



HOUSTON
CITY COLLEGE

How to apply as an F-1 international student at Houston City College (HCC)

This visual guide will help you complete Step 1: Submit an online application for F-1 international student status at HCC. This applies to first-time applicants, transfer students, change-of-status students, and concurrent F-1 students.

Office of International Student Services

Before starting the online application

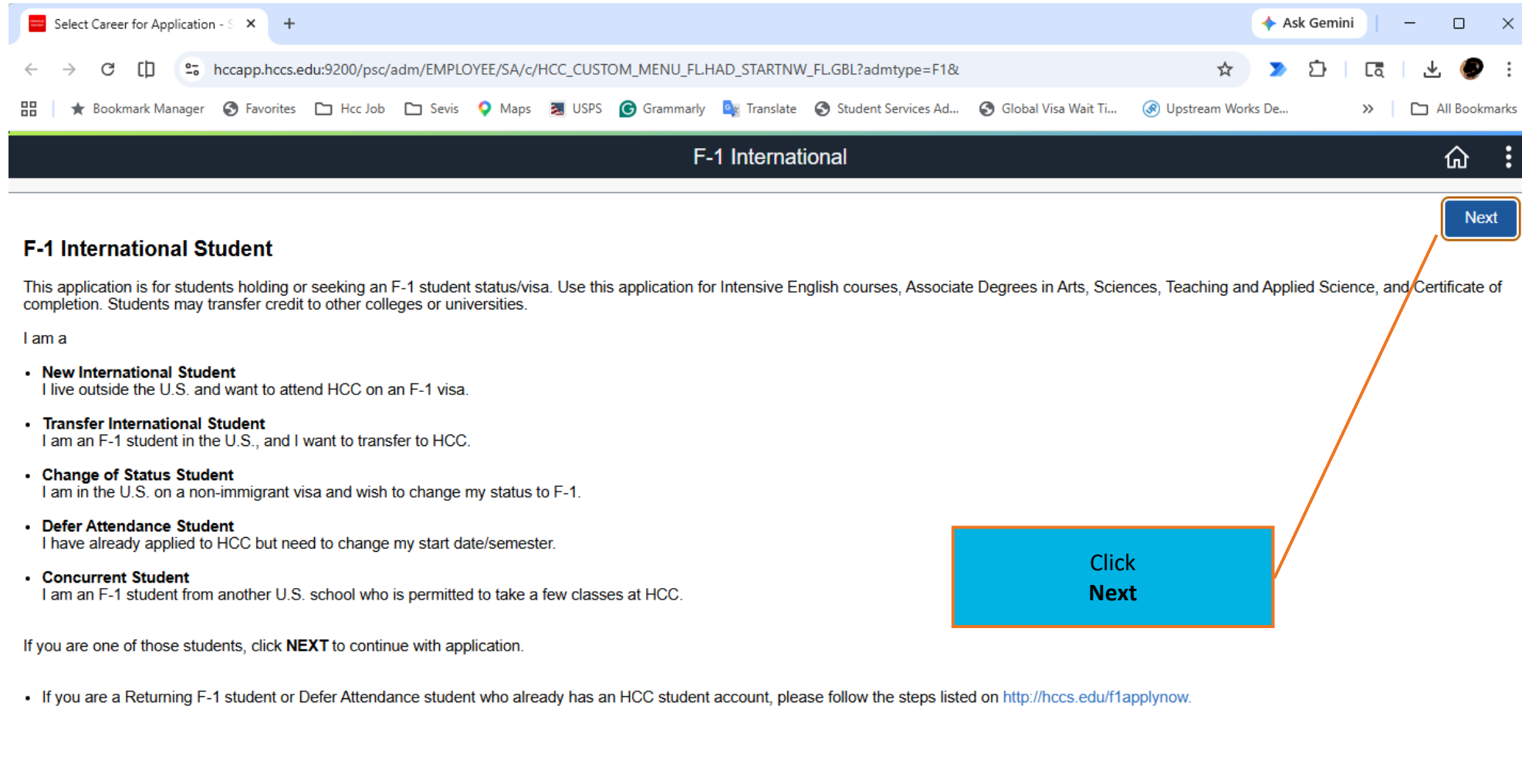
After you decide which F-1 international student application type best fits your situation and click it to go to the page that explains step by step how to complete your application, Step 1 is complete. To submit your online application, click "Start Your Application."

Start Your Application

After that, you will go directly to the HCC F-1 online application.

Note: To apply for a **Change of Status**, you must schedule and attend a mandatory online meeting after completing the online application and before the checklist becomes available in your HCC student account.

Select: F-1 International Admission Option



Select Career for Application - S x +

hccapp.hccs.edu:9200/psc/adm/EMPLOYEE/SA/c/HCC_CUSTOM_MENU_FLHAD_STARTNW_FLGBL?admtpe=F1&

Ask Gemini

Bookmark Manager Favorites Hcc Job Sevis Maps USPS Grammarly Translate Student Services Ad... Global Visa Wait Ti... Upstream Works De... All Bookmarks

F-1 International

F-1 International Student

This application is for students holding or seeking an F-1 student status/visa. Use this application for Intensive English courses, Associate Degrees in Arts, Sciences, Teaching and Applied Science, and Certificate of completion. Students may transfer credit to other colleges or universities.

I am a

- **New International Student**
I live outside the U.S. and want to attend HCC on an F-1 visa.
- **Transfer International Student**
I am an F-1 student in the U.S., and I want to transfer to HCC.
- **Change of Status Student**
I am in the U.S. on a non-immigrant visa and wish to change my status to F-1.
- **Defer Attendance Student**
I have already applied to HCC but need to change my start date/semester.
- **Concurrent Student**
I am an F-1 student from another U.S. school who is permitted to take a few classes at HCC.

If you are one of those students, click **NEXT** to continue with application.

- If you are a Returning F-1 student or Defer Attendance student who already has an HCC student account, please follow the steps listed on <http://hccs.edu/f1applynow>.

Next

Click Next

Create a New Account

Create your HCC student account by completing all required fields

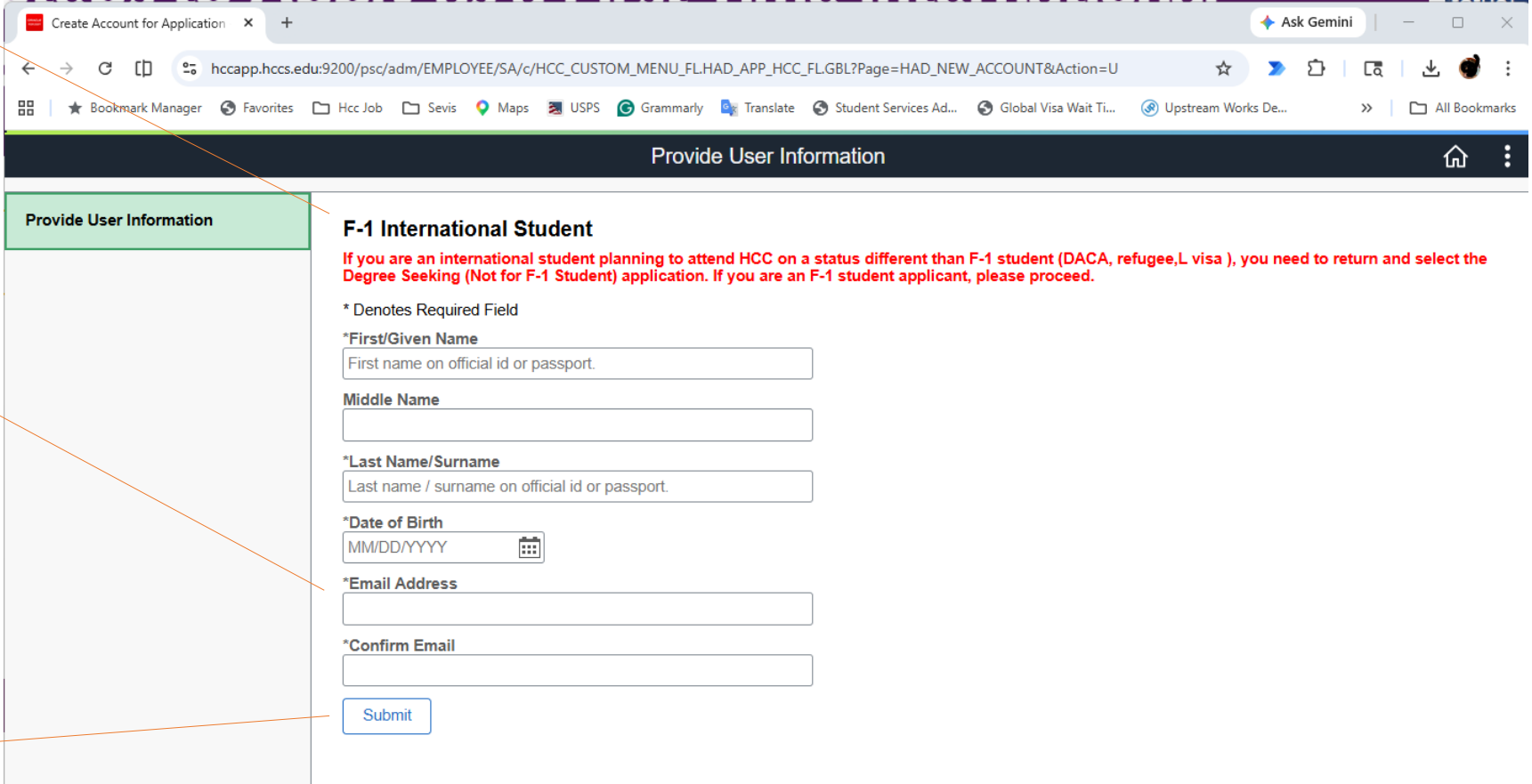
Please provide your accurate email address.

The I-20 form and acceptance letter with instructions will be sent to your preferred email listed on your HCC account.

HCC will not email the I-20 to recruiters or agents for security reasons.

Use your personal or a relative's email.

Click
Submit



hccapp.hccs.edu:9200/psc/adm/EMPLOYEE/SA/c/HCC_CUSTOM_MENU_FLHAD_APP_HCC_FLGBL?Page=HAD_NEW_ACCOUNT&Action=U

Provide User Information

Provide User Information

F-1 International Student

If you are an international student planning to attend HCC on a status different than F-1 student (DACA, refugee,L visa), you need to return and select the Degree Seeking (Not for F-1 Student) application. If you are an F-1 student applicant, please proceed.

