: Central Texas College Pooled Cash</b></p>

# CENTRAL TEXAS COLLEGE

## Application for Admission

**CENTRAL TEXAS COLLEGE DISTRICT DOES NOT DISCRIMINATE IN ADMISSIONS OR ACCESS TO, OR TREATMENT OR EMPLOYMENT IN ITS PROGRAMS AND ACTIVITIES ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, GENDER, DISABILITY, AGE OR VETERAN STATUS.**

**Part I: Name and Address Information (Application must be printed in ink):**

1. Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_      2. Date of Birth (Required): \_\_\_\_\_  
(Month/Day/Year)

3. Full, Legal Name: \_\_\_\_\_  
(Last/Family) (First) (Middle Initial) (Suffix)

4. Other Names Which May Appear on Academic Records: \_\_\_\_\_

5. Gender: Male  Female

6. Place of Birth \_\_\_\_\_  
(City) (State) (Country)

7. Please provide the following race/ethnic data. This information is requested on a voluntary basis by the U.S. Department of Education. (check All that apply): (This information will not affect your admission to the college.)

Ethnicity:  Hispanic/Latino      Race:  American Indian or Alaska Native  Asian  Black or African American  
 Non-Hispanic/Latino       Native Hawaiian or Other Pacific Islander  White

8. (a) Are you a U.S. Citizen? Yes  No

If "No ", of what country are you a citizen? \_\_\_\_\_

(b) If you are not a citizen, do you hold Permanent Residence status (valid I-551) for the U.S.?

Yes  No  If "Yes  " date permanent resident card issued\*: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Alien Number \_\_\_\_\_ (Month) (Day) (Year)

\*Enclose a copy of both sides of the card.

(c) If you are not a U.S. citizen or permanent resident, do you have an application for permanent residence (Form I-485) pending with the U.S. Citizenship and Immigration Services (USCIS)? Yes  No  If "Yes  ", enclose a copy of your Notice of Action from the USCIS.

9. Student

Address: \_\_\_\_\_ Apt. #: \_\_\_\_\_ City: \_\_\_\_\_  
(Street Number & Name - Cannot be a box number)

State: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_ Country: \_\_\_\_\_

How long have you lived at this address? Years \_\_\_\_\_ Months \_\_\_\_\_

**Please be sure to provide a cell phone number if you have one. You may update your phone numbers in your WebAdvisor student account as needed.**

Cell Phone: (\_\_\_\_\_) \_\_\_\_\_ Residence Phone: (\_\_\_\_\_) \_\_\_\_\_ Work Phone: (\_\_\_\_\_) \_\_\_\_\_

### For Office Use Only

Residency: TXR TXNR OTNR

Student Type: TXRI TXRO TWV21 NRUSA

Student Type Outside of Texas: \_\_\_\_\_ Initials: \_\_\_\_\_ Date: \_\_\_\_\_

SSN

First

Last

ID#

10. Mailing Address: \_\_\_\_\_

Apt # \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_

11. Is English your native language? Yes  No

12. Primary E-mail Address: \_\_\_\_\_

Secondary E-mail Address: \_\_\_\_\_

13. Emergency Contact Name: \_\_\_\_\_

*(Please be sure to provide a cell phone number for your Emergency Contact if they have one.)*

Cell Phone: \_\_\_\_\_ Other: \_\_\_\_\_

**Part II. Educational Data:**

14. Please indicate the highest level of your parents' or court-appointed legal guardian's educational background:

Father/Legal Guardian: No high school  Some high school  High school diploma or GED   
Some College  Associates Degree  Bachelor's Degree  Graduate/Professional Degree

Mother/Legal Guardian: No high school  Some high school  High school diploma or GED   
Some College  Associates Degree  Bachelor's Degree  Graduate/Professional Degree

15. Month and Year You Expect to Enter: \_\_\_\_\_

16. Where do you plan to take classes?

(a)  Texas Central (Killeen)  Fort Hood  Other Site/Campus: \_\_\_\_\_

(b) Preferred course delivery method:  Face-to-Face Lecture (traditional classroom)  Distance Learning/Online/CD Rom

