F-1 Student Checklist
How to prepare and upload application documents

This visual guide will help you complete Step 2: Prepare and Upload Your Additional Application Materials.

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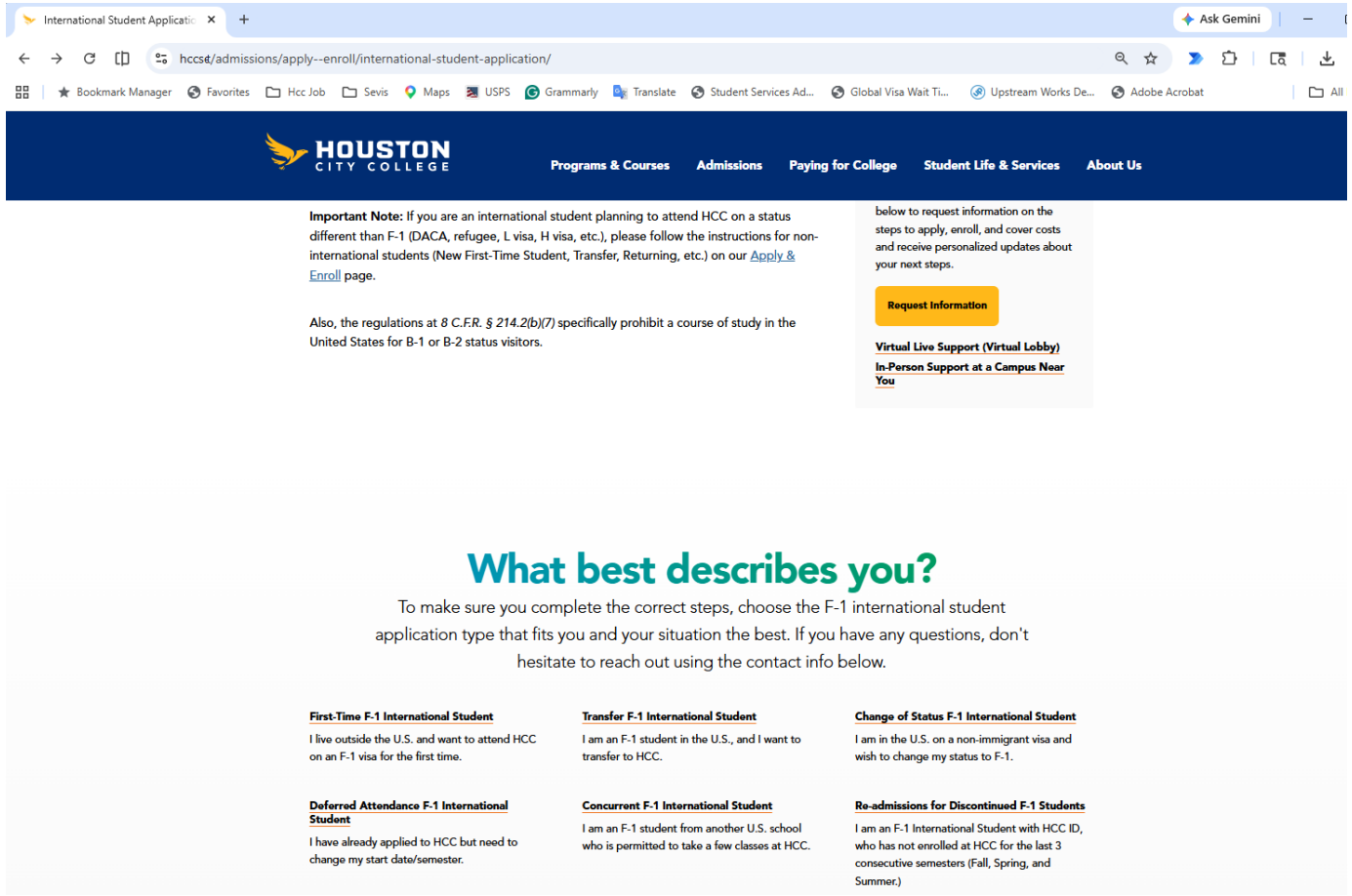
Where to find the list of documents to upload?

The documents for an F-1 application at HCC vary by application type.
See Step 2 for New and Transfer F-1 applicants and Step 3 for Change of Status applicants.
isit the HCC website for the list.



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Rules to prepare your documents

All documents must be saved as PDF files with short and simple names.

Bad quality or upside-down documents will be rejected.

Combine different documents of the same type in one PDF file. For example, if you have statements from other banks, save them as one file.

You can also use free PDF scanner apps for Windows, android, and Apple.

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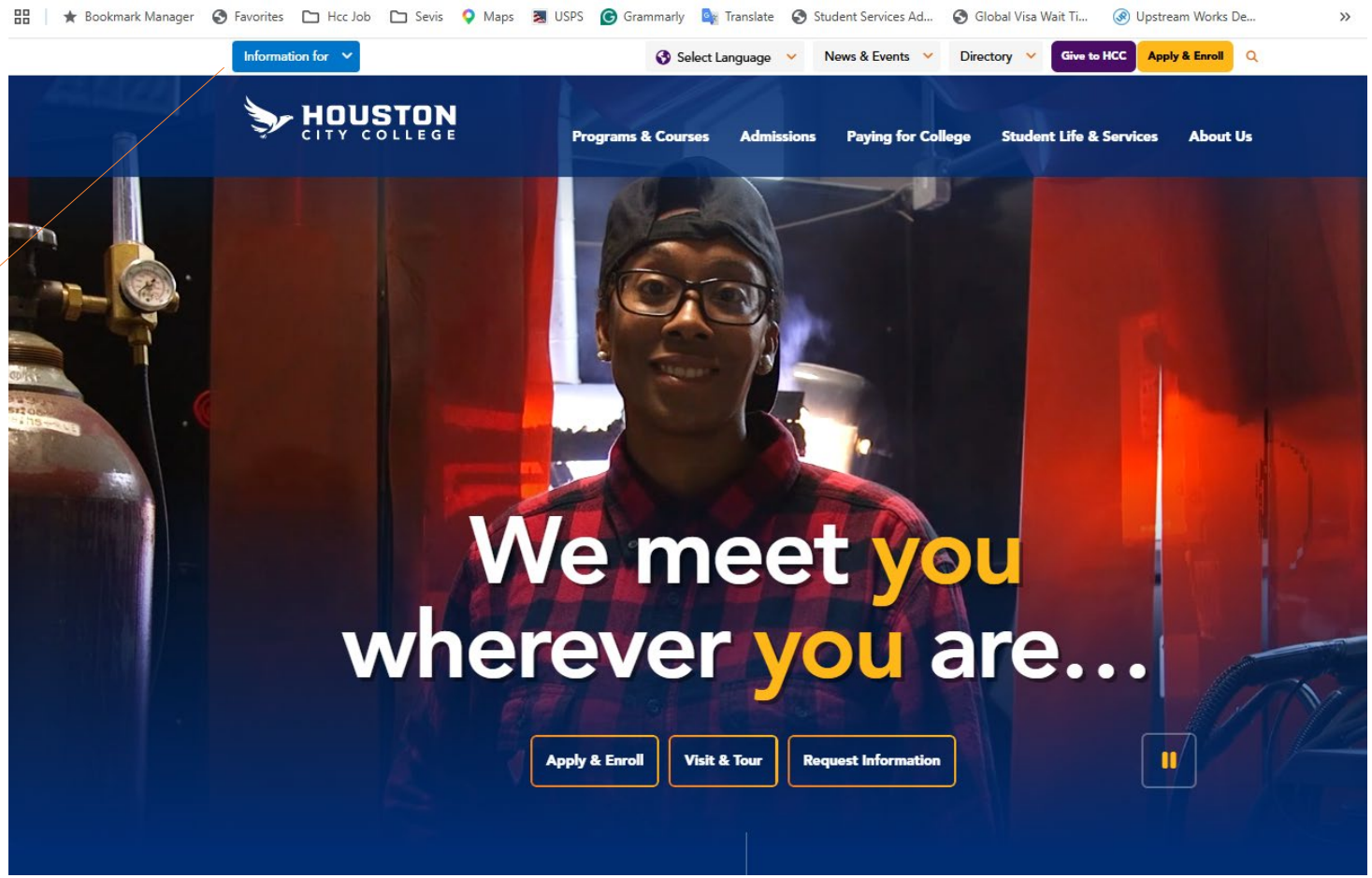
How to open your HCC student account to begin uploading documents.