* Denotes Required Field

*First/Given Name
First name on official id or passport.

Middle Name

*Last Name/Surname
Last name / surname on official id or passport.

*Date of Birth
MM/DD/YYYY

*Email Address

*Confirm Email

Submit

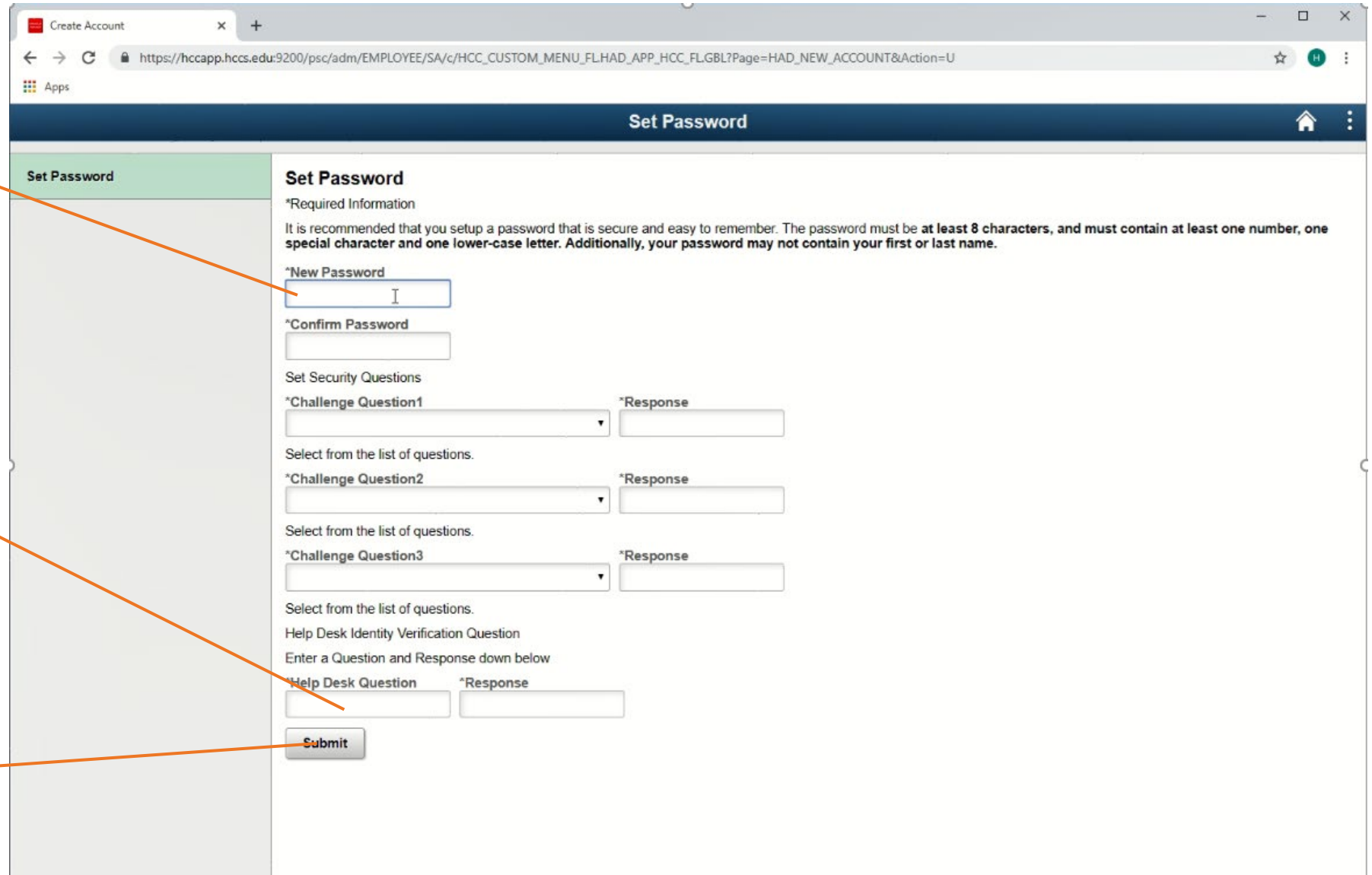
Create Account Password

Create your password for your HCC online account.

You must remember your password.

You can create your own question and response.
Example: What is my favorite Color?
Response: Red
We recommend you take a screenshot of this page.

Click on **Submit**



The screenshot shows a web browser window with the URL https://hccapp.hccs.edu:9200/psc/adm/EMPLOYEE/SA/c/HCC_CUSTOM_MENU_FLHAD_APP_HCC_FLGBL?Page=HAD_NEW_ACCOUNT&Action=U. The page title is "Set Password".

Set Password

***Required Information**
It is recommended that you setup a password that is secure and easy to remember. The password must be **at least 8 characters, and must contain at least one number, one special character and one lower-case letter. Additionally, your password may not contain your first or last name.**

***New Password**

^Confirm Password

Set Security Questions

***Challenge Question1** ***Response**

Select from the list of questions.

***Challenge Question2** ***Response**

Select from the list of questions.

***Challenge Question3** ***Response**

Select from the list of questions.

Help Desk Identity Verification Question
Enter a Question and Response down below

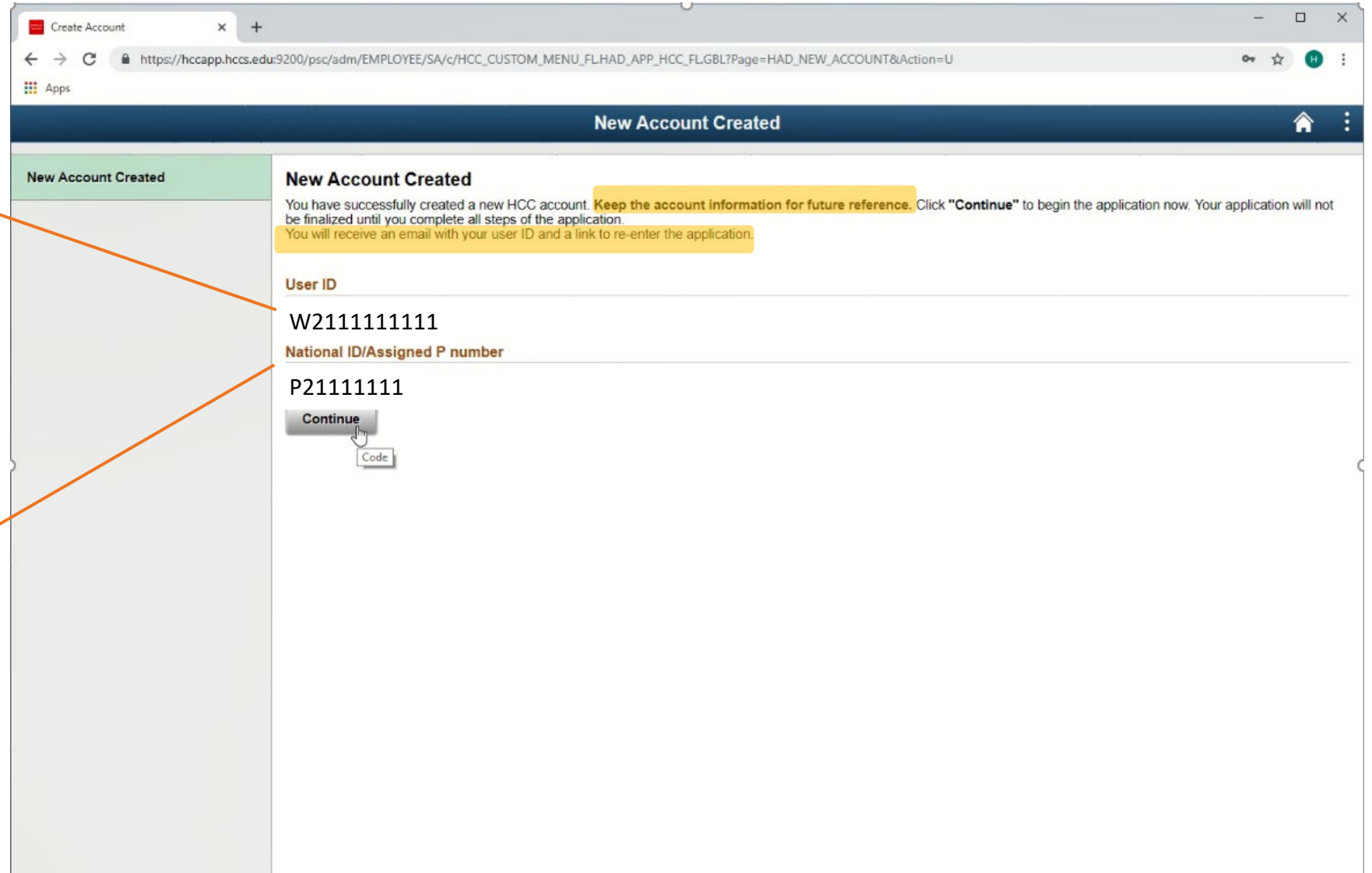
Help Desk Question ***Response**

Submit

Save the User ID and P Number safely.

You have created your HCC online account.