17. High School Attended: \_\_\_\_\_  
(Complete Name of High School) (City) (State)

Home-Schooled: Yes  No  Date Graduated or Expect to Graduate: \_\_\_\_\_  
(Month/Year)

18. If you did not graduate from high school, do you have a GED? Yes  No

If yes, which version: English  Spanish  Date completed: \_\_\_\_\_

In what state did you receive your GED? \_\_\_\_\_

19. Indicate on what basis you are seeking admission:

- High School Graduate
- GED
- College Transfer – Degree-seeking
- College Transfer – Not Degree-seeking
- Readmission from prior semester
- Transient – Seeking a degree elsewhere
- Dual Credit (receiving both high school and college credit)
- High School Early Admission (college credit only)
- Individual Approval (no high school diploma or GED)
- Home Schooled/High School Graduate

20. List **ALL** colleges and universities you have attended or are attending, including college-level correspondence study and dual credit. Failure to list all institutions will be considered an intentional omission and may lead to forced withdrawal. Transcripts **should** be on file **prior** to first-time enrollment, but all transcripts **must** be received before the next registration period or enrollment and records will be **blocked**. Transcripts should be sent from institution to institution. Hand-carried transcripts may not be considered official. *(Note: If you have attended or are attending more than three colleges or universities attach an additional page and include the information requested below.)*

Full Name of Institution	City/State	Dates of Attendance	Degree Earned

Are you on academic probation? Yes  No

Are you on academic suspension? Yes  No

21. Educational Goal (choose one):

- Earn Associate Degree       Earn Certificate       Earn Transfer Credit       Noncredit/Continuing Education
- Earn Transfer HS Credit       New/Improve Job Skills       Personal Enrichment

22. Education Level:

- Freshman, less than 30 semester hours       Sophomore, 30-72 semester hours       Associate degree earned
- Bachelor degree or above earned       Other, 73 or more semester hours, but no degree earned

23. **Texas Success Initiative (TSI).**

An institution of higher education shall assess the academic skills of each entering undergraduate student to determine the student's readiness to enroll in Freshman-level academic coursework. Some students may be exempt from meeting the requirements of the TSI; however, colleges may have additional placement testing requirements. Please read the following information and check the appropriate box that applies to you:

- I understand that students must provide official scores to the college (scores on high school or college transcripts are considered official).
- I have taken the THEA test or TASP test. I give permission to the testing company to release my scores to this institution.
- I have taken the test indicated below. I understand that I must provide test scores prior to enrollment.
- COMPASS       ASSET       ACCUPLACER       MAPS
- I have not taken one of the tests listed above. I understand that I must take a test or provide documentation that I am exempt prior to registration.

Exemptions:

To read more about how you might be exempt, visit: [http://www/thecb.state.tx.us/OS/SuccessInitiatives/DevEd/faq.cfm\(#Q14\)](http://www/thecb.state.tx.us/OS/SuccessInitiatives/DevEd/faq.cfm(#Q14))

**Part III. Residency Information: (Please answer all questions)**

24. Previous Enrollment:

- (a) During the 12 months prior to the term for which you are applying, did you attend a public college or university in Texas (**excluding Central Texas College or any private institutions**) in a fall or spring term? Yes  No . If you answered "no," continue to question 25. If you answered "yes," complete questions (b) through (e).
- (b) What Texas public institution did you last attend? (Give full name, not just initials).
- \_\_\_\_\_
- (c) In which term(s) were you last enrolled? (Check all that apply.)
- Fall, 200 \_\_\_\_       Spring, 200 \_\_\_\_
- (d) During your last semester at a Texas public institution, did you pay resident (in-state) or nonresident (out-of-state) tuition?
- resident (in-state)       nonresident (out-of-state)       unknown
- (e) If you paid in-state tuition at your last institution, was it because you were a Texas resident or because you were a Non resident who received a waiver?
- "resident (in-state)       nonresident with waiver (out-of-state)       unknown

25. Residency Claim:

Are you a resident of Texas? Yes  No

If you answered "yes," continue to question 26.