On the HCC website, click on **Information for** and choose **"current students."**



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How to open your HCC student account to begin uploading documents.

Click on
Student Login

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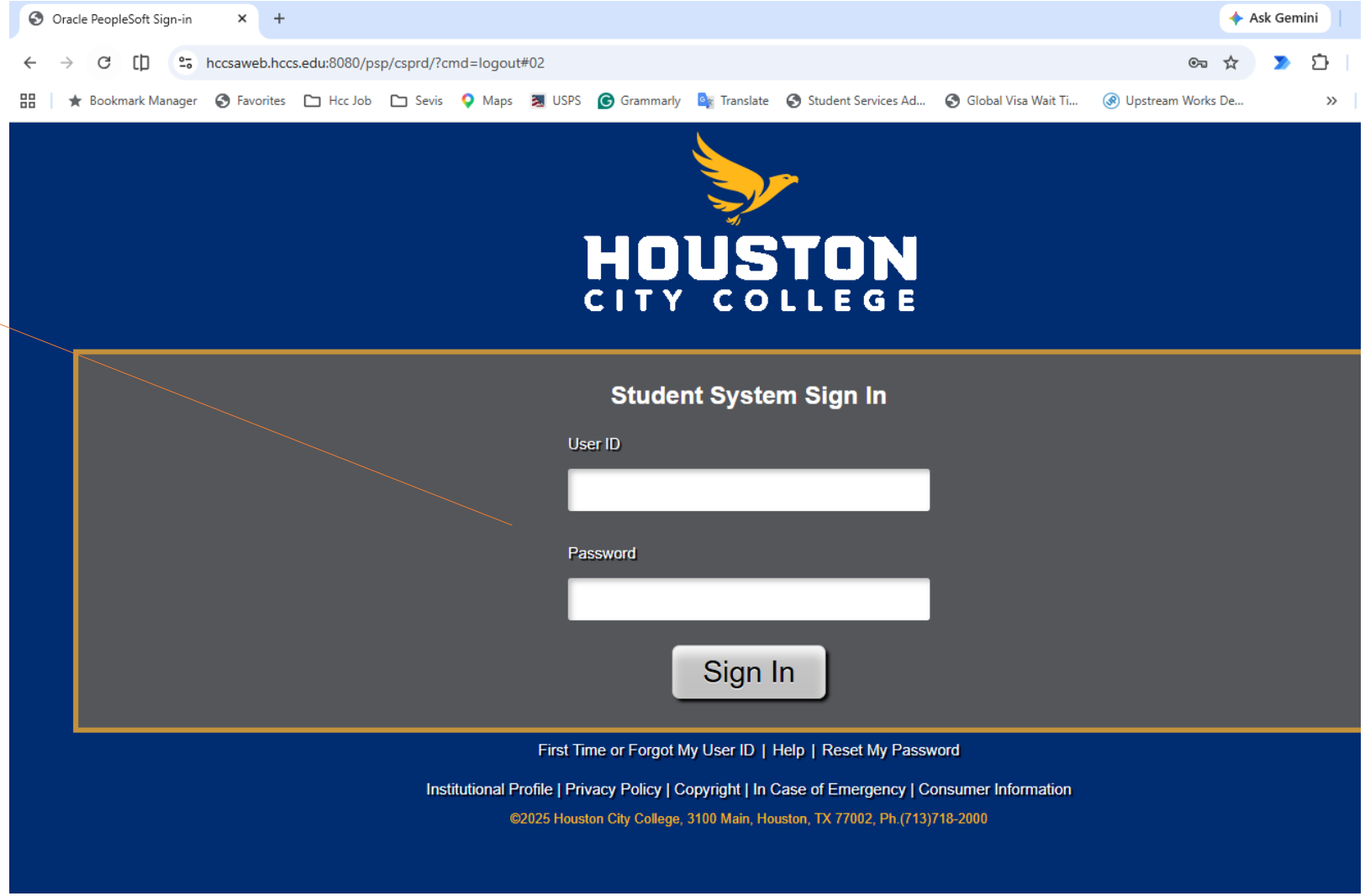
How to open your HCC student account to begin uploading documents.

Fill out your personal information:



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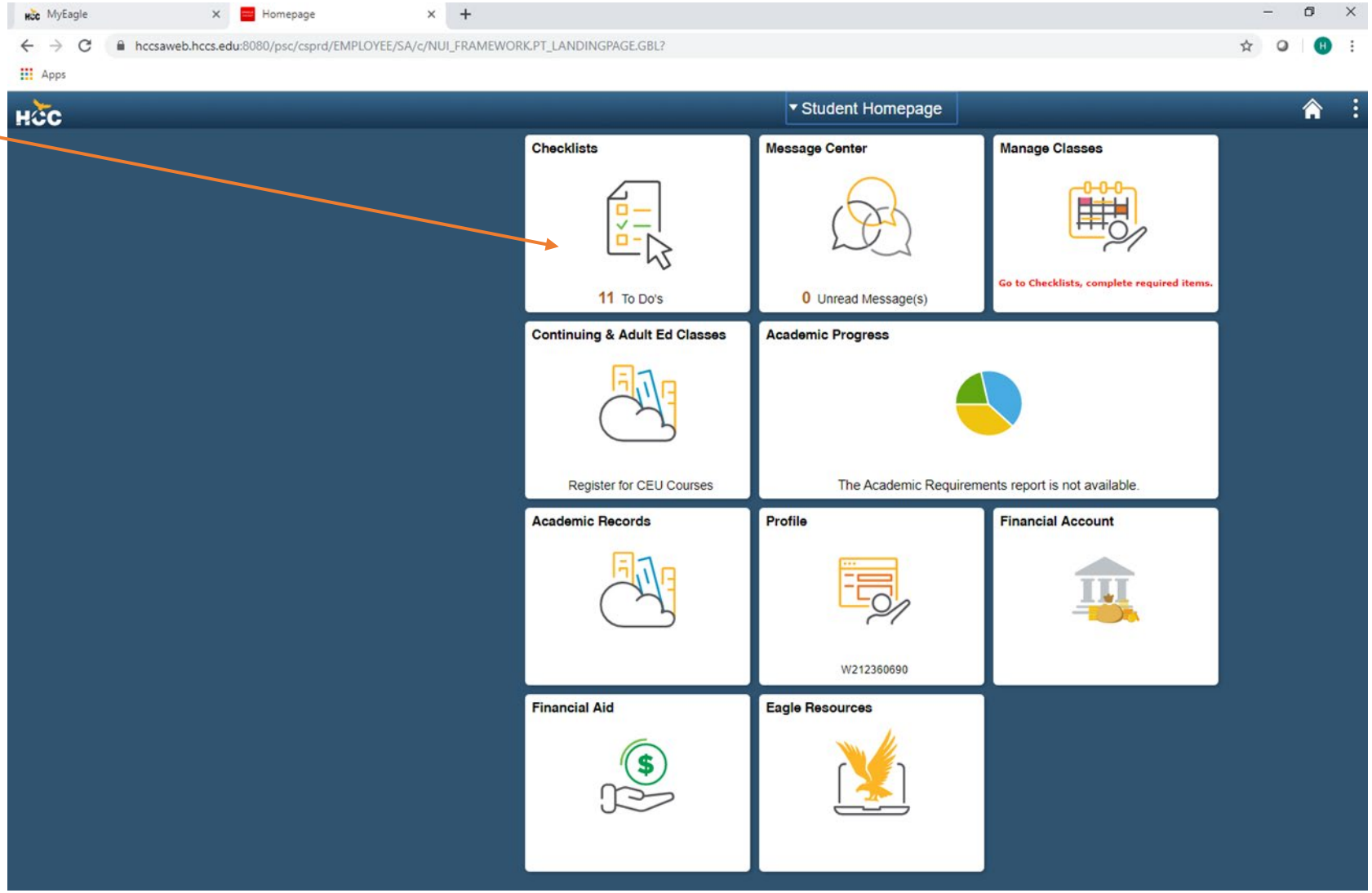
Click on
Checklists