Click on **Continue** to begin the F-1 online application



The screenshot shows a web browser window with the title 'Create Account' and the URL https://hccapp.hccs.edu:9200/psc/adm/EMPLOYEE/SA/c/HCC_CUSTOM_MENU_FLHAD_APP_HCC_FLGBL?Page=HAD_NEW_ACCOUNT&Action=U. The page content is titled 'New Account Created' and includes the following text:

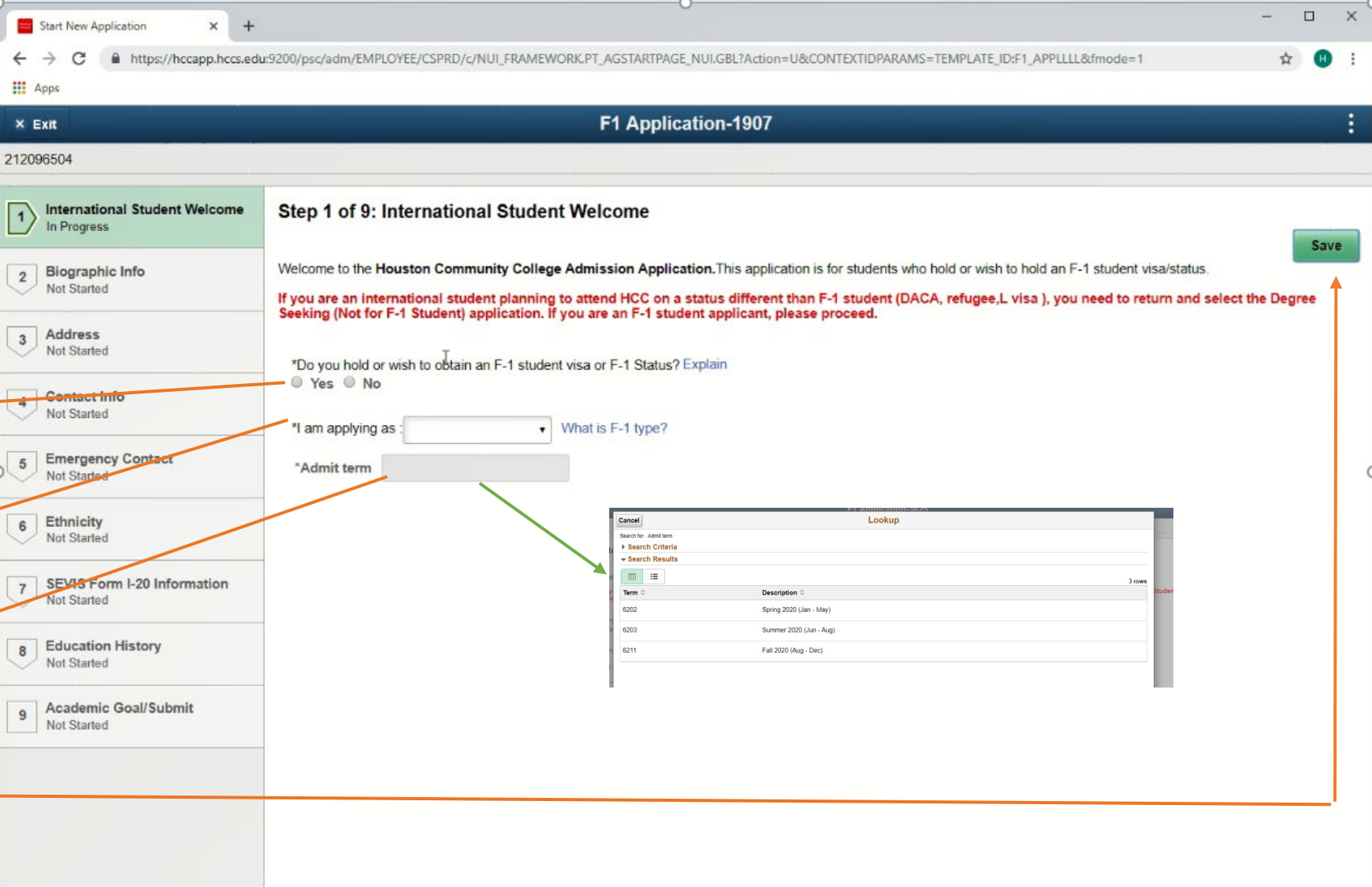
New Account Created
You have successfully created a new HCC account. **Keep the account information for future reference.** Click "Continue" to begin the application now. Your application will not be finalized until you complete all steps of the application.
You will receive an email with your user ID and a link to re-enter the application.

User ID
W211111111

National ID/Assigned P number
P21111111

Continue (button with tooltip 'Code')

F1 Application (Student Welcome)



Start New Application

https://hccapp.hccs.edu:9200/psc/adm/EMPLOYEE/CSPRD/c/NUI_FRAMEWORK.PT_AGSTARTPAGE_NUI.GBL?Action=U&CONTEXTIDPARAMS=TEMPLATE_ID:F1_APPLLLL&fmode=1

Apps

Exit F1 Application-1907

212096504

1 International Student Welcome
In Progress

2 Biographic Info
Not Started

3 Address
Not Started

4 Contact Info
Not Started

5 Emergency Contact
Not Started

6 Ethnicity
Not Started

7 SEVIS Form I-20 Information
Not Started

8 Education History
Not Started

9 Academic Goal/Submit
Not Started

Step 1 of 9: International Student Welcome

Welcome to the **Houston Community College Admission Application**. This application is for students who hold or wish to hold an F-1 student visa/status.

If you are an international student planning to attend HCC on a status different than F-1 student (DACA, refugee, L visa), you need to return and select the Degree Seeking (Not for F-1 Student) application. If you are an F-1 student applicant, please proceed.

*Do you hold or wish to obtain an F-1 student visa or F-1 Status? Explain
 Yes No

*I am applying as: What is F-1 type?

*Admit term:

Save

Cancel Lookup

Search for: Admit term

Search Criteria

Search Results

Term	Description
6202	Spring 2020 (Jan - May)
6203	Summer 2020 (Jun - Aug)
6211	Fall 2020 (Aug - Dec)

Please, complete the next nine (9) steps.

Click on Yes

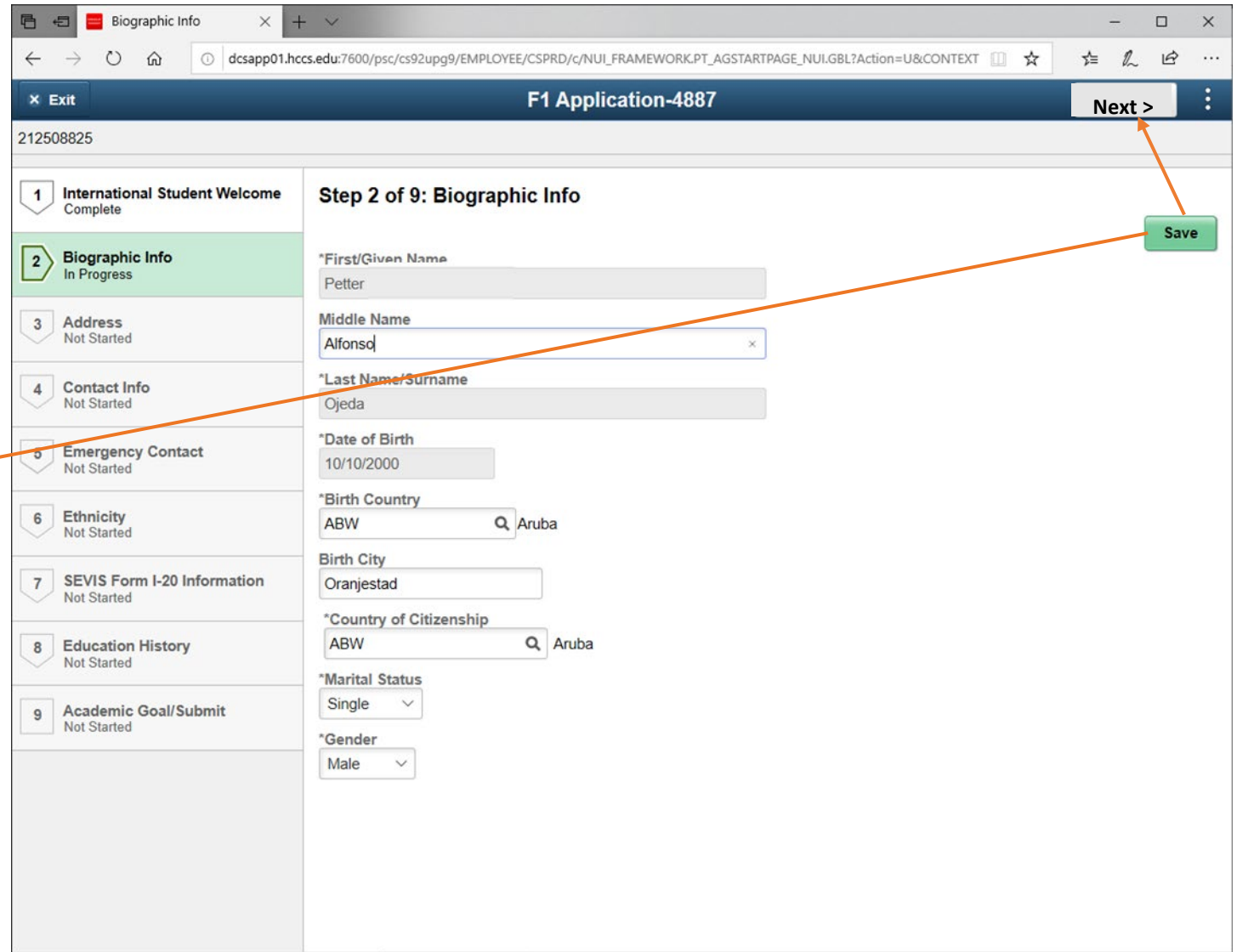
Select your application type: Change of status, Concurrent, New, or Tran,

Select Term/Semester you would like to start:

Click on save and go to the next step.