If you answered, "no," complete the following question and continue to "Certification of Information." (Part IV)

Of what state or country are you a resident? \_\_\_\_\_

If you are uncertain, continue to question 26.

26. Acquisition of High School Diploma or GED:

- (a) Did you graduate or will you graduate from a **Texas** high school or complete a GED in **Texas** prior to the term for which you are applying? Yes  No
- If you graduated or will graduate from high school, what was the name and city of the school?

\_\_\_\_\_

(Name of High School)

\_\_\_\_\_

(City)

- (b) Did you live or will you have lived in Texas the 36 months leading up to high school graduation or completion of the GED?
- Yes  No
- (c) When you begin the semester for which you are applying, will you have lived in Texas for the previous 12 months?
- Yes  No
- (d) Are you a U.S. Citizen or Permanent Resident? Yes  No

Instructions to Question 26:

- If you answered “no” to question (a) or (b) or (c), continue to question 27.
- If you answered “yes” to all four questions, skip to “Certification of Information.” (Part IV)
- If you answered “yes” to questions (a), (b) and (c), but “no” to question (d), complete a copy of the required Affidavit, complete the “Certification of Information” (Part IV) section of this form and submit both, this form and the Affidavit to your institution.

27. Basis of Claim to Residency. (To be completed by everyone who did not answer “yes” to Questions (a), (b) or (c) of Question 26.)

- (a) Do you file your own federal income tax as an independent tax payer?  
Yes  No
- (b) Are you claimed as a dependent or are you eligible to be claimed as a dependent by a parent or court-appointed legal guardian?  
Yes  No  (To be eligible to be claimed as a dependent, your parent or legal guardian must provide at least one half of your support. A step-parent does not qualify as a parent if he or she has not adopted the student.)
- (c) If you answered “no” to both questions above, who provides the majority of your support? Self  Parent or legal guardian   
Other: (list) \_\_\_\_\_

Instructions to Question 27:

- If you answered “yes” to question (a), continue to question 28.
- If you answered “yes” to question (b), skip to question 29.
- If you answered “no” to questions (a) and (b) and “self” to question (c), continue to question 28.
- If you answered “no” to questions (a) and (b) and “parent or legal guardian” to question (c), skip to question 29.
- If you answered “no” to questions (a) and (b) and “other” to question (c), skip to question 30 and provide an explanation, and complete the “Certification of Information” section of this form.

28. If you answered “yes” to question (a) or “Self” to question (c) of Question 27, answer the following:

- (a) Are you a U.S. Citizen? Yes  No
- (b) Are you a Permanent Resident of the United States of America? Yes  No
- (c) Are you a foreign national whose application for Permanent Resident Status has been preliminarily reviewed? (You should have received a fee/filing receipt or Notice of Action (I-797) from U.S. Citizenship and Immigration Services (USCIS) showing your I-485 has been reviewed and has not been rejected.) Yes  No
- (d) Are you a foreign national here with a visa or are you a Refugee, Asylee, Parolee or here under Temporary Protective Status? If so, indicate which:  
\_\_\_\_\_  
(Visa/Status)
- (e) Do you currently live in Texas? Yes  No  If you are out of state due to a temporary assignment by your employer or other temporary purpose, please explain in question 30.
- (f) (1) If you currently live in Texas, how long have you been living here?  
Years \_\_\_\_\_ Months \_\_\_\_\_  
(2) What is your main purpose for being in the state?  
Go to College  Establish/Maintain a Home  Work Assignment   
If for reasons other than those listed above, give an explanation in question 30.
- (g) (1) If you are a member of the U.S. military, is Texas your Home of Record?  
Yes  No  N/A   
(2) What state is listed as your military legal residence for tax purposes on your Leave and Earnings Statement?  
\_\_\_\_\_  
(State)
- (h) (1) Do you hold the title to real property (home, land) in Texas? Yes  No  If yes, date acquired: (mm/yy) \_\_\_\_\_  
(2) Do you own a business in Texas? Yes  No  If yes, date acquired: (mm/yy) \_\_\_\_\_  
(3) Do you hold a state or local license to conduct a business or practice a profession in Texas?  
Yes  No  If yes, date acquired.(mm/yy) \_\_\_\_\_
- (i) (1) While living in Texas, have you been gainfully employed for the past 12-months? [*Gainful employment: lawful activities intended to provide an income to a person or allow a person to avoid the expense of paying another person to perform the tasks (as in child care or the maintenance of a home). A person who is self-employed, employed as a homemaker, or who is living off his/her earnings may be considered gainfully employed for tuition purposes, as may a person whose primary support is public assistance.*]  
Yes  No   
(2) While living in Texas, have you received services from a social service agency that provides services to homeless persons for the past 12 months? Yes  No
- (j) Are you married to a person who could answer “yes” to any part of question (h) or (i)? Yes  No   
If “yes,” indicate which question could be answered “yes” by your spouse:  
\_\_\_\_\_