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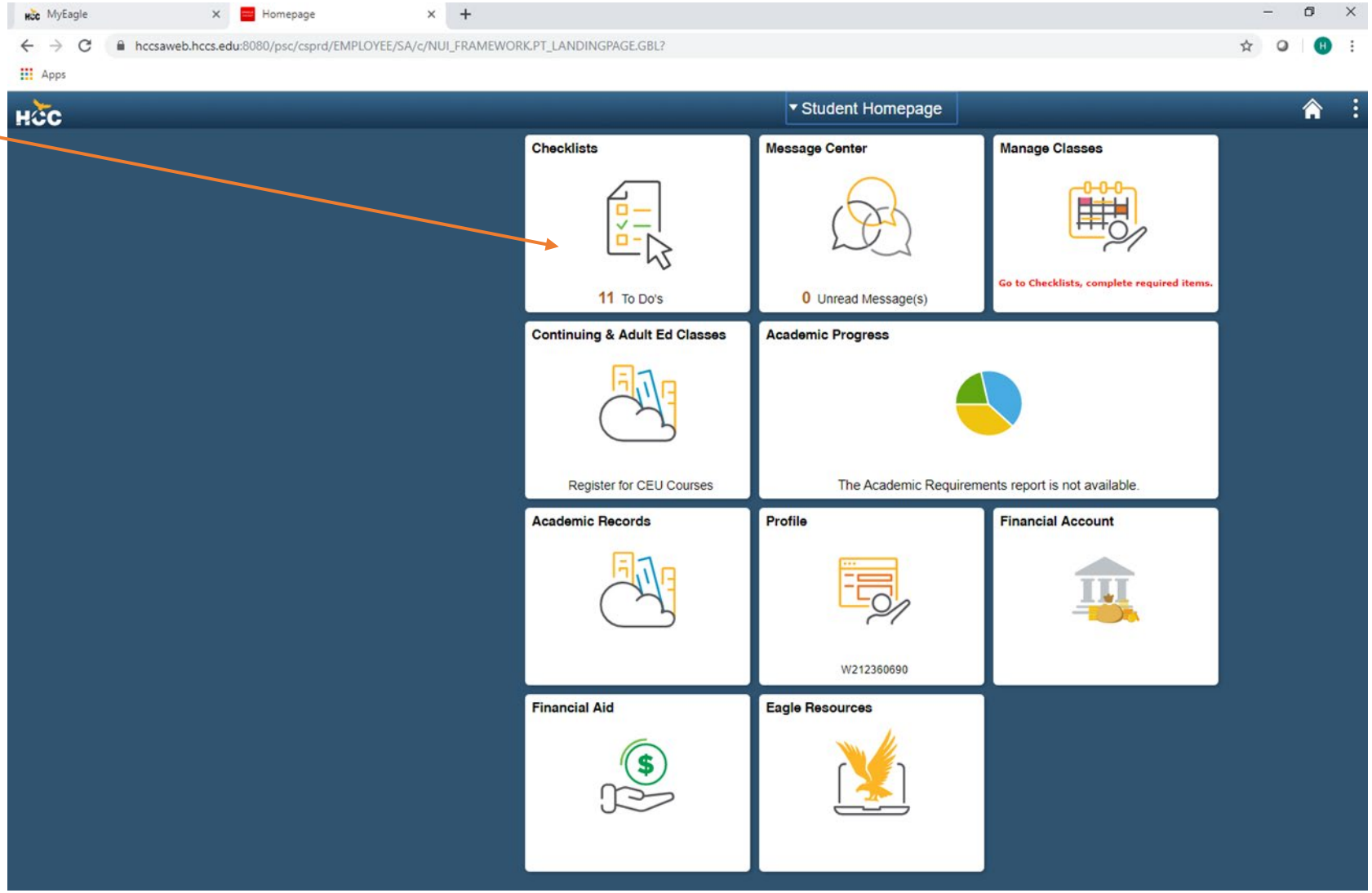
Click on
Checklists



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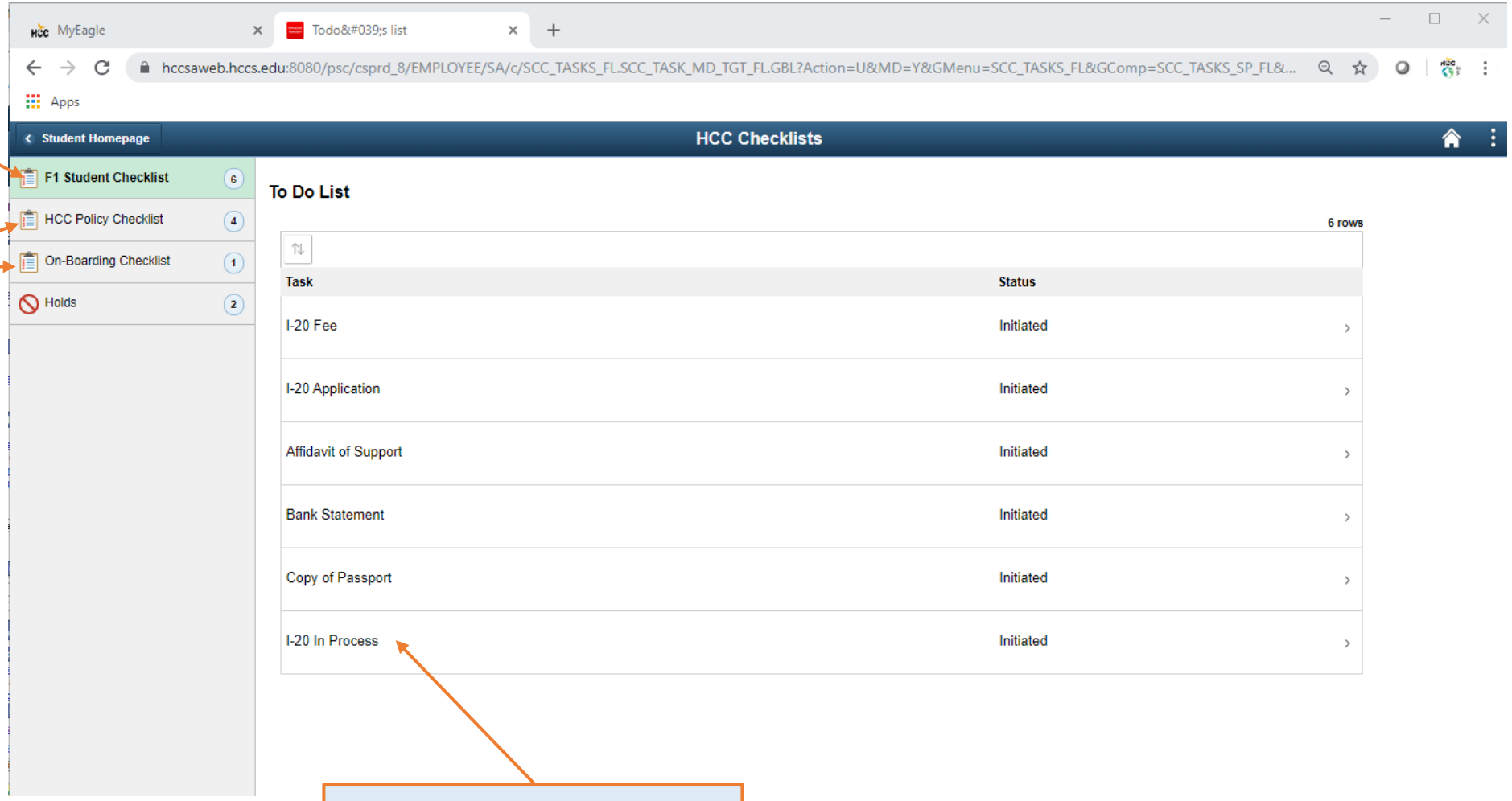
The F-1 Student Checklist displays the documents on your To-Do List

Also, other Checklists need to be completed before registering for classes.

