



# INTERNATIONAL STUDENT APPLICATION INSTRUCTIONS AND INFORMATION

## Manhattan Christian College

1415 Anderson Ave., Manhattan, KS 66502

Phone: 1-785-539-3571, Fax: 1-785-776-9251, Web Site: [www.mccks.edu](http://www.mccks.edu)

International students are admitted to Manhattan Christian College by contacting the Admissions Office for an International Student application packet, or by printing and completing the application from this web site. Please, be sure to print neatly and provide a complete postal mailing address. The following policy applies:

It is important that all of the following be received in this office before any action can be taken on your admission. No I-20 form will be issued until all items are in our office and you have been officially admitted to the college by the admissions committee.

1. Complete an International Student application. Be sure to complete both sides of the form. Make sure the application is signed and indicate an intended field of study. This is required to receive an I-20.
2. Make sure to write (**do not type**) a brief letter to accompany the application. This letter should state the reason for desiring to attend MCC, vocational aim, and personal relationship with Jesus Christ.
3. Enclose two (2) reference forms (included with application) from individuals other than relatives. We prefer these to include one from a church leader and one from a school teacher if possible. The third reference may be from a friend or co-worker.
4. Include the non-refundable application fee of \$25 (U.S. dollars).
5. Provide official translated copies of your entire secondary and post secondary school records. If you have attended any college or university in the United States, *final* transcripts from these colleges must also be ordered by you and be sent from the registrar's office directly to: Admissions, Manhattan Christian College, 1415 Anderson Ave., Manhattan, KS 66502.

Transfer credit may be awarded for university level studies completed abroad, based on official records and transcripts submitted with your application. This credit is evaluated on an individual basis. Course syllabi, course descriptions, and test results may be required to facilitate the evaluation. You should bring these documents with you. Evaluation may be delayed until after you enroll. Final determination of the amount of academic credit will not be made until after you are admitted to the college.

Applicants must arrange for official certified transcripts of previous academic work to be sent to the MCC Admissions Office. Certified transcripts are reports of individual courses taken and indicate the grades obtained for each course. Transcripts must have a raised seal or a stamp on the copy of the transcript from, for example, the Director, Registrar, Headmaster, or Headmistress of the school. Proof of graduation from secondary school / high school is also required. These transcripts must be in English or accompanied by an English translation.

Applicants from Commonwealth countries must submit certified or notarized copies of their "O" level and/or "A" level certificates (copies of unofficial result slips are not acceptable). Applicants from countries having different educational systems should submit results from their countries' respective

secondary school graduation examinations and / or university placement examinations (for example, CXC exam results, Abitur results, baccalaureate results, etc.).

6. The Test of English as a Foreign Language (TOEFL) should be taken. A minimum score of 550 on the written test or a 213 on the computer TOEFL is required for admission. Proficiency may also be determined by passing a full academic year of college-level freshman English with a grade of "C" or better at an accredited institution of higher learning in the United States. Arrangements to take the TOEFL may be made by contacting the following:

TOEFL  
Educational Testing Service PO Box 6155  
Princeton, NJ 08541-6155  
Phone: 609-771-7100  
Web Site: www.toefl.org

Students either who demonstrate difficulty with written or spoken English may be required to participate in an English Language program to strengthen necessary skills. The purpose of this is to ensure adequate proficiency to learn in an English-speaking classroom.

#### **Special Application Procedure for F-1 Transfer Students**

International applicants presently studying as F-1 students in the U.S., and wishing to transfer to MCC, must apply for admission in the same manner as international applicants living outside of the U.S. F-1 transfer applicants must also submit a MCC "Request for F-1 Transfer Information" form to the Admissions Office from the previously-attended U.S. school. The designated school official (DSO) of that school should return this form directly to the MCC Admissions Office by fax or by mail.

7. Complete an Affidavit of Financial Sponsorship. This special form must be dated within one year of applicants anticipated entry into the college. *Students may not sponsor themselves or other students.* Students will need sponsorship for the upcoming school year in the amount of \$30,636.00 (U.S. dollars). **Unfortunately, MCC does not have financial assistance funds available for international students. MCC does not accept certificates of balance as a substitute for the signed bank portion of the affidavit.** If your bank is unable or unwilling to sign the form, the bank must submit a letter to the Admissions Office stating its policy.