How long have you been married to the Texas resident? Years \_\_\_\_\_ Months \_\_\_\_\_

**Skip Question 29 and continue to Question 30.**

29. If you answered "Parent" or "Legal Guardian" to question (c) of question 27, answer the following:

- (a) Is the parent or legal guardian upon whom you base your claim of residency a U.S. Citizen? Yes  No
- (b) Is the parent or legal guardian upon whom you base your claim of residency a Permanent Resident of the United States of America? Yes  No
- (c) Is this parent or legal guardian a foreign national whose application for Permanent Resident Status has been preliminarily reviewed? (Your parent or legal guardian should have received a fee/filing receipt of Notice of Action (I-797) from U.S. Citizenship and Immigration Services (USCIS) showing the I-485 has been reviewed and has not been rejected.) Yes  No
- (d) Is this parent or legal guardian a foreign national here with a visa or a Refugee, Asylee, Parolee or here under Temporary Protective Status? If so, indicate which \_\_\_\_\_  
(Visa/Status)
- (e) Does this parent or legal guardian currently live in Texas? Yes  No   
If he or she is out of state due to a temporary assignment by his or her employer or other temporary purpose, please explain in question 30.
- (f) (1) If your parent or legal guardian is currently living in Texas, how long has he or she been living here?  
Years \_\_\_\_\_ Months \_\_\_\_\_  
(2) What is your parent's or legal guardian's main purpose for being in the state?  
Go to College  Establish/Maintain a Home  Work Assignment   
If for reasons other than those listed above, give an explanation in question 30.
- (g) (1) If your parent or legal guardian is a member of the U.S. military, is Texas his or her Home of Record?  
Yes  No  N/A   
(2) What state is listed as your parent's or legal guardian's residence for tax purposes on his or her Leave and Earnings Statement?  
\_\_\_\_\_  
(State)
- (h) Does your parent or legal guardian:  
(1) hold the title to real property (home, land) in Texas? Yes  No   
If yes, date acquired: (mm/yy) \_\_\_\_\_  
(2) own a business in Texas? Yes  No  If yes, date acquired: (mm/yy) \_\_\_\_\_  
(3) hold a state or local license to conduct a business or practice a profession in Texas?  
Yes  No  If yes, date acquired: (mm/yy) \_\_\_\_\_
- (i) (1) While living in Texas, has your parent or guardian been gainfully employed for the past 12 months? [*Gainful employment: lawful activities intended to provide an income to a person or allow a person to avoid the expense of paying another person to perform the tasks (as in child care or the maintenance of a home). A person who is self-employed, employed as a homemaker, or who is living off his/her earnings may be considered gainfully employed for tuition purposes, as may a person whose primary support is public assistance.*]  
Yes  No   
(2) While living in Texas, has your parent or guardian received services from a social service agency that provides services to homeless persons for the past 12 months? Yes  No
- (j) Is your parent or legal guardian married to a person who could answer "yes" to any part of question (h) or (i)?  
Yes  No   
If "yes," indicate which question could be answered "yes" by his or her spouse:  
\_\_\_\_\_