New Item List (Possible)
Affidavit of Support
Bank Statements
Copy of Passport
I-20 Application Form
I-20 Fee
HS Transcript for below 18
Dependent Information
Employment Letter/ Sponsor
Tax Return Form
Deferment Fee

Tran Item List (Possible)
Affidavit of Support
Bank Statements
Copy of Passport
Copy of Previous I-20,
Copy of Visa,
I-20 Application Form
I-20 Fee
Copy of I-94,
Orientation Fee,
Transfer Stud Advisor Report,
Dependent Information
Employment Letter/ Sponsor
Tax Return Form
Deferment Fee



The **I-20 in Process** item will disappear once we process your SEVIS Form I-20

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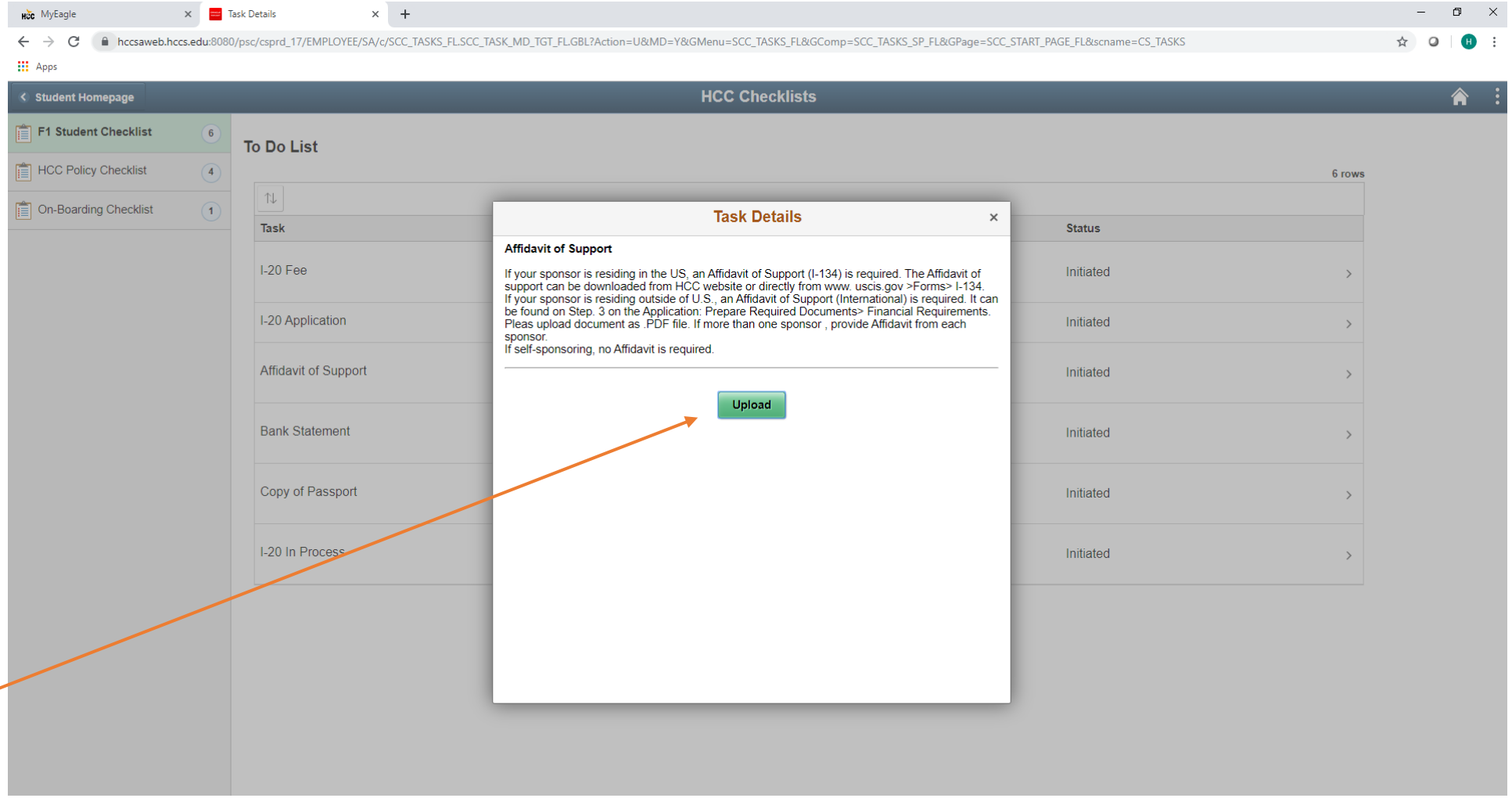

Click on
Upload

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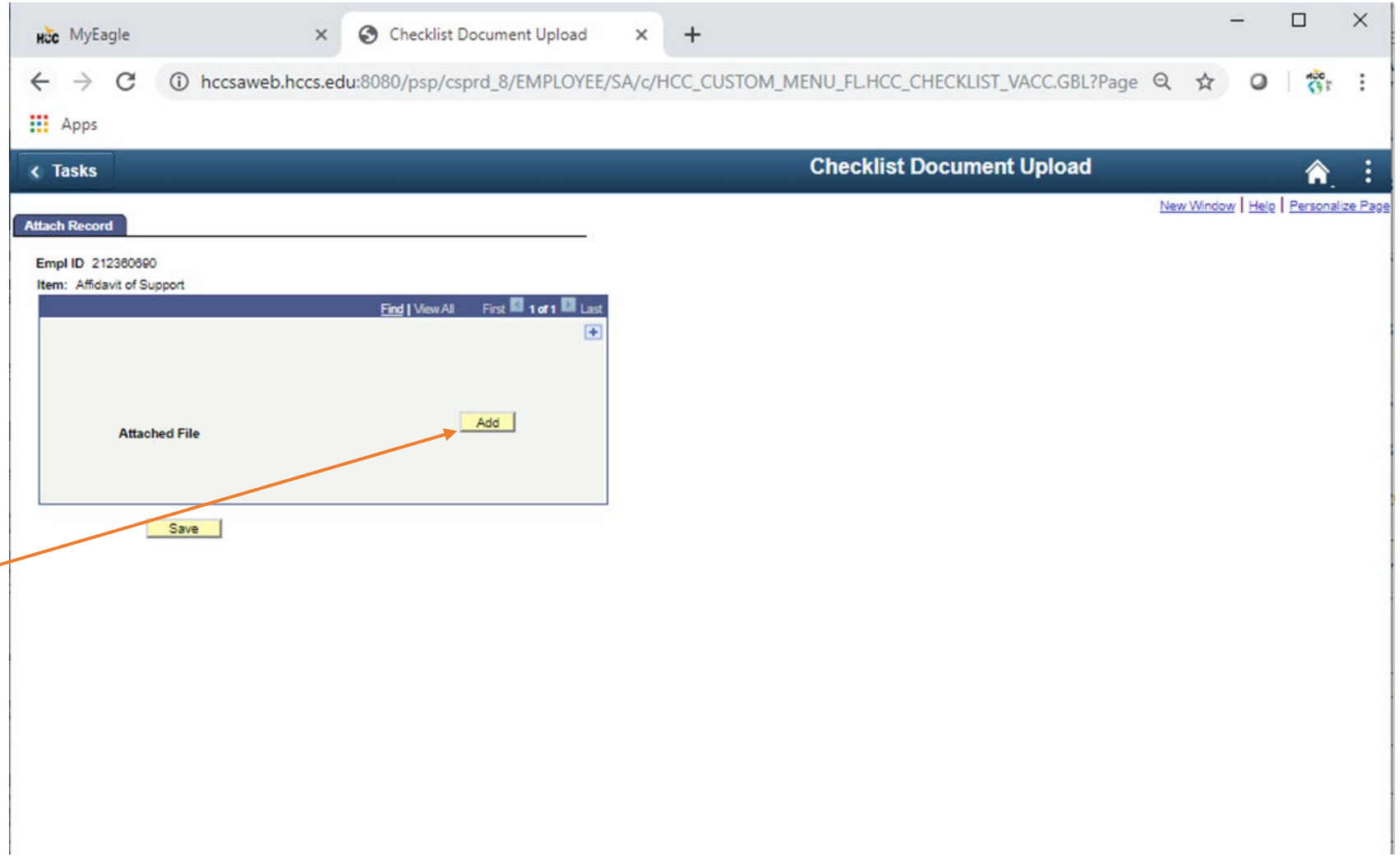