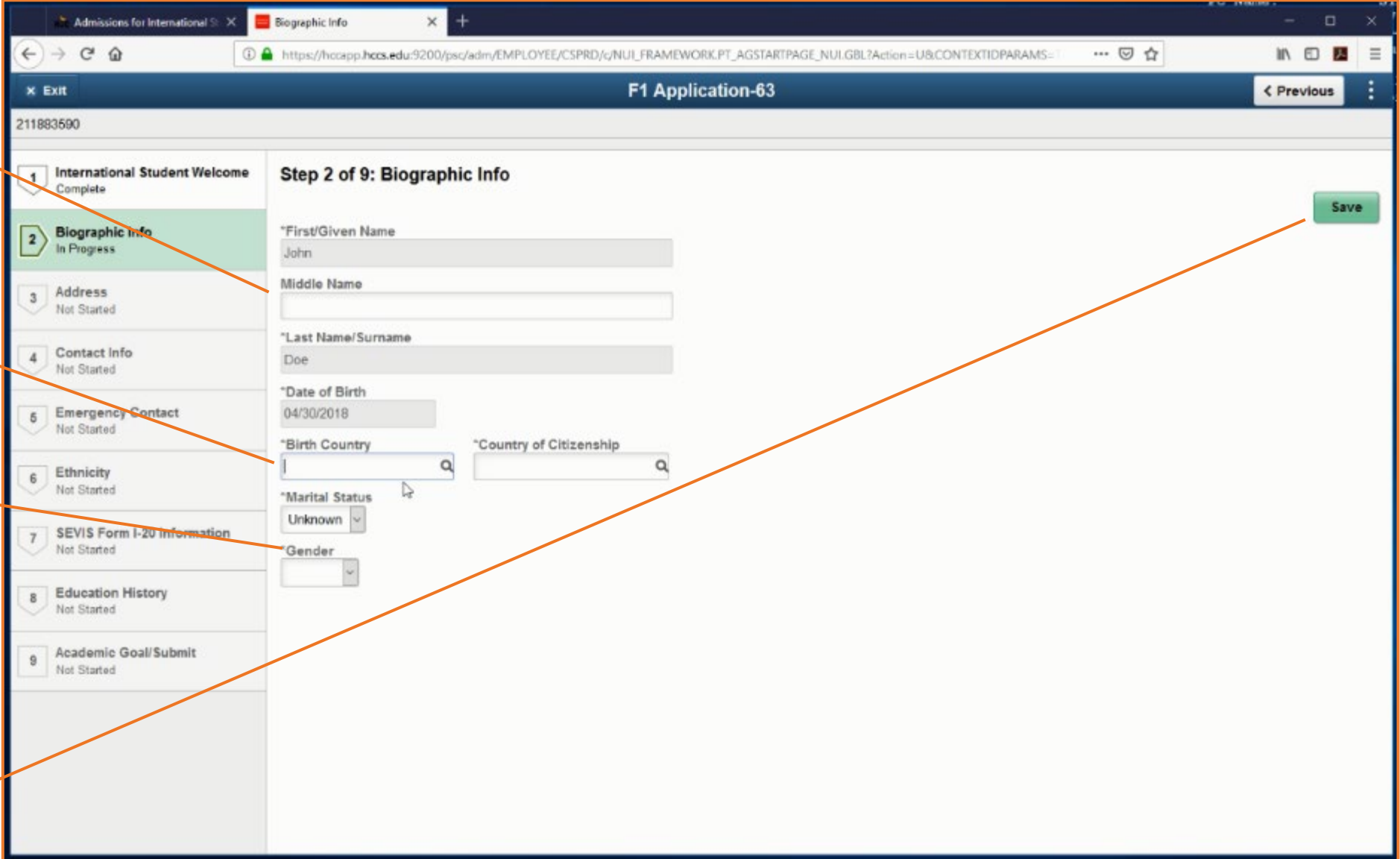
Biographic Info Part 1

After you complete each step, you must click on **Save**, then **Next** to proceed to the next step



The screenshot shows a web browser window with the title "Biographic Info" and the URL "dcsapp01.hccs.edu:7600/psc/cs92upg9/EMPLOYEE/CSPRD/c/NUI_FRAMEWORK.PT_AGSTARTPAGE_NUI.GBL?Action=U&CONTEXT". The page is titled "F1 Application-4887" and has a "Next >" button in the top right corner. The main content area is divided into two columns. The left column is a progress indicator with 9 steps: 1. International Student Welcome (Complete), 2. Biographic Info (In Progress), 3. Address (Not Started), 4. Contact Info (Not Started), 5. Emergency Contact (Not Started), 6. Ethnicity (Not Started), 7. SEVIS Form I-20 Information (Not Started), 8. Education History (Not Started), and 9. Academic Goal/Submit (Not Started). The right column is titled "Step 2 of 9: Biographic Info" and contains the following fields: *First/Given Name (Petter), Middle Name (Alfonso), *Last Name/Surname (Ojeda), *Date of Birth (10/10/2000), *Birth Country (ABW, Aruba), Birth City (Oranjestad), *Country of Citizenship (ABW, Aruba), *Marital Status (Single), and *Gender (Male). A green "Save" button is located at the bottom right of the form. An orange arrow points from the "Save" button to the "Next >" button in the top right corner.

Biographic Info Part 2



211883500

Step 2 of 9: Biographic Info

*First/Given Name
John

Middle Name

*Last Name/Surname
Doe

*Date of Birth
04/30/2018

*Birth Country *Country of Citizenship

*Marital Status
Unknown

Gender

Save

Add your middle name if any.

Select your Birth Country and Country of citizenship.

Select marital status and your gender.

click on **Save**, then **Next** to proceed to the next step

Address

You must fill out three address types,
1- USA address (Check the box if you do not have one)
2- Permanent Address (Address in your home country)
3- Mailing Address (Can not be 3100 Main Street)

click on **Save**, then **Next** to proceed to the next step

Step 3 of 9: Address

USA Address
A PO Box or dormitory address will not be accepted as a USA address. If you don't have USA address, click below and choose the box on the top.

Add/Update USA Address 1

Permanent Address
Note: International students MUST enter their HOME country address into this field.

Add/Update Permanent Address 2

Mailing Address
If your mailing address is same as USA address, click below and choose the box on the top.

Add/Update Mailing Address 3

1 Add/Update USA Address
 If you do not have a USA address, check here then check Save
*Country: USA United States
*Address Line 1
Address Line 2
Address Line 3
*City: State: Postal Code
*Country Code

2 Add/Update Permanent Address
*Country
*Address Line 1
Address Line 2
Address Line 3
*City: State: Postal Code

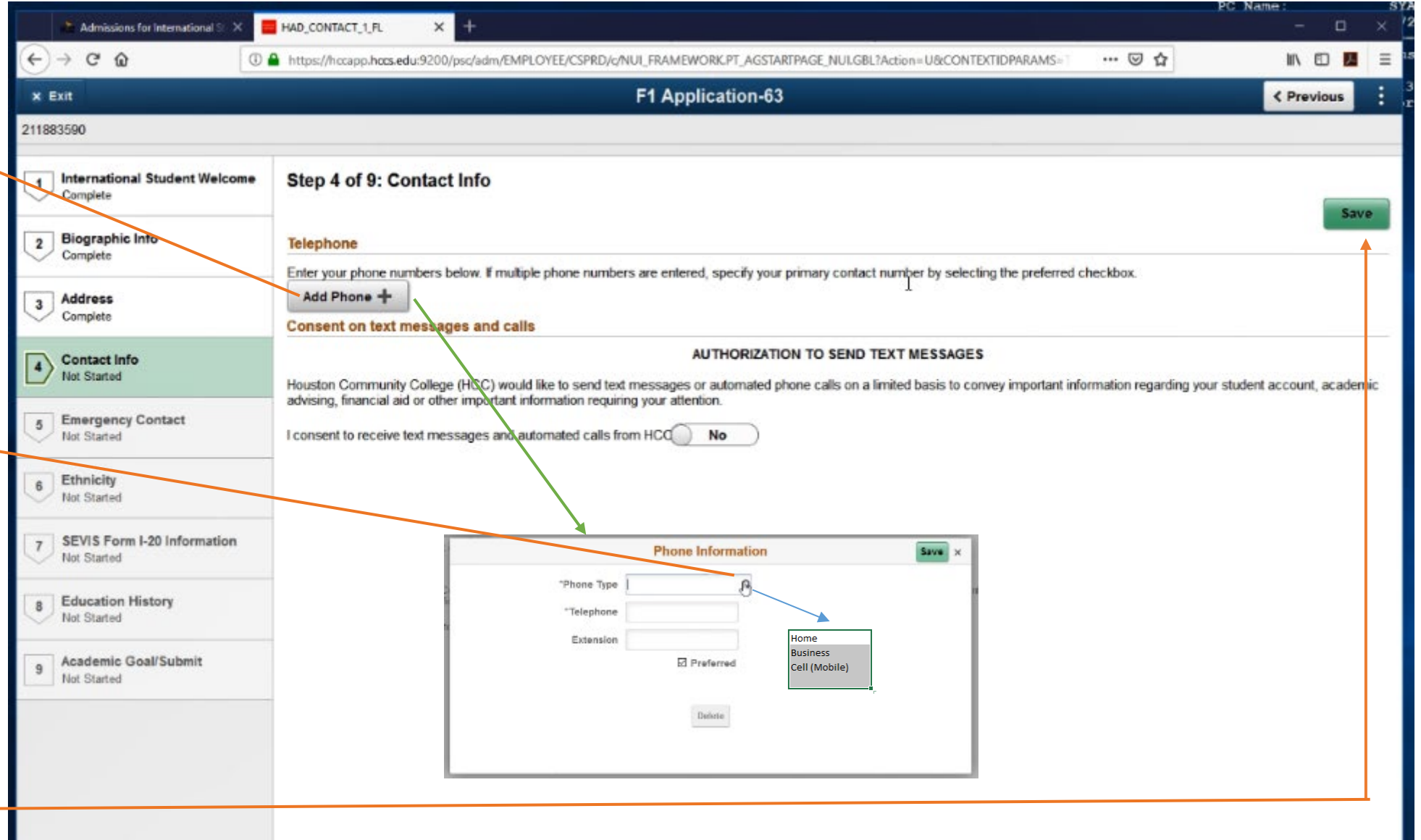
3 Add/Update Mailing Address
 Check the box if the mailing address is the same as your USA address
*Country
*Address Line 1
Address Line 2
Address Line 3
*City: State: Postal Code
*Country Code

Contact Info

Add your phone number or phone numbers.
Use the following format:
For US phone numbers, use
XXX/XXX/XXXX
For an international phone
number, add the country code