How long has your parent or legal guardian been married to the Texas resident?  
Years \_\_\_\_\_ Months \_\_\_\_\_

30. General Comments. Is there any additional information that you believe your college should know in evaluating your eligibility to be classified as a resident? If so, please provide it below:

**Part IV. Certification of Information**

- o Notification of Rights under the Family Educations Rights and Privacy Act (FERPA):  
Information collected about you through this application may be held by any institution of higher education to which you apply. With few exceptions, you are entitled on your request to be informed about the collected information. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review the information. Under Section 559.004 of the Texas Government Code, you are entitled to correct information held by an institution that is incorrect. You may correct information held by any institution to which you apply by contacting your institution. The information that is collected about you will be retained and maintained as required by Texas records retention laws (Section 441.180 et seq. of the Texas Government Code) and rules. Different types of information are kept for different periods of time.
- o If my application is accepted, I agree to abide by the policies, rule and regulations at any college to which I am admitted. I certify that the information on this application is complete and correct and I understand that the submission of false information is grounds for rejection of my application, withdrawal of any offer of acceptance, cancellation of enrollment and/or appropriate disciplinary action. I understand that officials of my college will use the information submitted on this form to determine my status for residency eligibility. I authorize the college to verify the information I have provided. I also authorize the college to electronically access my records regarding the Texas Success Initiative. I agree to notify the proper officials of the institution of any changes in the information provided.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(mm/dd/yyyy)

**Financial Aid Information**

You must apply for financial aid separately. You can apply on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Contact the institution’s financial aid office directly for more information.

**Non-Discrimination Clause**

Admission to any of the Texas institutions of higher education and any of their sponsored programs is open to qualified individuals regardless of race, color, gender, creed, age, national origin or disability.

Social Security Disclosure

Disclosure of your social security number (SSN) is requested from you in order for Central Texas College to identify your records. No statute or other authority requires that you disclose your SSN for that purpose. Failure to provide your SSN, however, may result in records being delayed or misplaced. Further disclosure of your SSN is governed by the applicable law.

**FOR THOSE STUDENTS WITH MILITARY AFFILIATION**

31. (a) Please check the box(es) that apply to you:

- Active Duty       Active Reserve     Reserve             Retired
- Prior Military       Family Member [complete sponsor’s information in (b – f)]

(b) Branch of Service: \_\_\_\_\_ (c) Military Rank: \_\_\_\_\_

(d) Unit Address/Installation: \_\_\_\_\_

(e) If active duty military, indicate your Fort Hood or other military unit:     1<sup>st</sup> Cav     4<sup>th</sup> ID     III Corps  
 13<sup>th</sup> COSCOM     MEDDAC     Other: \_\_\_\_\_

(f) If prior/retired military or family member of prior/retired military, please answer the following:

Date and location of separation from military service: \_\_\_\_\_  
Home of record on original entry into military service: \_\_\_\_\_  
State designated as legal residence for tax purposes on LES: \_\_\_\_\_



**CENTRAL TEXAS COLLEGE**  
**Affidavit of Sponsorship for International Students**

**TO THE PROSPECTIVE STUDENT:** Please have your sponsor or the person(s) responsible for supporting your expenses complete, sign and have the affidavit of support notarized/witness by a licensed official. Return this form along with the Sponsor's Bank Statement and other application materials. The Bank statement must be original; show the balance of the account in U.S. dollars; be dated no older than six months; and be stamped/signed by a bank official.

You may have more than one sponsor, but the combined total of all bank statements must meet the \$15,000 USD requirement and each sponsor must provide their own separate Affidavit.