Click on
Add

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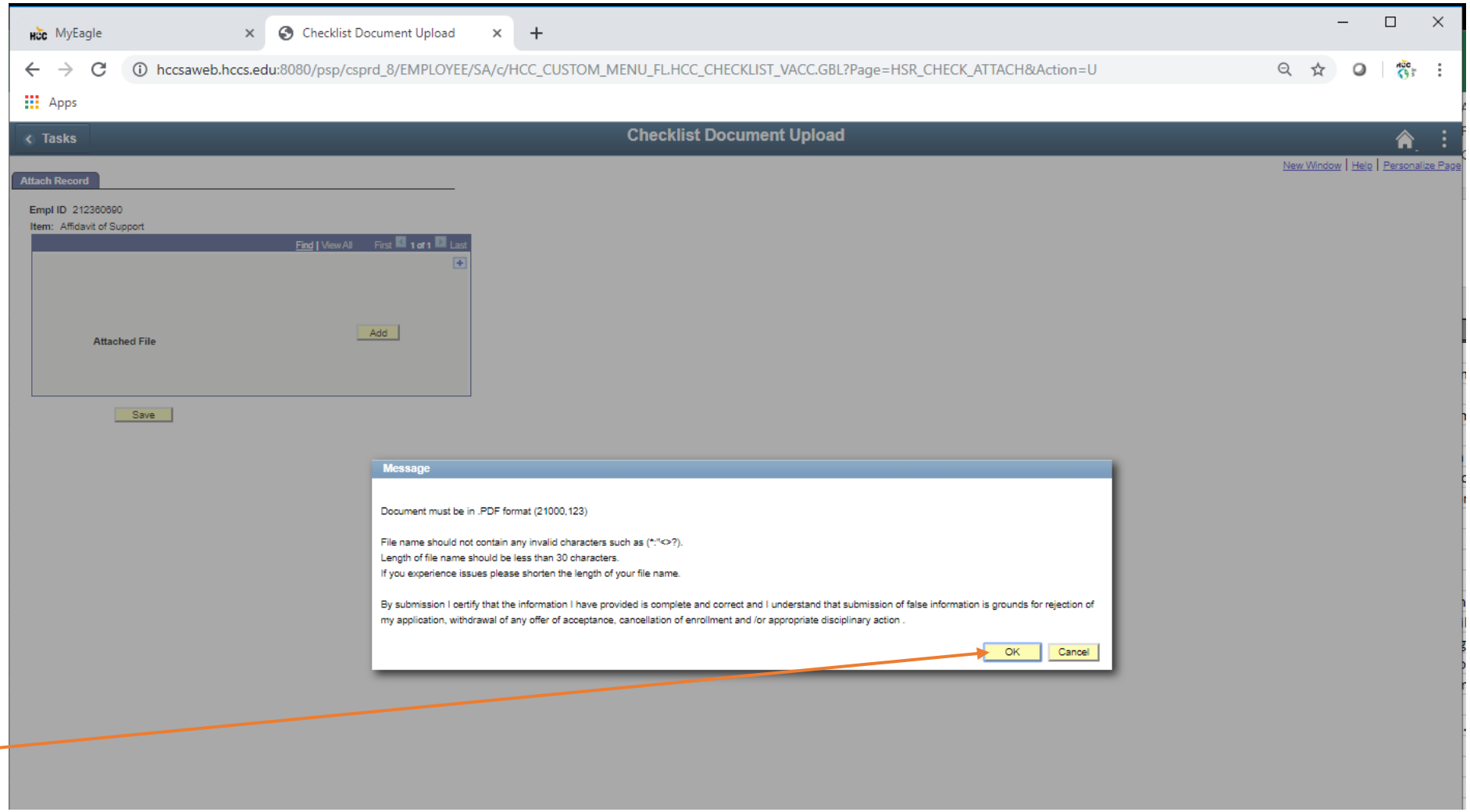

Read the instructions and click on **OK**

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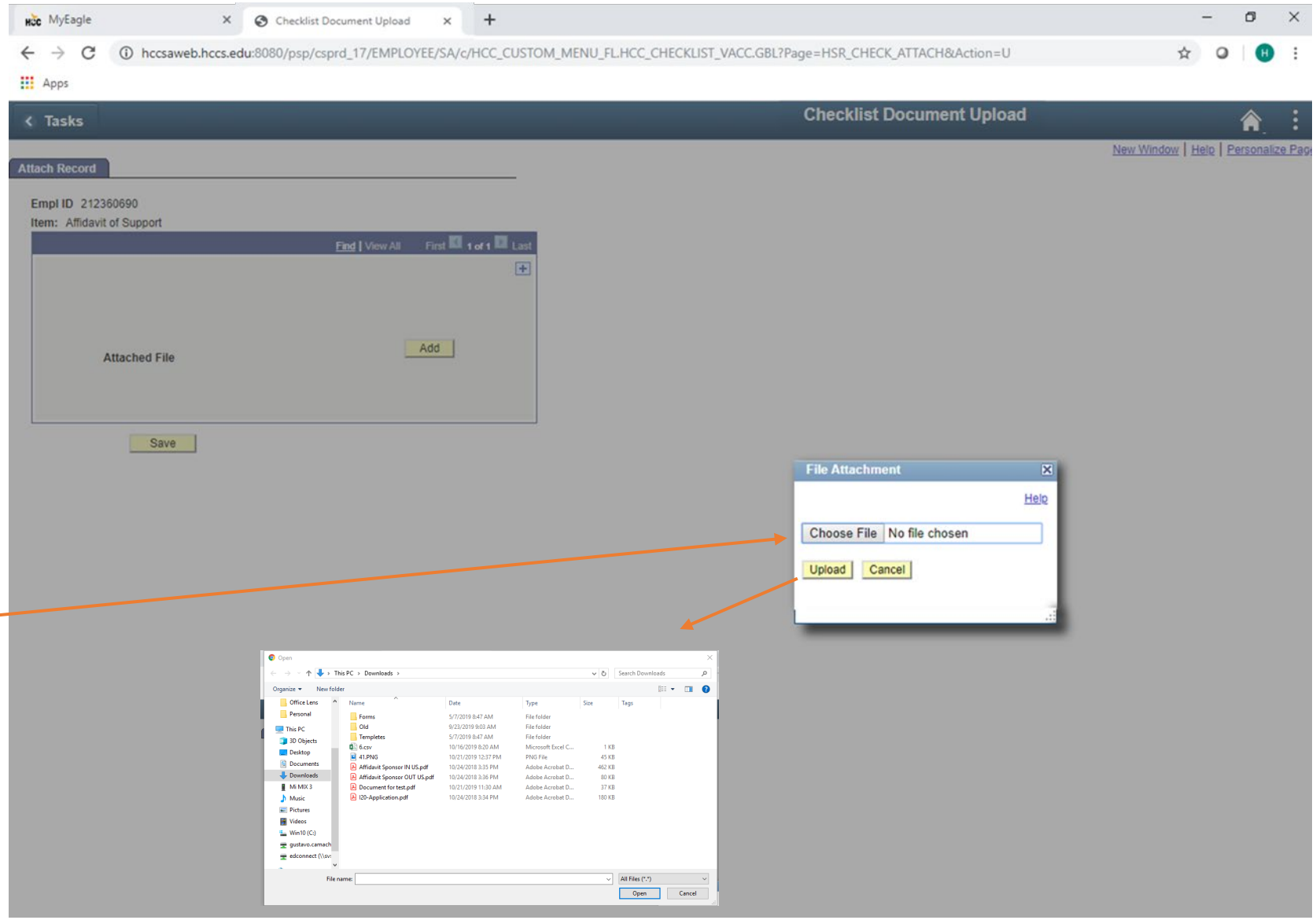