#### **Required Financial Documentation**

In order to receive a Form I-20 after you have been academically approved for studies at MCC you should submit the following documentation:

- a completed MCC Affidavit of Financial Sponsorship
- documents demonstrating that you have at least the minimum estimated yearly expenses needed to study at Manhattan Christian College.

Please note that the U.S. Embassy in your country may have very specific financial documentation requirements. Contact the U.S. Embassy for more information, or consult the U.S. Department of State web site at <http://www.state.gov>. Each individual or organization that will be supporting you must submit the following documentation:

1. A letter describing the financial support (you may also use the Affidavit of Financial Support form). Describe the financial support in the letter:
  - **Nature of Support** - amount in US dollars for tuition, room and board, health insurance, the provision of free room of board from U.S. sponsor, etc.
  - **Time period of support** - twelve months, duration of studies, etc.
  
2. Documentary proof of the financial support. Give proof of the pledged financial support by providing one or more of the following documents. These and similar documents must describe the financial support which will be used to fund your studies and support your living expenses:
  - **Proof of Employment Income** - a letter from your employer stating salary, recent pay stubs, etc.
  - **Proof of ability to provide free room** - an ownership deed or a rental contract in sponsor's name, etc.
  - **Proof of other financial resources** - such as a recent bank statement, recent pension checks, etc.

**Additional Notes Regarding Financial Documentation**

- *Private sponsors* should state in their letter that they will have sufficient funds after paying their own personal expenses to be able to afford sponsoring the student in the stated amount.
- *Organizational/institutional sponsors* should write on business letterhead the nature and time period of support for your studies. Proof of the organization's finances / ability to provide this support may be required if not initially included.
- *Copies, clear faxes, and scanned documents* sent as e-mail attachments are satisfactory. Unclear copies, faxes, and scans will not be accepted. Send faxes to 1-785-539-0832 and e-mails to: admit@mccs.edu.

Contact the MCC Admissions Office with any questions you may have regarding what financial documentation to submit. We are here to help!

<b>Estimated Costs</b>	<b>Fall</b>	<b>Spring</b>	<b>Summer</b>
Tuition/Fees	\$6,384	\$6,384	\$1,200
Room and Board	\$3,634	\$3,634	**
Books/Supplies	\$800	\$800	\$200
Medical Insurance	\$450	\$450	***
Living Expenses	\$925	\$925	\$1,850
Travel/Transportation	\$500	\$500	\$2,000
<b>Totals</b>	<b>\$12,693</b>	<b>\$12,693</b>	<b>\$5,250</b>
**MCC does not provide summer housing. Summer sub-lease costs reflected in increased summer living expenses.			
***Medical insurance for dependants will increase these figures.			

Documents should be submitted in time to allow for required analysis and review and to ensure that the college can provide the student with necessary information and immigration documentation (I-20) to meet the semester starting dates and provide adequate time for students to complete the necessary travel

arrangements. Application deadlines change each semester:

	<b>Students in the U.S.</b>	<b>Students outside the U.S.</b>
Fall	June 15	April 15
Spring	October 15	July 15
Summer	April 1	January 1
<i>Delay in meeting these deadlines could eliminate your application from being considered.</i>		

### **Health Insurance**

Manhattan Christian College requires all students to have health insurance. Health care in the United States is extremely expensive. MCC also recommends that any dependants also be covered by health insurance. If a sponsor or agency does not supply insurance, you can purchase it upon arrival.

### **Procedures for Applicants with INS Statuses other than F-1**

International students holding, or intending to hold, Immigration and Naturalization Service (INS) statuses other than F-1 may be admitted into and enroll in College programs. One exception is that accepted applicants who entered the U.S. with a B-1 (business) or B-2 (tourist) visa on or after April 12, 2002, are only allowed to enroll after USCIS grants a change of status to F-1. All international students, regardless of their status, are solely responsible for obeying U.S. laws and maintaining their legal status.