Name of International Student: \_\_\_\_\_

Name of Sponsor: \_\_\_\_\_

Sponsor's Relationship to Student: \_\_\_\_\_

Sponsor's Home Address: \_\_\_\_\_

Sponsor's Telephone: \_\_\_\_\_ Sponsor's Email: \_\_\_\_\_

**Affirmation or Oath\***

I, (Print Name) \_\_\_\_\_ hereby attest that I am willing and able to provide no less than \$15,000 USD in cash, to the student named above, for study at Central Texas College. (A combined sponsorship total of \$15,000 is required. Affidavit required for each sponsor)

*\*I hereby affirm or swear that the contents of the above statement are true and correct.*

Name of Sponsor (print): \_\_\_\_\_

Signature of Sponsor: \_\_\_\_\_

\*\*\*\*\*

Document was sworn /subscribed before me on this \_\_\_\_\_ of \_\_\_\_\_, \_\_\_\_\_.

*I am a Notary or Official licensed to take sworn statements for contracts or courts of law.*

Print Name of Official: \_\_\_\_\_

Signature of Official: \_\_\_\_\_



**\*This form is not acceptable without a proper seal and stamp.**

**The amount of minimum estimated expenses for one year of study at Central Texas College is \$15,000 USD. Students planning to host a husband, wife, or child in F-2 status, must show an additional \$4,000 USD per year per individual.**

# **DORMITORY / RESIDENCE HALL APPLICATION PACKET**

The following information is required by students planning to reside in the Morton Hall Dormitory on campus ONLY. Please read carefully and complete all required documents and procedures.

If you will bring dependents (spouse and/or children) and would like to apply for Married Student or Single Parent Housing please contact the International Office for an application and more details.

# CENTRAL TEXAS COLLEGE

## Education For The Individual

### International Student Bacterial Meningitis Vaccination Verification Form (For Students Electing to Reside in On-Campus Housing)

Student Name: \_\_\_\_\_  
Please Print Full Name

Student Home Address: \_\_\_\_\_

Student Tel. # \_\_\_\_\_ Student Email: \_\_\_\_\_

**Please read and place an X next to all sections that apply:**

- I **have** received the Bacterial Meningitis Vaccine and acquired an official vaccination/shot record to support it.
- I **have not** received the Bacterial Meningitis Vaccine, but understand it is required for dorm/housing on campus.
- I understand that I **will not** be permitted to move into housing without the Bacterial Meningitis vaccine and must **plan and/or secure** my own alternate housing until I have met the requirement and provided substantiated proof.
- I understand that the vaccination **must** have been administered **10 days** prior to moving into dormitory/housing.
- I understand that proof of vaccination must be in the form of an **original vaccination/shot record** and include Signatures of administering health professionals, as well as the medical facility stamp and notarization seal.

**\*\*\*All supporting documentation that confirms/verifies the required vaccine must contain physician signatures, stamps, medical facility seal and contact/verification information.**

Student Signature: \_\_\_\_\_ Student Phone: \_\_\_\_\_

\*\*\*\*\*

#### Vaccine Verification and Medical Facility information *(Completed by Physician/Health Professional)*

Name of Verifying and/or Administering Medical Facility: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Name of administering/verifying physician or health professional: \_\_\_\_\_

Please Print

Type of Vaccination:     **MCV4**     **MPSV4**     **Other:** \_\_\_\_\_

Date meningitis vaccination was administered: \_\_\_\_\_  
Month    Day    Year

**Important Note: Vaccine must be proven effective against Bacterial Meningitis and must be approved by Center for Disease Control (CDC). Please visit: <http://www.cdc.gov/meningitis/vaccine-info.html>**

***I hereby verify/confirm that the above named student received the mandated Bacterial Meningitis vaccine as required, and that the information provided on this form is true and accurate.***

Signature of physician/health care provider: \_\_\_\_\_ Date: \_\_\_\_\_

Place Official Stamp Here

**CENTRAL TEXAS COLLEGE**  
P.O. Box 1800 Killeen, Texas 76540-1800  
**And over 150 other locations worldwide!**

Place Official Seal Here

## About Meningitis

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Meningitis is a disease caused by the inflammation of the protective membranes covering the brain and spinal cord known as the meninges. The inflammation is usually caused by an infection of the fluid surrounding the brain and spinal cord. Meningitis is also referred to as spinal meningitis.