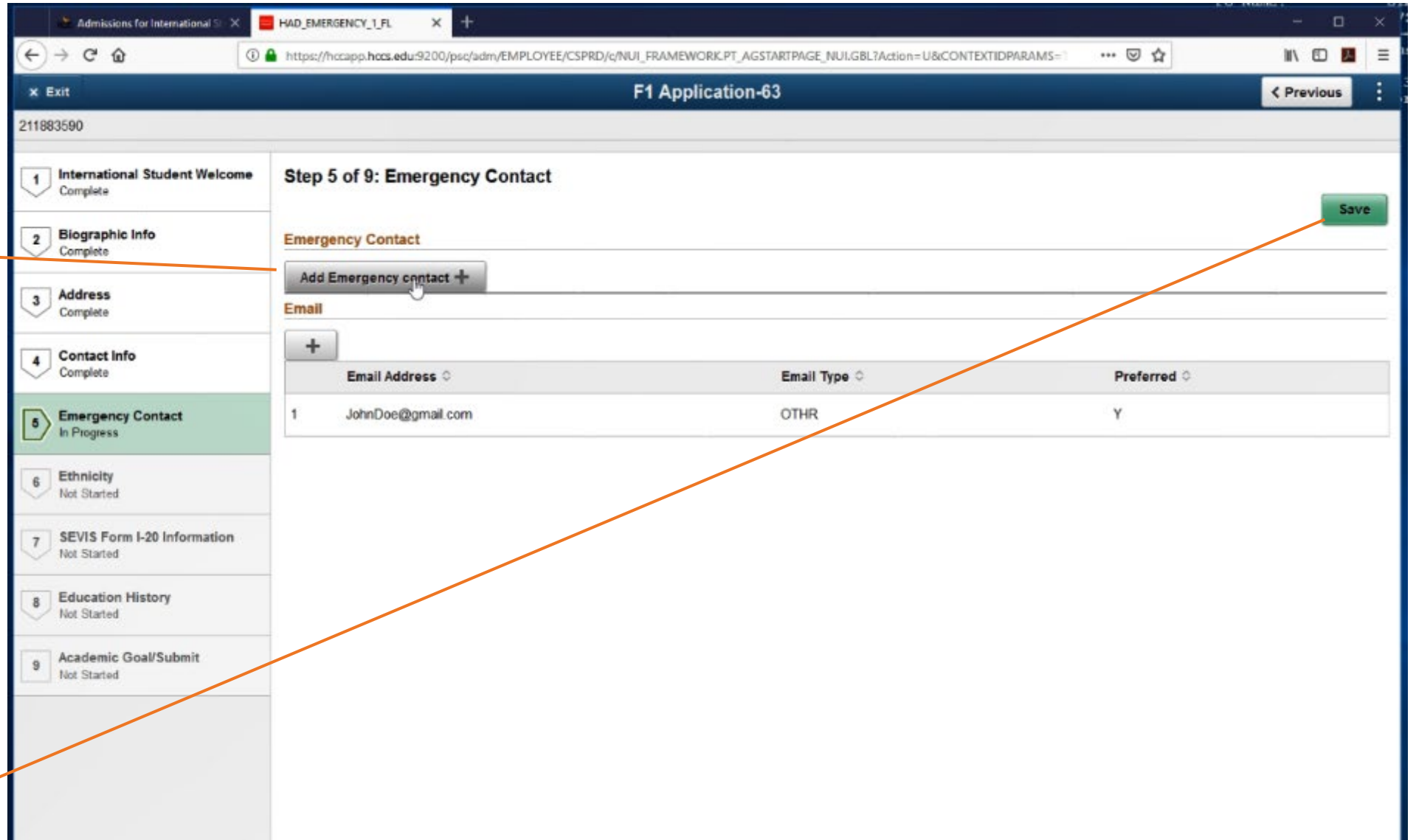
Select one of three options
from the phone type
dropdown menu:
1-Home
2-Business
3-Cell (Mobile)

click on **Save**, then **Next**
to proceed to the next step



The screenshot shows a web browser window with the URL https://hccapp.hccs.edu:9200/psc/adm/EMPLOYEE/CSPRD/c/NUI_FRAMEWORK_PT_AGSTARTPAGE_NUI_GBL?Action=U&CONTEXTIDPARAMS=. The page title is "F1 Application-63". The main content area is titled "Step 4 of 9: Contact Info". On the left, a progress sidebar shows steps 1 through 9, with step 4 "Contact Info" highlighted. The "Telephone" section contains the instruction "Enter your phone numbers below. If multiple phone numbers are entered, specify your primary contact number by selecting the preferred checkbox." and an "Add Phone +" button. Below this is the "Consent on text messages and calls" section, which includes the text "AUTHORIZATION TO SEND TEXT MESSAGES" and "Houston Community College (HCC) would like to send text messages or automated phone calls on a limited basis to convey important information regarding your student account, academic advising, financial aid or other important information requiring your attention." A toggle switch is set to "No". A "Phone Information" modal window is open, showing a dropdown menu for "Phone Type" with options "Home", "Business", and "Cell (Mobile)", and input fields for "Telephone" and "Extension". A "Save" button is in the top right of the modal. A "Delete" button is at the bottom of the modal. Arrows from the text boxes point to the "Add Phone +" button, the "Phone Type" dropdown, and the "Save" button in the modal.

Emergency Contact



211883590

Step 5 of 9: Emergency Contact

Emergency Contact

Add Emergency contact +

Email

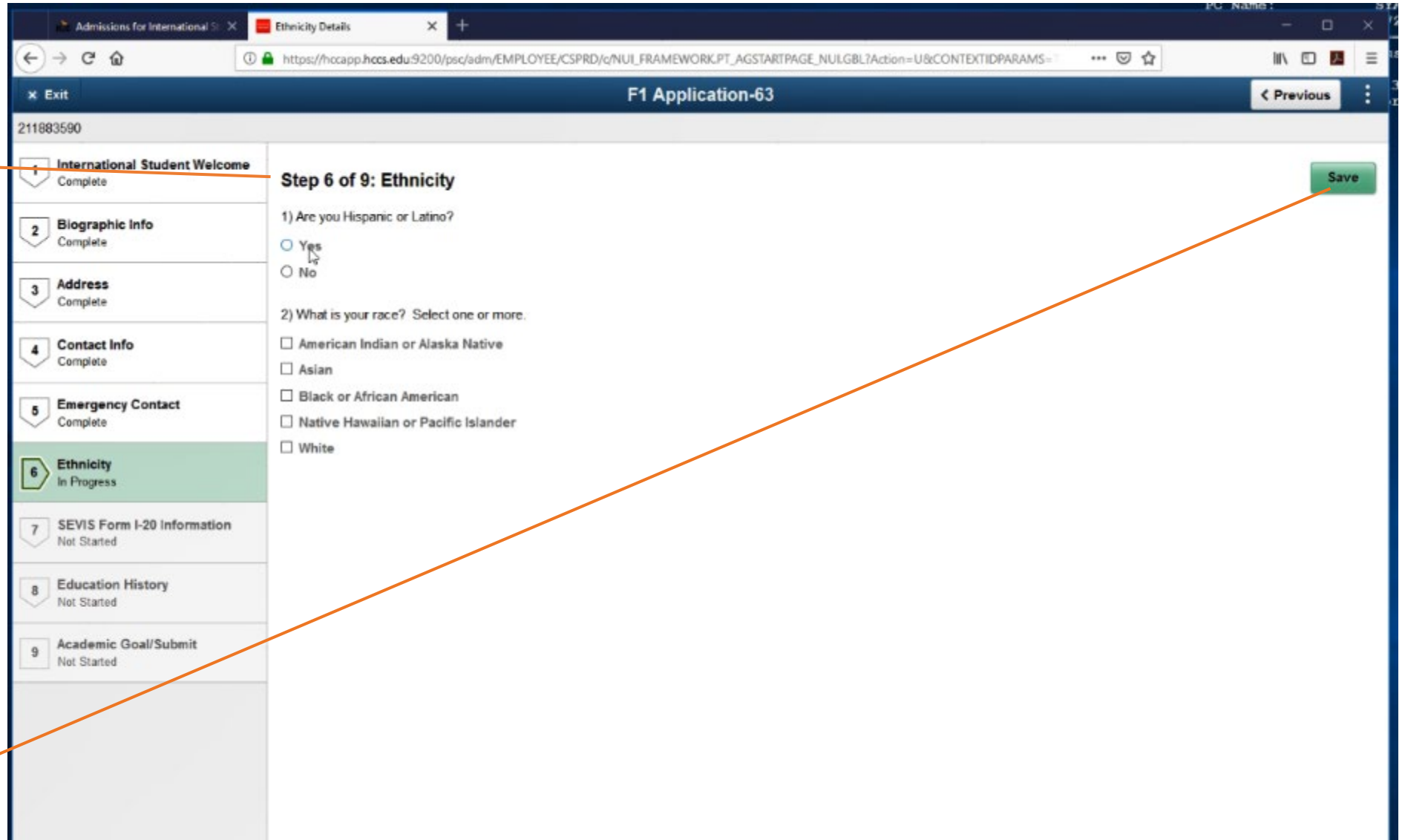
	Email Address	Email Type	Preferred
1	JohnDoe@gmail.com	OTHR	Y

Save

Please add your emergency contact, including an email address.

Click on **Save**, then **Next** to proceed to the next step

Ethnicity



The screenshot shows a web browser window with the URL https://hccapp.hccs.edu:9200/psc/adm/EMPLOYEE/CSPRD/c/NUL_FRAMEWORK.PT_AGSTARTPAGE_NULGBL?Action=U&CONTEXTIDPARAMS=. The page title is "F1 Application-63". The user ID is "211883590". The form is titled "Step 6 of 9: Ethnicity".

On the left side, there is a progress indicator with 9 steps:

- 1 International Student Welcome (Complete)
- 2 Biographic Info (Complete)
- 3 Address (Complete)
- 4 Contact Info (Complete)
- 5 Emergency Contact (Complete)
- 6 Ethnicity (In Progress)
- 7 SEVIS Form I-20 Information (Not Started)
- 8 Education History (Not Started)
- 9 Academic Goal/Submit (Not Started)

The main content area for "Step 6 of 9: Ethnicity" contains the following questions:

1) Are you Hispanic or Latino?

- Yes
- No

2) What is your race? Select one or more:

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Pacific Islander
- White

A "Save" button is located in the top right corner of the form area.