### **International Students Transferring to Other Schools**

All International Students transferring to another school in US need to transfer his/her SEVIS record to the new school. PLEASE MAKE AN APPOINTMENT AND BRING AN F-1 TRANSFER OF INFORMATION FORM ALONG WITH A COPY OF THE **ACCEPTANCE LETTER** TO THE APPOINTMENT.

*Revised & Approved - 9/18/2012*

**AFFIDAVIT OF SUPPORT FOR** \_\_\_\_\_

(Name of Applicant)

**Admissions Office, Manhattan Christian College, 1415 Anderson Ave. Manhattan, KS 66502-4081**

This document must contain all of the appropriate signatures and notarizations before a student is considered for admission to Manhattan Christian College. If separate statements from bank and sponsor are submitted, each must be original.

Statements must be dated within one (1) year of your intended date of enrollment.

All documents must be addressed to Admissions Office, Manhattan Christian College, 1415 Anderson Ave., Manhattan, KS 66502.

Certificates of balance that only show the amount of money on deposit are not an acceptable substitute. Monetary amounts must be stated in U.S. dollars.

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**STATEMENT FROM SPONSOR**

I, \_\_\_\_\_, do swear that I will make available to \_\_\_\_\_  
NAME OF SPONSOR NAME OF APPLICANT

a total sum of \$30,636 U.S. dollars for each year of study at Manhattan Christian College. This money is in addition to any passage money needed for return to the country of origin. I understand that Manhattan Christian College will not be able to assist the student financially. I, the undersigned, realize that I am fully responsible, and will be held accountable by the College, for maintaining the terms of this statement. I am not a nonimmigrant student and I do not hold any other temporary status in the United States. My relationship to the applicant is \_\_\_\_\_.

\_\_\_\_\_  
SPONSOR'S SIGNATURE

\_\_\_\_\_  
SEAL AND SIGNATURE OF NOTARY PUBLIC  
OR GOVERNMENT OFFICIAL

\_\_\_\_\_  
SPONSOR'S ADDRESS

\_\_\_\_\_  
DATE

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**STATEMENT FROM A BANK OF FINANCIAL ESTABLISHMENT**

This is to certify that \_\_\_\_\_, whose signature appears above as sponsor, is of a financial position to provide for expenses of the student applicant named. The statement and signature are given with the understanding this is not a guarantee and does not constitute any financial responsibility on the part of the signing individual or the institution they represent.

\_\_\_\_\_  
SIGNATURE OF BANK OFFICIAL

\_\_\_\_\_  
TITLE OF BANK OFFICIAL

\_\_\_\_\_  
PRINTED NAME  
PLACE OFFICIAL BANK SEAL HERE

\_\_\_\_\_  
ADDRESS OF BANK

\_\_\_\_\_  
DATE

**INTERNATIONAL STUDENT APPLICATION**

*(Please Print Clearly)*

Name \_\_\_\_\_,  
(LAST/FAMILY NAME/SURNAME) (FIRST NAME/GIVEN NAME)

Other names(s) under which your records may be found \_\_\_\_\_

Mailing Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone or FAX number (optional) \_\_\_\_\_

Birthday \_\_\_\_/\_\_\_\_/\_\_\_\_ Male \_\_\_\_ Female \_\_\_\_  
Mon. Day Year

Marital Status - Single \_\_\_\_ Married \_\_\_\_ Divorced \_\_\_\_ - Number of Children \_\_\_\_

Name of Spouse, if married \_\_\_\_\_

Place of Birth \_\_\_\_\_  
(City) (Country)

Country of Citizenship \_\_\_\_\_ Nationality \_\_\_\_\_

Native Language \_\_\_\_\_ Other languages you are proficient in  
(spoken and written) \_\_\_\_\_

Name of Parent or Guardian \_\_\_\_\_

Permanent Home Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

High School Attended \_\_\_\_\_ Year of Graduation \_\_\_\_\_

Date TOEFL taken \_\_\_\_/\_\_\_\_/\_\_\_\_ TOEFL Score \_\_\_\_\_

Do you currently hold an **F** or **J** visa? \_\_\_\_ Yes \_\_\_\_ No

If No, type of visa currently held \_\_\_\_\_

If yes, visa number \_\_\_\_\_

Educational institution issuing visa \_\_\_\_\_

Post-secondary schools/Universities attended:

\_\_\_\_\_ Dates \_\_\_\_\_  
\_\_\_\_\_ Dates \_\_\_\_\_  
\_\_\_\_\_ Dates \_\_\_\_\_

Religious Affiliation \_\_\_\_\_

***Please be sure to complete both sides of this application!***

**PROGRAM OF STUDY**

Manhattan Christian College only offers undergraduate programs of study (Associates and Bachelors degree programs). You must select your intended field of study from the following offered at Manhattan Christian College.