Meningitis may develop in response to a number of causes, usually bacteria or viruses, but meningitis can also be caused by physical injury, cancer or certain drugs.

The severity of illness and the treatment for meningitis differ depending on the cause. Thus, it is important to know the specific cause of meningitis. For example, bacterial meningitis is usually more severe than viral, fungal, or parasitic meningitis. Although it can be very serious, bacterial meningitis can be treated with antibiotics that can prevent severe illness and reduce the spread of infection from person to person.

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## People Most at Risk

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Bacterial meningitis caused by *Neisseria meningitidis* bacteria (meningococcal disease) can be fatal and should always be viewed as a medical emergency. About 10% of infected people die from the disease. In non-fatal cases, those affected experience long-term disabilities, such as brain damage, loss of limb, or deafness. Preventing the disease through the use of meningococcal vaccine is important.

Although anyone can get meningitis, pre-teens and adolescents, college freshmen who live in dormitories and travelers to countries where meningitis is always present are at an increased risk for meningococcal disease. Before the availability of effective vaccines, bacterial meningitis was most commonly diagnosed in young children. Now, as a result of the protection offered by current childhood vaccines, bacterial meningitis is more commonly diagnosed among pre-teens and young adults.

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## College Students and Meningitis

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College freshmen, especially those who live in dormitories, are at a slightly increased risk for bacterial meningitis caused by *Neisseria meningitidis* bacteria (meningococcal disease) compared with other persons of the same age. As of 2009, a total of 34 states have adopted legislation requiring colleges to provide information on risks of meningococcal disease to incoming students and/or students residing on campus, and 15 states have mandated vaccination for certain students, unless a vaccination waiver is provided.

There are currently two vaccines licensed in the United States to protect against meningococcal meningitis. The Advisory Committee on Immunization Practices (ACIP) has issued the following recommendations regarding the use of vaccines for college students.

- Providers of medical care to incoming and current college freshmen who plan to or already live in dormitories and residence halls should inform these students and their parents about meningococcal disease and the benefits of vaccination. ACIP does not recommend that the level of increased risk among freshmen warrants any specific changes in living situations for freshmen.
- College freshmen who want to reduce their risk for meningococcal disease should either be administered vaccine (by a doctor's office or student health service) or directed to a site where vaccine is available.
- The risk for meningococcal disease among non-freshmen college students is similar to that for the general population. However, the vaccine is safe and effective and therefore can be provided to non-freshmen students who want to reduce their risk for meningococcal disease.
- Colleges should inform incoming and/or current freshmen who plan to live or already live in dormitories or residence halls about meningococcal disease and the availability of a safe and effective vaccine.

# CENTRAL TEXAS COLLEGE

Education For The Individual

## MORTON HALL

### APPLICATION FORM

#### PERSONAL INFORMATION

Effective January 1, 2010, all first-time resident students must show evidence of being immunized against bacterial meningitis, at least 10 days **prior to residency**. See **Item #16** for vaccination evidence requirements.

1. Name: \_\_\_\_\_

2. Social Security #: \_\_\_\_\_ 3. Date of birth: \_\_\_\_\_  
(MM/DD/YY)

4. Home address: \_\_\_\_\_  
Street Address  
\_\_\_\_\_  
City State, Zip Code Country

5. Home Phone: \_\_\_\_\_ 6. Work Phone: \_\_\_\_\_

7. Gender: Male Female

8. Marital Status:  Single  Married

9. Major interest of study: \_\_\_\_\_ 10. Semester of entry: \_\_\_\_\_  
(Area of Interest) (MM/YY)

11. Attending: Central Texas College Skills Center Texas A&M University - Central Texas

12. Status: First-Time/Transfer CTC Student Returning CTC Student

13. Have you ever been convicted of a felony? Yes No  
If yes, explain: \_\_\_\_\_  
\_\_\_\_\_

14. Room requests are assigned by semester and honored on a first-come, first-served basis. A ~~non-refundable~~ **non-refundable deposit** of \$100 is required and must accompany each Morton Hall application.