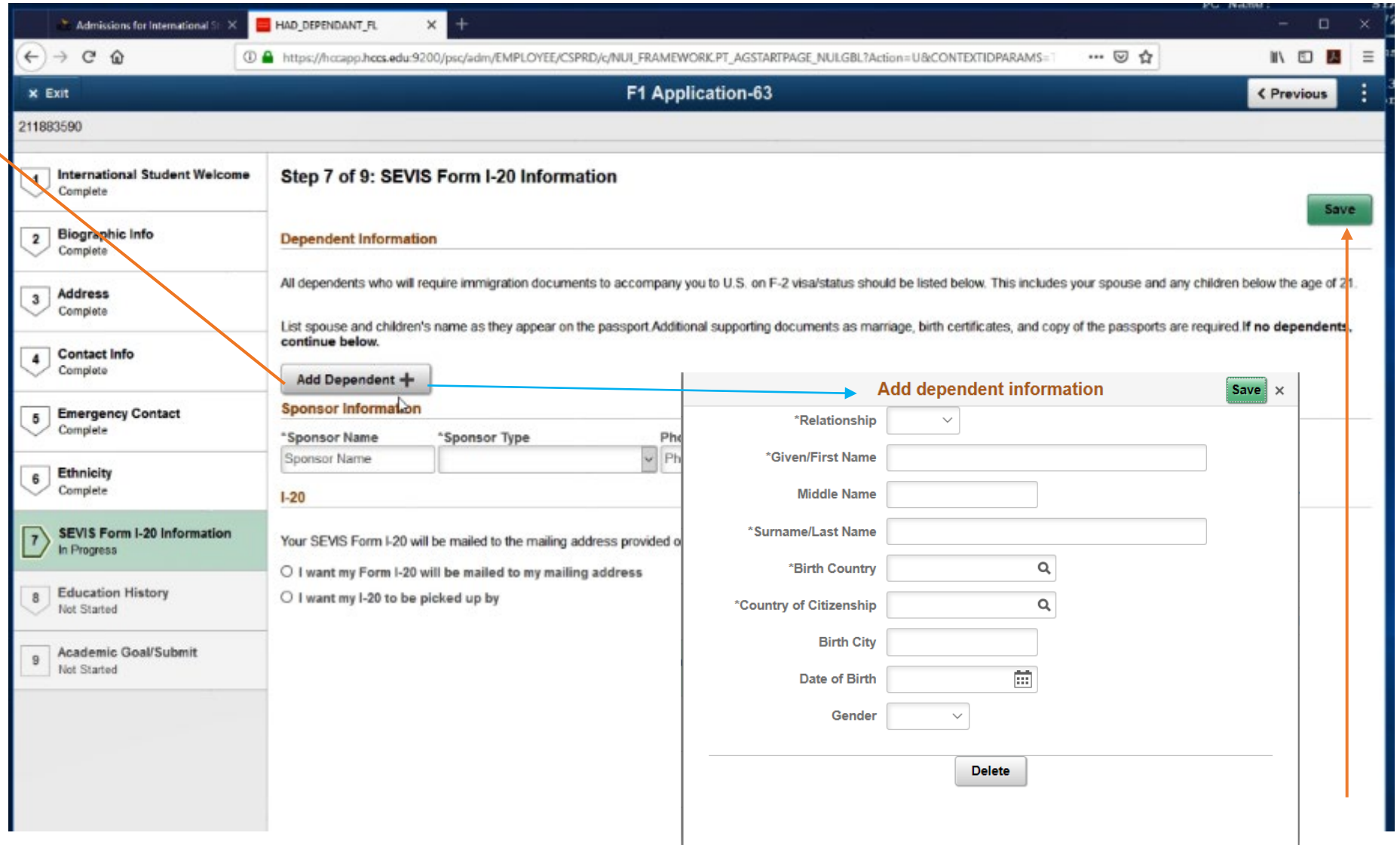
Step 6 is optional

Click on **Save**, then **Next** to proceed to the next step

SEVIS Form I-20 Information Part 1

Dependents are only your husband, wife, or child under 21 years old.

Complete only if the dependents will require dependents' I-20s and will accompany you in the US.



Admissions for International Student Services | HAD_DEPENDANT_FL | F1 Application-63

211883590

International Student Welcome Complete

Biographic Info Complete

Address Complete

Contact Info Complete

Emergency Contact Complete

Ethnicity Complete

7 SEVIS Form I-20 Information In Progress

Education History Not Started

Academic Goal/Submit Not Started

Step 7 of 9: SEVIS Form I-20 Information

Dependent Information

All dependents who will require immigration documents to accompany you to U.S. on F-2 visa/status should be listed below. This includes your spouse and any children below the age of 21.

List spouse and children's name as they appear on the passport. Additional supporting documents as marriage, birth certificates, and copy of the passports are required if no dependents, continue below.

Add Dependent +

Sponsor Information

*Sponsor Name *Sponsor Type Phone

I-20

Your SEVIS Form I-20 will be mailed to the mailing address provided or

I want my Form I-20 will be mailed to my mailing address

I want my I-20 to be picked up by

Add dependent information

*Relationship

*Given/First Name

Middle Name

*Surname/Last Name

*Birth Country

*Country of Citizenship

Birth City

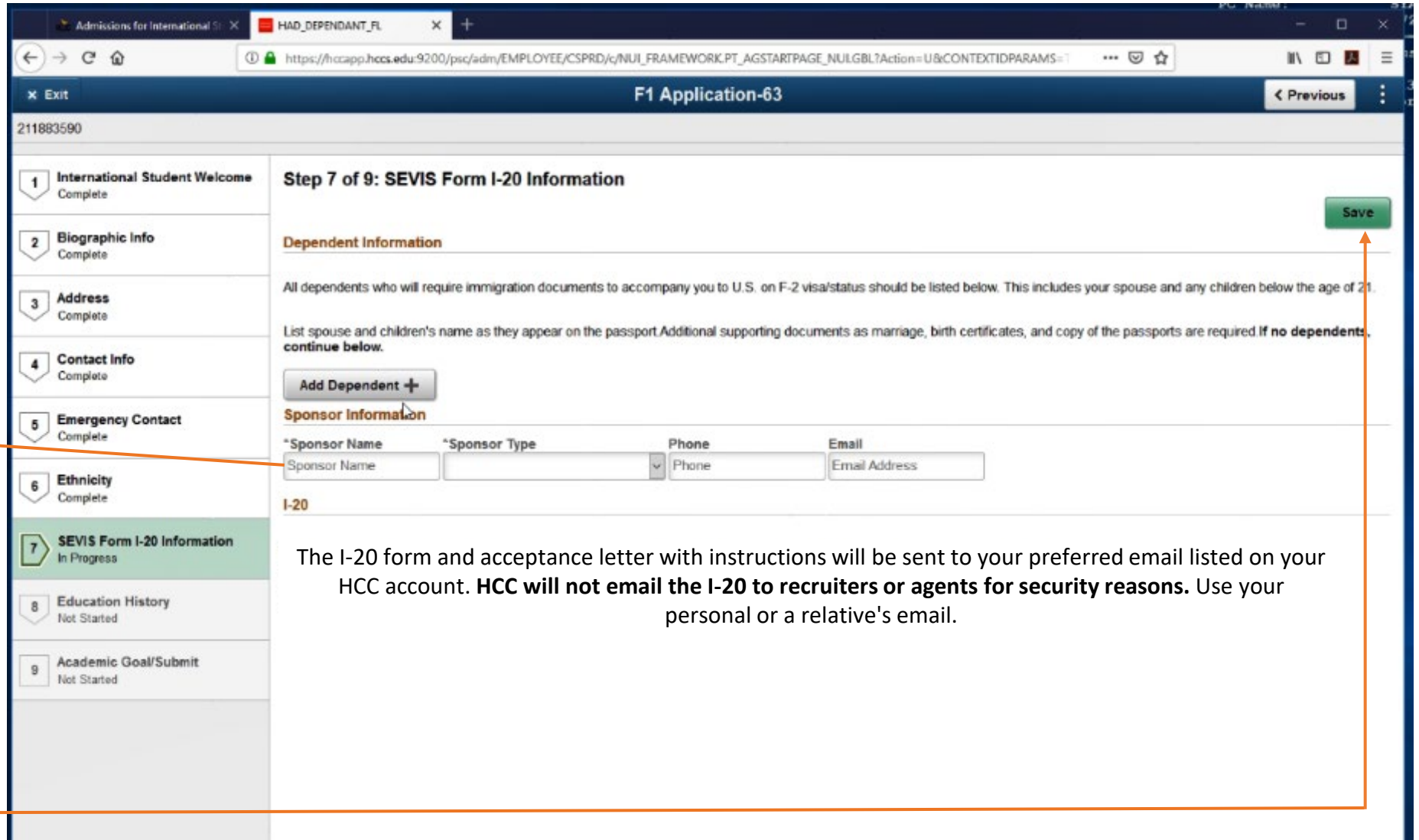
Date of Birth

Gender

Delete

Save

SEVIS Form I-20 Information Part 2



211883590

Exit F1 Application-63 Previous

1 International Student Welcome Complete

2 Biographic Info Complete

3 Address Complete

4 Contact Info Complete

5 Emergency Contact Complete

6 Ethnicity Complete

7 SEVIS Form I-20 Information In Progress

8 Education History Not Started

9 Academic Goal/Submit Not Started

Step 7 of 9: SEVIS Form I-20 Information

Dependent Information

All dependents who will require immigration documents to accompany you to U.S. on F-2 visa/status should be listed below. This includes your spouse and any children below the age of 21. List spouse and children's name as they appear on the passport. Additional supporting documents as marriage, birth certificates, and copy of the passports are required if **no dependents, continue below.**

Add Dependent +

Sponsor Information

*Sponsor Name	*Sponsor Type	Phone	Email
Sponsor Name		Phone	Email Address

I-20

The I-20 form and acceptance letter with instructions will be sent to your preferred email listed on your HCC account. **HCC will not email the I-20 to recruiters or agents for security reasons.** Use your personal or a relative's email.

Save

The sponsor is an individual or company that provides funds to students. You can also self-sponsor.