- Bible and Leadership
- Bible and Leadership / Christian Ministry
  - Children’s Ministry Emphasis
  - Family Emphasis
  - Pastoral Emphasis
  - Worship Emphasis
- Counseling Emphasis
- Intercultural Studies Emphasis
- Spiritual Formation Emphasis
- Youth Emphasis

**ESSAY**

Write (do not type) a brief essay stating: 1) your reason(s) for desiring to attend Manhattan Christian College, 2) your vocational aim, and 3) your relationship with Jesus Christ. Attach this essay to your application.

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I understand that Manhattan Christian College does not accept students who use tobacco, alcohol, or drugs. Any prospective student who uses these items in any form need not apply for admission, unless he/she is willing to comply with this policy. I also certify that the information provided is complete and accurate.

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Signature

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Date

*MCC does not discriminate on the basis of race, color, national or ethnic origin, gender, or personal handicap in its policies and programs of admission, scholarships, instruction, athletics and other college administered activities.*

# REQUEST FOR F-1 TRANSFER INFORMATION

**ATTENTION APPLICANT: Only F-1 transfer students in the U.S. need to complete this form. Please submit this form to the last U.S. institution you attended.**

**ATTENTION DSO -- PLEASE RETURN THIS COMPLETED FORM TO:**

*Admissions Office*  
**MANHATTAN CHRISTIAN COLLEGE**  
1415 Anderson Ave., Manhattan, KS 66502-4081  
(877) 246-4622 FAX: 785-776-9251 / E-mail: [admit@mccks.edu](mailto:admit@mccks.edu)  
Web: [www.mccks.edu/admissions/international.html](http://www.mccks.edu/admissions/international.html)

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## PART I: TO BE COMPLETED BY THE F-1 TRANSFER STUDENT

Dear Foreign Student Advisor / DSO:

This is to inform you that I intend to transfer to Manhattan Christian College in the \_\_\_\_\_ (e.g. Fall, Spring, Summer) semester of the year \_\_\_\_\_ (e.g. 2011, 2012, etc.). By my signature below I authorize you to release the information requested below to Manhattan Christian College. Please complete the information and return it directly to the above address as soon as possible. Thank you.

Name (printed) \_\_\_\_\_  
(Last / Surname) (First) (Middle)  
Signature of Student \_\_\_\_\_ Date: \_\_\_\_\_

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## PART II: TO BE COMPLETED BY THE DESIGNATED SCHOOL OFFICIAL

**INS Admission Number of Student:** \_\_\_\_\_

\_\_\_\_\_ The student is in lawful F-1 status according to INS regulations.

\_\_\_\_\_ The student is not in lawful F-1 status according to INS regulations in my records for the following reason(s): (use back of form if more space is needed for explanation)

\_\_\_\_\_  
(Note: I am enclosing information I have available that would be helpful in a reinstatement application.)

The student was last enrolled in the \_\_\_\_\_ semester (e.g. Fall, Spring, etc.) of the year \_\_\_\_\_ (e.g. 2011, 2012, etc.).

The student has been authorized the following Practical Training benefits:

**OPTIONAL:** *Full-time:* \_\_\_\_\_ months \_\_\_\_\_ days *Part-time:* \_\_\_\_\_ months \_\_\_\_\_ days

**CURRICULAR:** *Full-time:* \_\_\_\_\_ months \_\_\_\_\_ days

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Signature of DSO \_\_\_\_\_ Date: \_\_\_\_\_

Name (printed) \_\_\_\_\_ Phone: \_\_\_\_\_

Title and School \_\_\_\_\_