15. Students residing in Morton Hall are required to maintain full-time status throughout the duration of their residency. Full time status is 12 hours during Fall/Spring Semesters and 6 hours during the Summer.

16. Acceptable Evidence of Vaccination must include the following:  
a. Date administered (MM/DD/YY) must be at least 10 days prior to date of check-in  
b. Signature or stamp by a physician or his/her designee or public health personnel  
c. Official immunization record generated by a state or local health authority **or** official record from school officials, including a record from another state

# STUDENT RESIDENCE HALL ROOM & BOARD PLAN (PER SEMESTER)

Morton Hall students are required to purchase a five-day meal plan. The cost of the board does not include the intervals between the spring, summer, and fall semesters or weekends, Thanksgiving, and Spring Break. You must pay Morton Hall room and board fees before moving into Morton Hall.

Fee plans effective Fall 20F€ are as follows. Circle the one that applies to you.

**A. Fall or Spring Semester Rates (16 weeks of classes)**

Rent and Five-Day Meal plan, including tax (any 15 meals, Monday through Friday) . . . . . \$1,1 Fí .00

**B. Summer Semester Rates (11 weeks of classes)**

Rent and Five-Day Meal plan, including tax (any 15 meals, Monday through Friday) . . . . . \$1,2í €00

Daily Occupancy Rate with board (three day maximum): .....\$30.00

Daily Occupancy Rate without board (three day maximum): .....\$15.00

**C. Monthly Board Plan for Skills Center only, Room and Board Plan, per month**

Rent and Five-Day Meal plan, including tax (any 15 meals per week, Monday through Friday) . . . . . \$525.00

\* Rent, room and board charges are subject to change as approved by the Board of Trustees.

## THE FOLLOWING INFORMATION IS FOR PLACEMENT ONLY.

Morton Hall staff will use your answers to these questions to select a compatible roommate for you. These questions have no bearing on your acceptance into Morton Hall. You will be placed with a roommate with or without completion of this portion of the application. Please indicate the type of person with whom you would like to room by answering these questions:

1. Do you consider yourself a:            Night owl (lights on after 11:00 p.m.)            Early to bed (lights out by 11:00 p.m.)

2. Do you study:    ~~A~~Mornings            Afternoons            Late (after 11:00 p.m.)

3. When you meet new people, are you:    ~~M~~Shy            ~~M~~Outgoing

4. Do you keep your room:

Neat (things always picked up)

Fair (things generally picked up)

Poor (only before room check)

5. Do you smoke?    Yes            No (**Smoking is prohibited inside Morton Hall.**)

6. Do you consider yourself:    Optimistic            Pessimistic

7. Briefly answer the following:

Music you listen to: \_\_\_\_\_

Sports you enjoy: \_\_\_\_\_

Hobbies you enjoy: \_\_\_\_\_

8. Add any other information you believe is pertinent to matching you with a roommate.

# MORTON HALL STUDENT AGREEMENT

As a resident in college housing, I hereby authorize officials of Central Texas College to conduct a background investigation, if necessary, to confirm information provided on this application. I understand that falsification of information on this application may result in my eviction from Morton Hall. I have read and understand that the current rules of Morton Hall living are a part of the College Rules and Regulations, and I will abide by them. I also certify that I have read and fully understand the terms of Central Texas College, Morton Hall policies and payment of all fees.

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Signature/Date

To process this application, you must return the following to Morton Hall: (1) the signed Morton Hall application and (2) \$100 deposit payment receipt. Deposit payments are to be made at the Business Office. Checks should be made payable to Central Texas College. If any of the above items are missing or any information on the application is incomplete, this form will be returned to you. Only after you have submitted all items above will you be placed on the Morton Hall waiting list. Acceptance of documents and deposit does not guarantee assignment of room. Send the two required documents to the following address:

Central Texas College  
**ATTN: Morton Hall**  
P.O. Box 1800  
Killeen, Texas 76540-1800

Central Texas College District does not discriminate in admission or access to, or treatment or employment in, its programs and activities on the basis of race, color, religion, national origin, gender, disability, age, or veteran status.