Click on
Choose File in PDF and
then click on **Upload**

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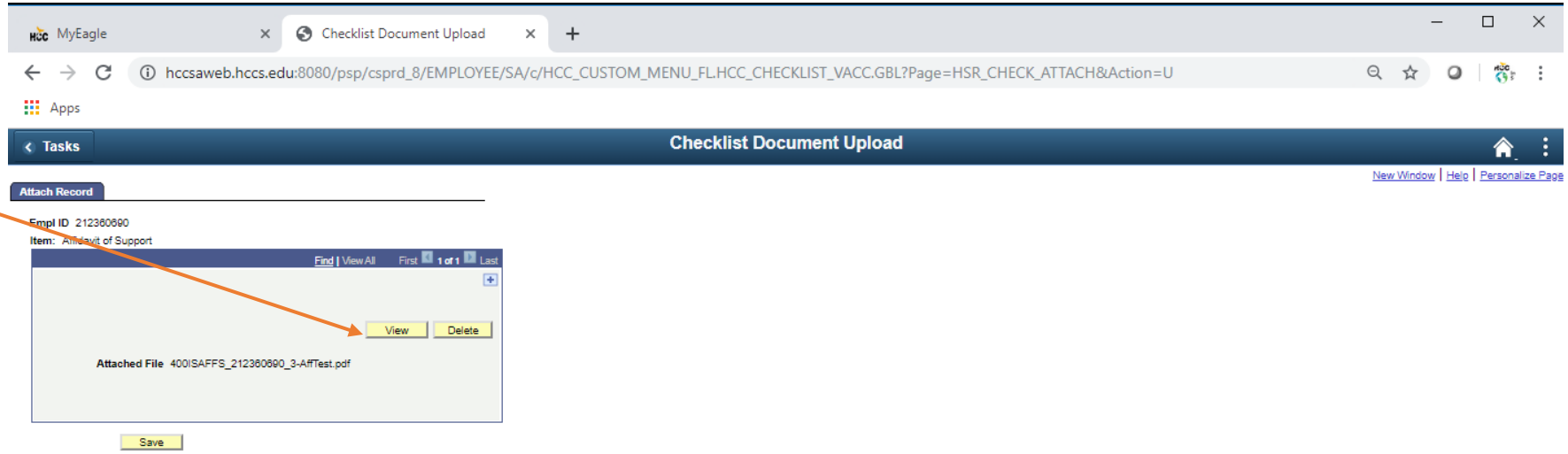
Click on
View
to check that your document was right uploaded.



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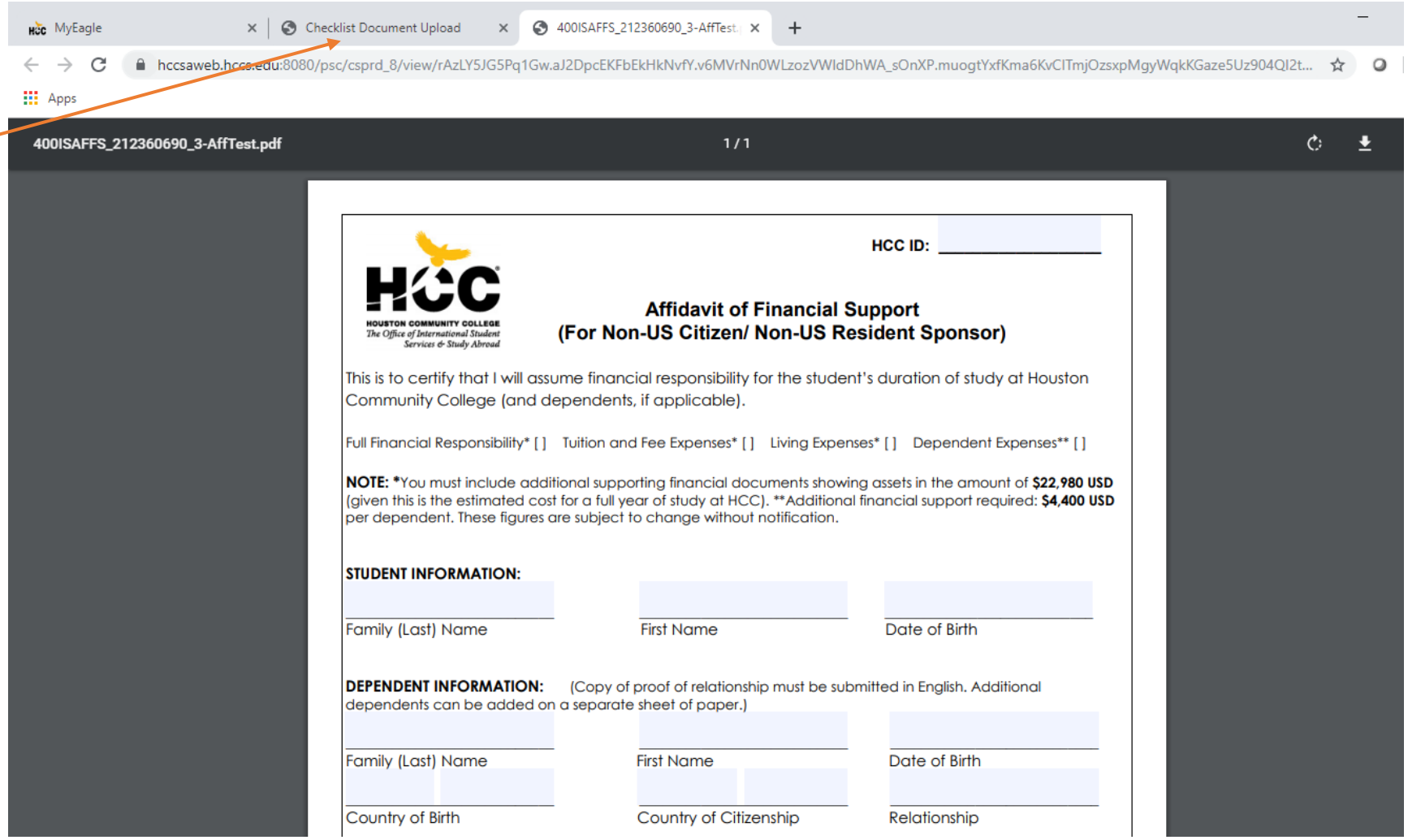
After checking your document, click in **the Checklist Document Upload** tab to return to the upload screen.



HCC ID: _____

HCC
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The Office of International Student Services & Study Abroad

Affidavit of Financial Support
(For Non-US Citizen/ Non-US Resident Sponsor)

This is to certify that I will assume financial responsibility for the student's duration of study at Houston Community College (and dependents, if applicable).

Full Financial Responsibility* [ ] Tuition and Fee Expenses* [ ] Living Expenses* [ ] Dependent Expenses** [ ]

NOTE: *You must include additional supporting financial documents showing assets in the amount of **$22,980 USD** (given this is the estimated cost for a full year of study at HCC). **Additional financial support required: **$4,400 USD** per dependent. These figures are subject to change without notification.

STUDENT INFORMATION:

Family (Last) Name	First Name	Date of Birth

DEPENDENT INFORMATION: (Copy of proof of relationship must be submitted in English. Additional dependents can be added on a separate sheet of paper.)

