FORT HAYS STATE UNIVERSITY (FHSU)
INTERNATIONAL PARTNER SCHOOL
F-1 GRADUATE AND UNDEGRADUATE STUDENT PROGRAM
REQUIREMENTS AND PROCEDURES

I. POLICY

It is the policy of Fort Hays State University (FHSU) that students from international partner schools that wish to study at FHSU as an F-1 student must meet the established requirements to be admitted into an on-campus degree program. Students must follow established policies and procedures as an F-1 partner school student while on campus.

II. PROCEDURES

APPLICATION PROCEDURE

Students must submit a complete application for either undergraduate or graduate admission. Requirements for both undergraduate and graduate admission can be found in the International Education Management Group (IEMG) handbook, which can be found at www.fhsu.edu/provost/iemghandbook.pdf. Only complete applications will be considered.

MINIMUM LANGUAGE SCORE REQUIREMENTS

The minimum score requirement for the TOEFL is 500 paper-based, 173 computer-based or 61 internet based test for all undergraduate students, and 550 paper-based, 213 computer-based or 79 internet based test for all graduate students. The Language Company administers an English proficiency test and determines a passing score. Students must score at least an 80 or above on two (2) of the three (3) tests given, which is equivalent to passing Hays Language Institute (HLI) level IX.

TIMEFRAME

Fort Hays State University must receive the completed graduate application by the priority deadline of March 1 for the fall semester and October 1 for the spring semester, and for undergraduate applications by the priority deadline of June 1 for the fall semester and October 1 for the spring semester. Applications after this date will be considered, but a guarantee cannot be made the student will be able to start their F-1 program by the start of the requested academic semester. Once the student is admitted for the F-1 program, FHSU will mail the student's acceptance letter along with Form I-20 and supporting documents to the point of contact designated at each partner school, who in turn will deliver the documents to the student.

PREPARING FOR DEPARTURE

After the student receives his or her acceptance letter and I-20 form, the student should make arrangements to pay the SEVIS fee of $100.00. Students should refer to the SEVIS I-901 fee payment web site: http://www.ice.gov/sevis/i901/index.htm for instructions. A receipt must be secured BEFORE a visa appointment can be made. Once the SEVIS fee receipt is received the student should make an appointment to secure a visa at the U.S. Embassy or U.S. Consulate General Office in the home country. Students will need the following documents: a current passport; I-20; recommendation letter(s); SEVIS fee receipt; evidence of financial support/statement; proof of a permanent residence outside the U.S.; a non-immigrant visa application and visa fee.

Arrangement for travel should be made to meet the report date in the acceptance letter from FHSU. Students should plan to arrive five (5) to six (6) days BEFORE the start of the academic semester. The ISS Office should be notified of the arrival date and time so arrangements can be made for transportation from the Hays Airport or the Hays bus station. Students will be responsible for travel and transportation expenses to Hays, Kansas and for their return to their home country.

It is suggested that the students bring the following documents with them to the U.S.; medical and dental records including immunization record; information about medical conditions; and tuberculosis (T.B.) skin test results if previously taken. Fort Hays State University requires all students living in University Housing to receive the meningitis vaccination or sign a waiver indicating their knowledge of the risks of bacterial meningitis and their decision to not be vaccinated. If students receive this immunization before coming to the U.S. this should be noted in their immunization record.

HOUSING ARRANGMENTS

It is required that students live on-campus in residence halls during at least the first semester of their program. If the partner school does not wish to require their student(s) to live in on-campus in the resident halls, an exception will need to be requested before the student(s) arrives on campus. Off campus housing will not be arranged for students who request this option. The International Student Services Office should be contacted if the student needs assistance with making on-campus housing arrangements. Students are responsible for bedding and other personal items related to their housing. These items can be purchased at local retail stores.

FINANCIAL ARRANGEMENTS

The estimated cost of attendance for one year in an F-1 undergraduate program can be found at http://www.fhsu.edu/international/findataform.shtml. Estimated cost of attendance for one year in an F-1 graduate program can be found at http://www.fhsu.edu/gradschl/intl-finance-req.shtml. It should be noted that fees are subject to yearly increases. The cost of attendance will be based on full-time enrollment, on-campus residence hall housing, books and supplies, health insurance and estimated personal expenses. Students should plan to bring enough money, or have funds available to them upon arrival and enrollment. Fort Hays State University will not defer payment of tuition or other institutional charges. Fort Hays State University will not manage funds for students. In addition, the university will not bill a third party for any educational expenses, unless agreed otherwise between the partner and FHSU. Students can deposit funds on their Tiger Card account to pay tuition, housing, books and other educational related expenses.

Banks are not open over the weekend to obtain cash or open a bank account.

AFTER ARRIVAL

Students should report to the ISS Office and plan to attend Orientation. Students who have not had a tuberculosis (T.B.) skin test will be required to schedule a visit to the Student Health Center. The ISS Office will assist the students in opening a bank account, obtaining a Tiger Card (student ID), finalizing housing arrangements, arranging a campus tour and answering any additional questions regarding the University. Students will meet with their Academic Advisor at the Academic Department for registration and then finalize their enrollment. Initial arrangements will be made to take students shopping locally to purchase personal items needed for their stay. Additional transportation may be available for a small fee.

COMPLETION OF VISIT

Program periods can be shortened once the student arrives, but students SHOULD NOT be encouraged to transfer to another school or program while on an I-20 issued by Fort Hays State University. Partnership agreements are unique, and FHSU recognizes the need and desire of both parties that students return to their home country upon completion of their course of study at FHSU. This desire is promoted by strongly discouraging transfer to other institutions after arrival at FHSU. Students who leave a course of study at FHSU without PRIOR approval of FHSU may be considered out-of-status at FHSU's sole discretion, resulting in the possibility that the student's I-20 may be cancelled. Exceptions to this provision, or any other provision of this policy, may or may not be granted in FHSU's sole discretion. FHSU is not bound by any previous exception granted. Students arriving on the F-1 visa may pursue graduate studies at FHSU, but will not be allowed to change levels and pursue an additional undergraduate degree. However, changing majors within a baccalaureate or post-baccalaureate program is allowed upon approval and admittance into the program. At the completion of the F-1 program, students should make arrangements to check out of their housing arrangement, take care of any final bills and complete coursework that is in progress. Transportation will be provided to Hays Airport or the Hays bus station upon request.

CURRICULAR OR OPTIONAL PRACTICAL TRAINING

Curricular Practical Training (CPT) and Optional Practical Training (OPT), if permitted for the particular student, may be granted or denied by FHSU on a case-by-case basis, depending upon the field of study and the location of training. FHSU reserves the right to deny any requests for CPT or OPT regardless of grants of CPT or OPT to other students. Students should consult with the ISS Office to inquire if they are eligible to request CPT or OPT. If student meets the program requirements for CPT or OPT they will be given an application and instructions on how to complete the process.

Adopted by President's Cabinet 05/02/07