click on **Save**, then **Next** to proceed to the next step

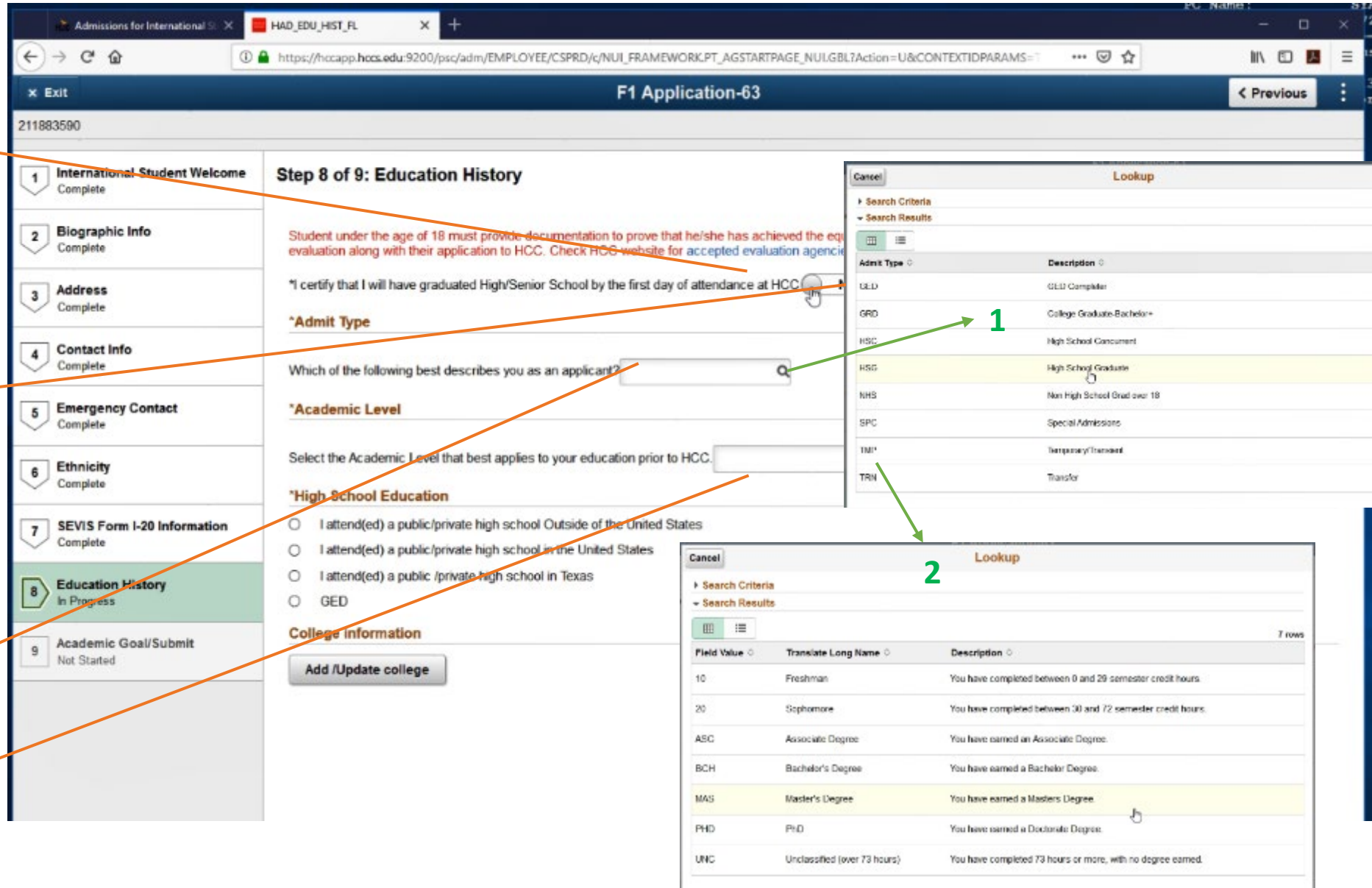
Education History Part 1

If you are below 18 years old, you must submit an evaluation of your high school transcript. For details, go to:

If you have graduated from High School before the first day of attendance at HCC, move the button to "Yes"

From the dropdown menu, select the option applicable to you (1)

From the dropdown menu, select the option applicable to you. (2)



The screenshot shows the 'Step 8 of 9: Education History' form. The left sidebar contains progress indicators for steps 1 through 9. Step 8, 'Education History', is currently 'In Progress'. The main form area includes a warning for students under 18, a certification statement, and several dropdown menus for 'Admit Type', 'Academic Level', and 'High School Education'. Two callout boxes with arrows point to the 'Admit Type' and 'High School Education' dropdowns, labeled '1' and '2' respectively. Two 'Lookup' windows are overlaid on the right side of the form. The first lookup window shows a list of 'Admit Type' options, with 'High School Graduate' selected and highlighted. The second lookup window shows a list of 'Academic Level' options, with 'Master's Degree' selected and highlighted.

Admit Type Lookup Table:

Admit Type	Description
GED	GED Completer
GRD	College Graduate-Bachelor+
HSC	High School Concurrent
HSG	High School Graduate
NHS	Non High School Grad over 18
SPC	Special Admissions
TM*	Temporary/Transfer
TRN	Transfer

Academic Level Lookup Table:

Field Value	Translate Long Name	Description
10	Freshman	You have completed between 0 and 29 semester credit hours.
20	Sophomore	You have completed between 30 and 72 semester credit hours.
ASC	Associate Degree	You have earned an Associate Degree.
BCH	Bachelor's Degree	You have earned a Bachelor Degree.
MAS	Master's Degree	You have earned a Masters Degree.
PHD	Ph.D	You have earned a Doctorate Degree.
UNC	Unclassified (over 73 hours)	You have completed 73 hours or more, with no degree earned.

Education History Part 2

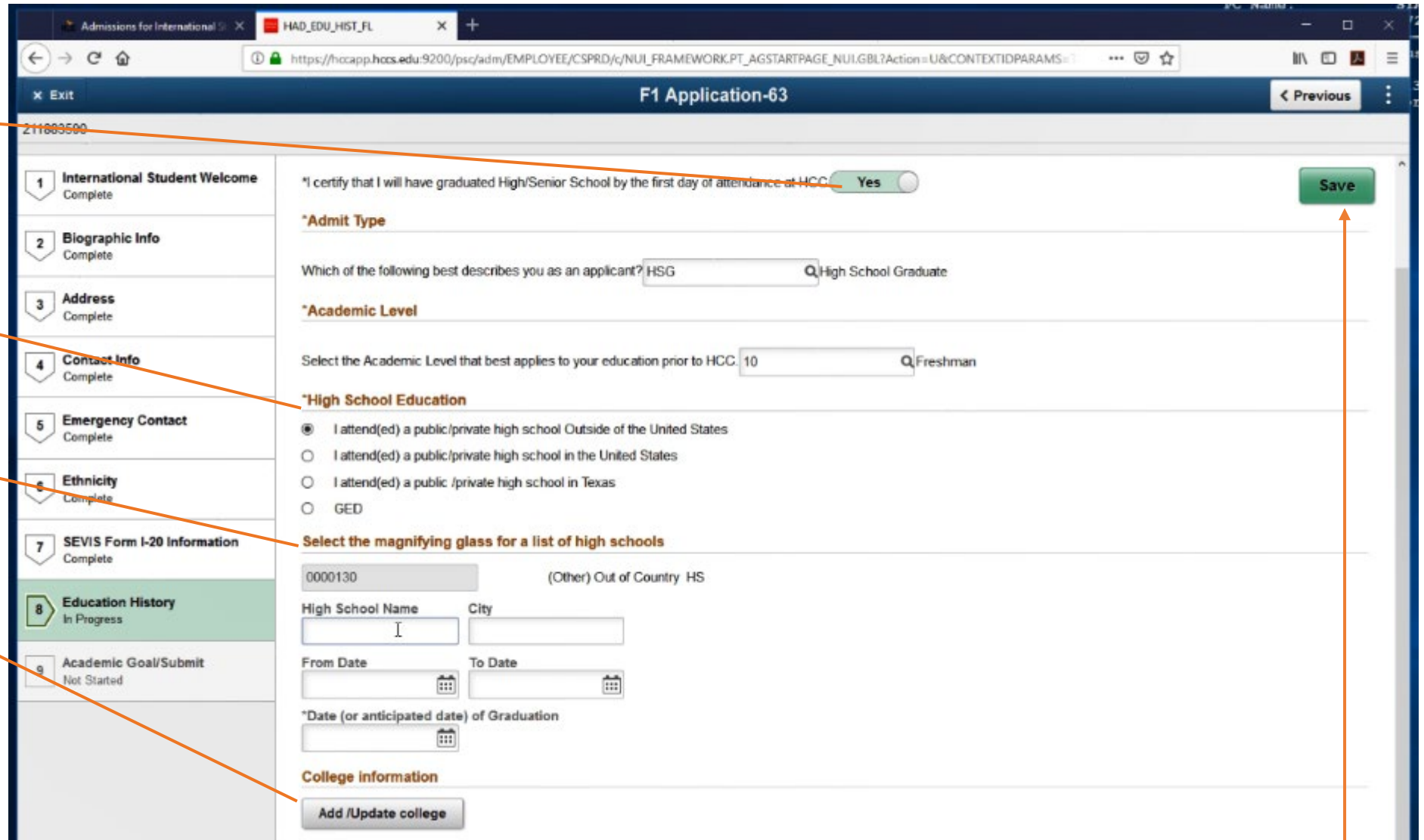
If you have graduated from High School before the first day of attendance at HCC, move the button to "Yes"

Select where you attended high school.

Complete the required fields about your high school.

Complete the required fields about your college/university (if you have attended any college/university)

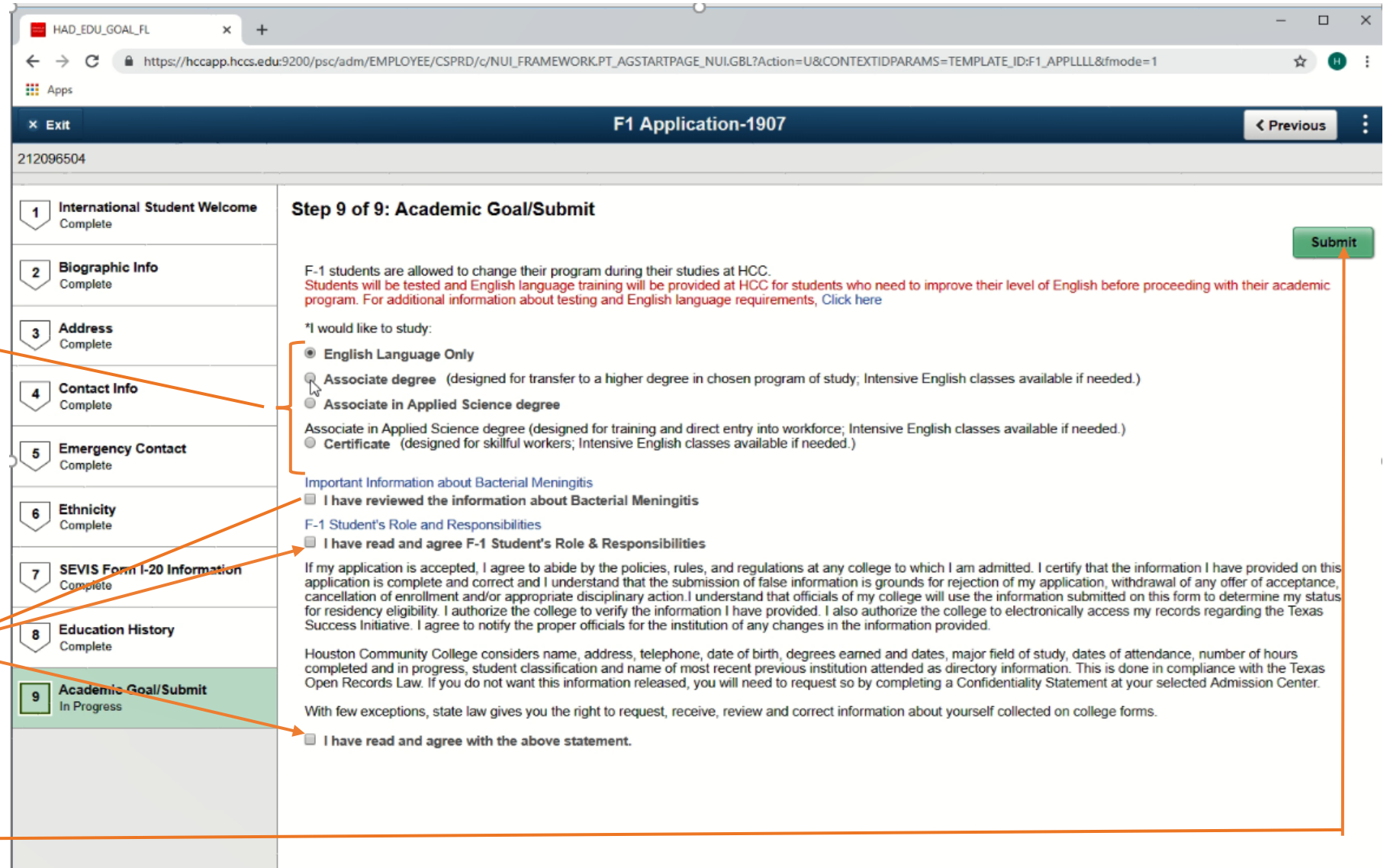
click on **Save**, then **Next** to proceed to the next step