Family (Last) Name	First Name	Date of Birth
Country of Birth	Country of Citizenship	Relationship

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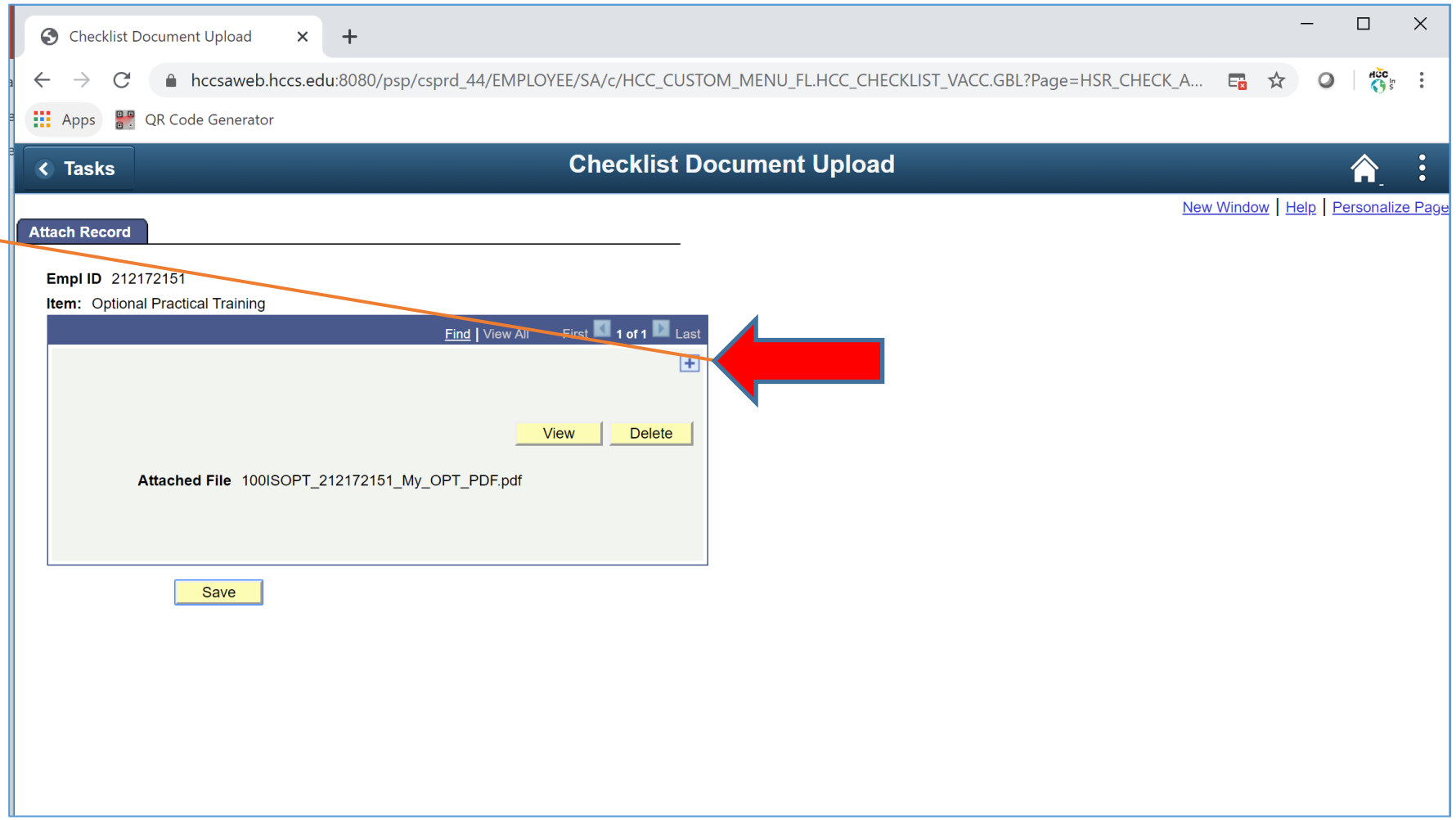
If you want to add files separately, you may click

+ sign to add another PDF file.



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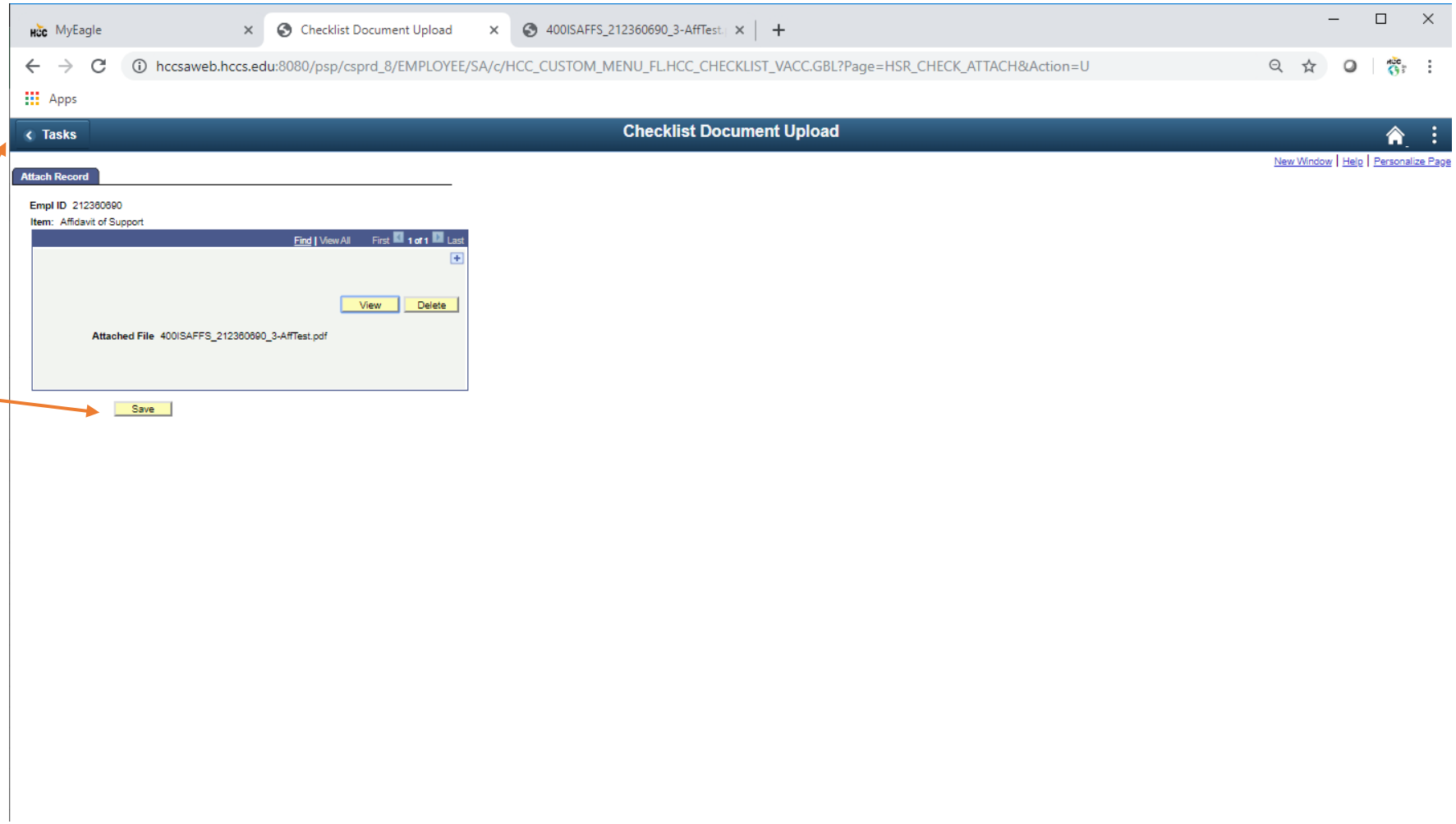
Click first on