The screenshot shows a web browser window with the URL https://hccapp.hccs.edu:9200/psc/adm/EMPLOYEE/CSPRD/c/NUI_FRAMEWORK.PT_AGSTARTPAGE_NUI.GBL?Action=U&CONTEXTIDPARAMS=:. The page title is "F1 Application-63". The form is titled "211889500" and has a "Previous" button in the top right. The form is divided into several sections, each with a progress indicator (1-9). Section 8, "Education History", is currently "In Progress". The form includes a "Save" button in the top right corner. The "Education History" section contains the following fields and options:

- *I certify that I will have graduated High/Senior School by the first day of attendance at HCC: Yes No
- *Admit Type: Which of the following best describes you as an applicant? HSG High School Graduate
- *Academic Level: Select the Academic Level that best applies to your education prior to HCC. 10 Freshman
- *High School Education:
 - I attend(ed) a public/private high school Outside of the United States
 - I attend(ed) a public/private high school in the United States
 - I attend(ed) a public /private high school in Texas
 - GED
- Select the magnifying glass for a list of high schools: 0000130 (Other) Out of Country HS
- High School Name:
- City:
- From Date:
- To Date:
- *Date (or anticipated date) of Graduation:
- College information:

Academic Goal/Submit



The screenshot shows a web browser window with the URL https://hccapp.hccs.edu:9200/psc/adm/EMPLOYEE/CSPRD/c/NUI_FRAMEWORK.PT_AGSTARTPAGE_NUI.GBL?Action=U&CONTEXTIDPARAMS=TEMPLATE_ID:F1_APPLLLL&fmode=1. The page title is "F1 Application-1907" and the user ID is "212096504".

The form is divided into two main sections: a progress sidebar on the left and a main content area on the right.

Progress Sidebar (Steps 1-9):

- 1 International Student Welcome Complete
- 2 Biographic Info Complete
- 3 Address Complete
- 4 Contact Info Complete
- 5 Emergency Contact Complete
- 6 Ethnicity Complete
- 7 SEVIS Form I-20 Information Complete
- 8 Education History Complete
- 9 Academic Goal/Submit In Progress

Main Content Area (Step 9 of 9: Academic Goal/Submit):

F-1 students are allowed to change their program during their studies at HCC. Students will be tested and English language training will be provided at HCC for students who need to improve their level of English before proceeding with their academic program. For additional information about testing and English language requirements, [Click here](#)

*I would like to study:

- English Language Only
- Associate degree (designed for transfer to a higher degree in chosen program of study; Intensive English classes available if needed.)
- Associate in Applied Science degree

Associate in Applied Science degree (designed for training and direct entry into workforce; Intensive English classes available if needed.)

- Certificate (designed for skillful workers; Intensive English classes available if needed.)

Important Information about Bacterial Meningitis

- I have reviewed the information about Bacterial Meningitis

F-1 Student's Role and Responsibilities

- I have read and agree F-1 Student's Role & Responsibilities

If my application is accepted, I agree to abide by the policies, rules, and regulations at any college to which I am admitted. I certify that the information I have provided 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 for the institution of any changes in the information provided.

Houston Community College considers name, address, telephone, date of birth, degrees earned and dates, major field of study, dates of attendance, number of hours completed and in progress, student classification and name of most recent previous institution attended as directory information. This is done in compliance with the Texas Open Records Law. If you do not want this information released, you will need to request so by completing a Confidentiality Statement at your selected Admission Center.

With few exceptions, state law gives you the right to request, receive, review and correct information about yourself collected on college forms.

- I have read and agree with the above statement.

Submit

Choose what you wish to study?

Read and check all three boxes.

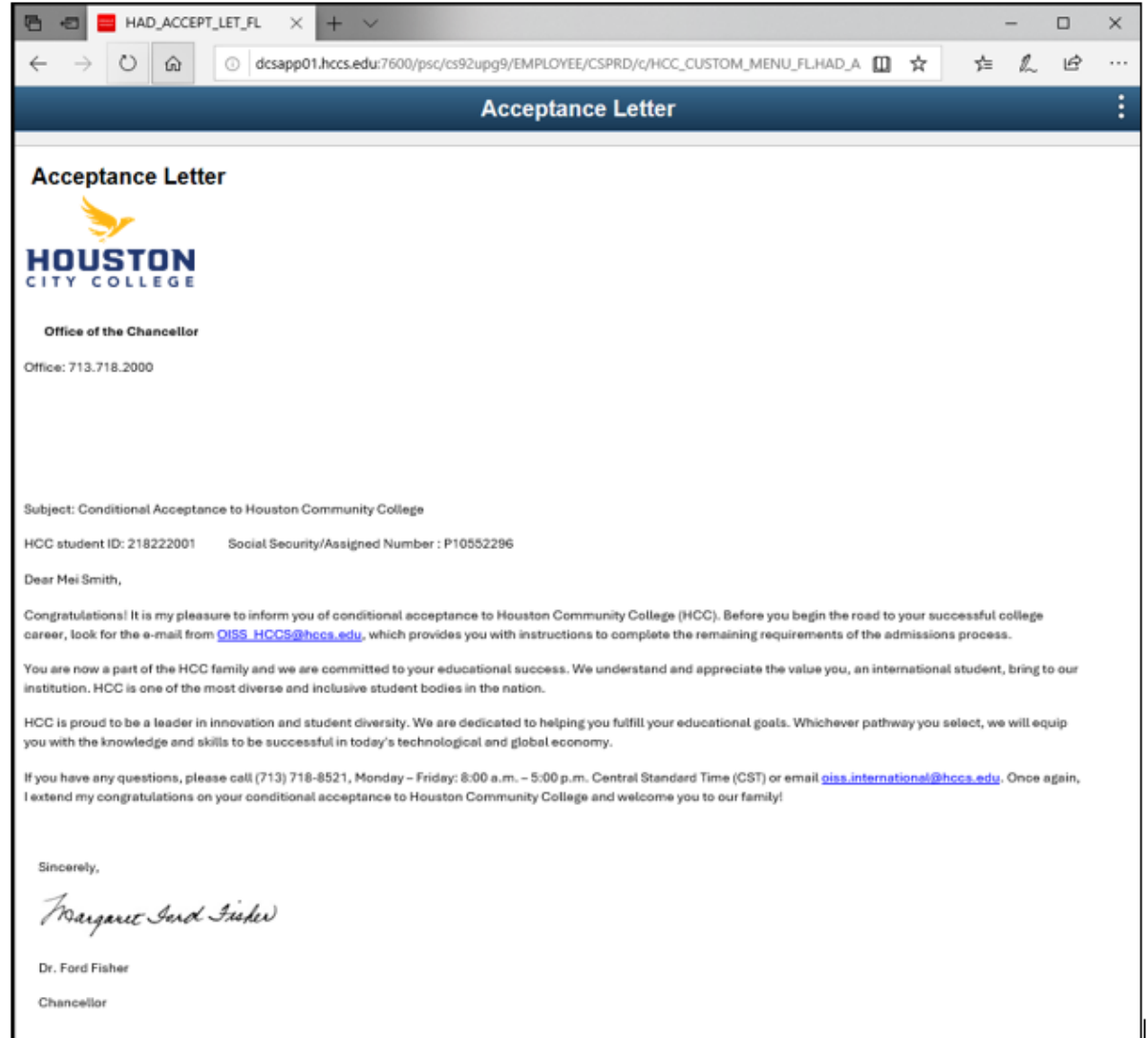
Click on **Submit** to submit your online application.

Acceptance Letter

You have completed your online F-1 application, and the HCC system will show a conditional acceptance letter from Houston City College.


This indicates that step 1 in your application process is complete.

Check your email for the next steps or visit www.hccs.edu/applying-and-paying/f-1-international-student/ and select your application type again to proceed to step 2.



The screenshot shows a web browser window displaying an email titled "Acceptance Letter". The email content includes the Houston City College logo, the Office of the Chancellor's contact information (713.718.2000), and a subject line: "Conditional Acceptance to Houston Community College". It provides HCC student ID (218222001) and Social Security/Assigned Number (P10552296). The recipient is Mei Smith. The letter congratulates her on her conditional acceptance and provides instructions to look for an email from DISS_HCCS@hccs.edu. It also mentions that HCC is committed to her success and provides contact information for questions: (713) 718-8521 or DISS.international@hccs.edu.

Acceptance Letter


HOUSTON
CITY COLLEGE

Office of the Chancellor
Office: 713.718.2000

Subject: Conditional Acceptance to Houston Community College

HCC student ID: 218222001 Social Security/Assigned Number : P10552296

Dear Mei Smith,

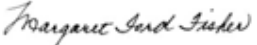
Congratulations! It is my pleasure to inform you of conditional acceptance to Houston Community College (HCC). Before you begin the road to your successful college career, look for the e-mail from DISS_HCCS@hccs.edu, which provides you with instructions to complete the remaining requirements of the admissions process.

You are now a part of the HCC family and we are committed to your educational success. We understand and appreciate the value you, an international student, bring to our institution. HCC is one of the most diverse and inclusive student bodies in the nation.

HCC is proud to be a leader in innovation and student diversity. We are dedicated to helping you fulfill your educational goals. Whichever pathway you select, we will equip you with the knowledge and skills to be successful in today's technological and global economy.

If you have any questions, please call (713) 718-8521, Monday – Friday: 8:00 a.m. – 5:00 p.m. Central Standard Time (CST) or email DISS.international@hccs.edu. Once again, I extend my congratulations on your conditional acceptance to Houston Community College and welcome you to our family!

Sincerely,



Dr. Ford Fisher
Chancellor