Save

and then on

Tasks

to return to your to Do List



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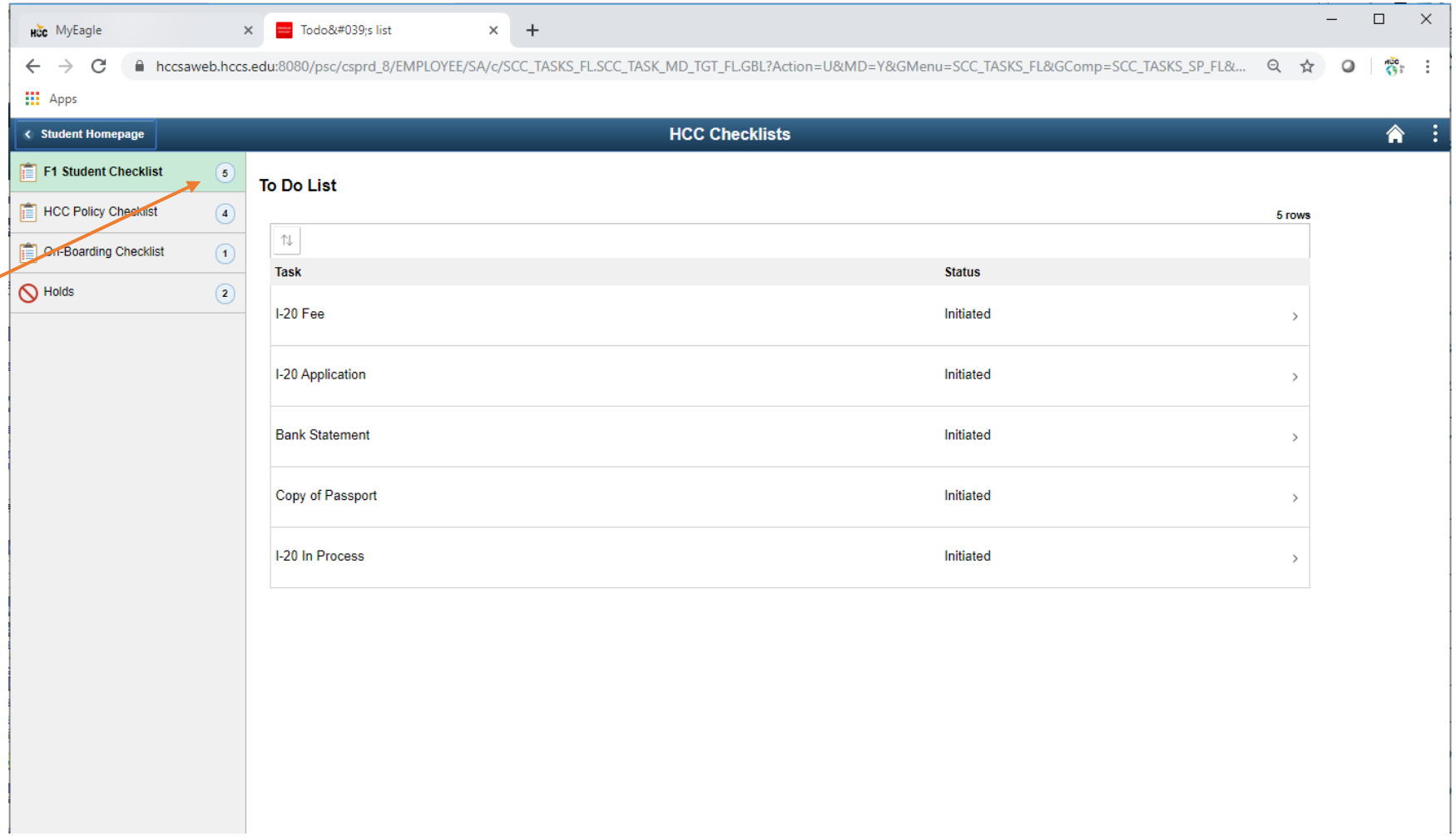

When you upload a document, it will disappear from the Checklist and the total number decreases

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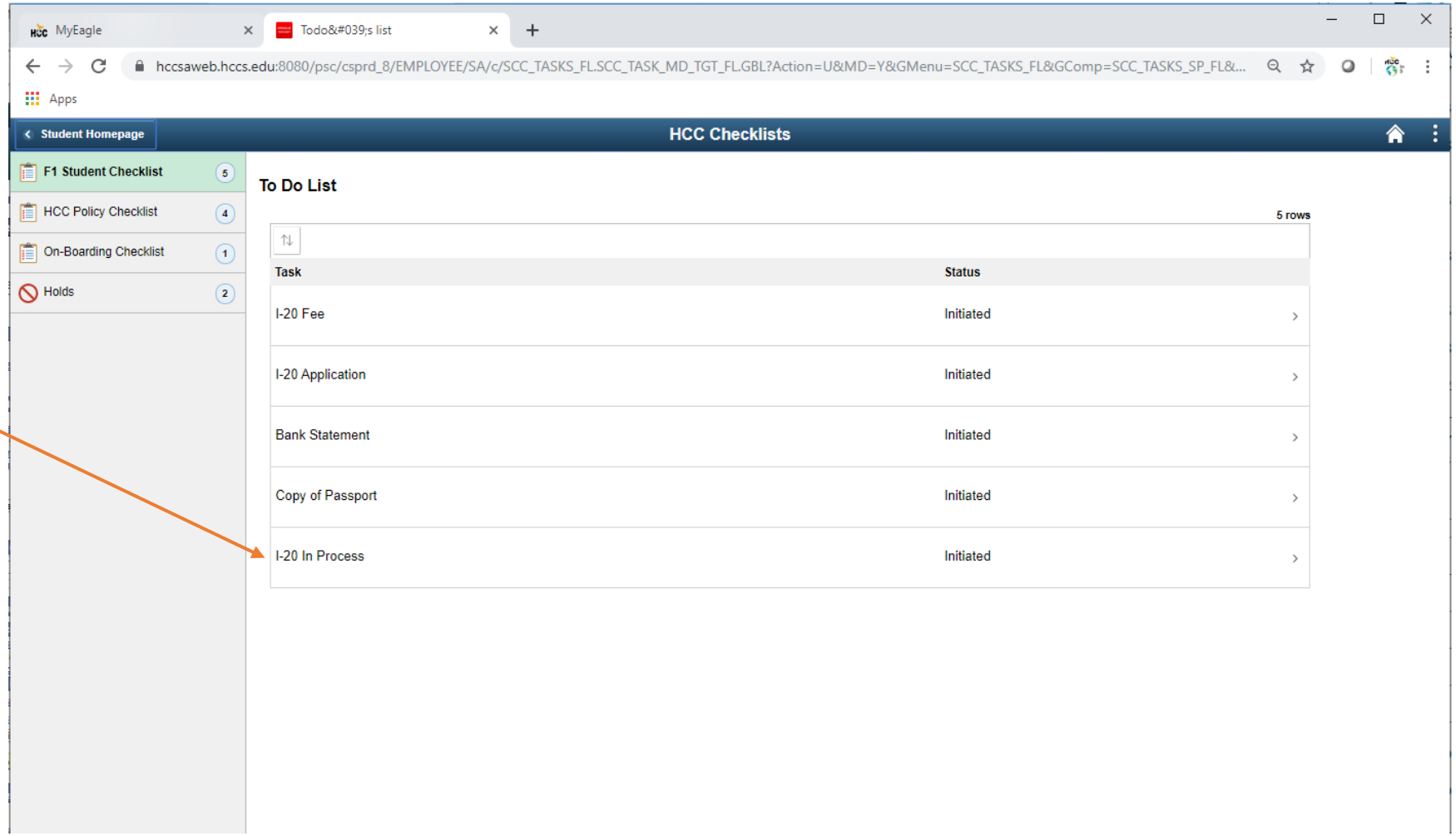
Now you can **repeat** the same process with each document on your To-Do list. When you finish this list should only show **I-20 In Process** and the F1 Student Checklist will show the number **1**.



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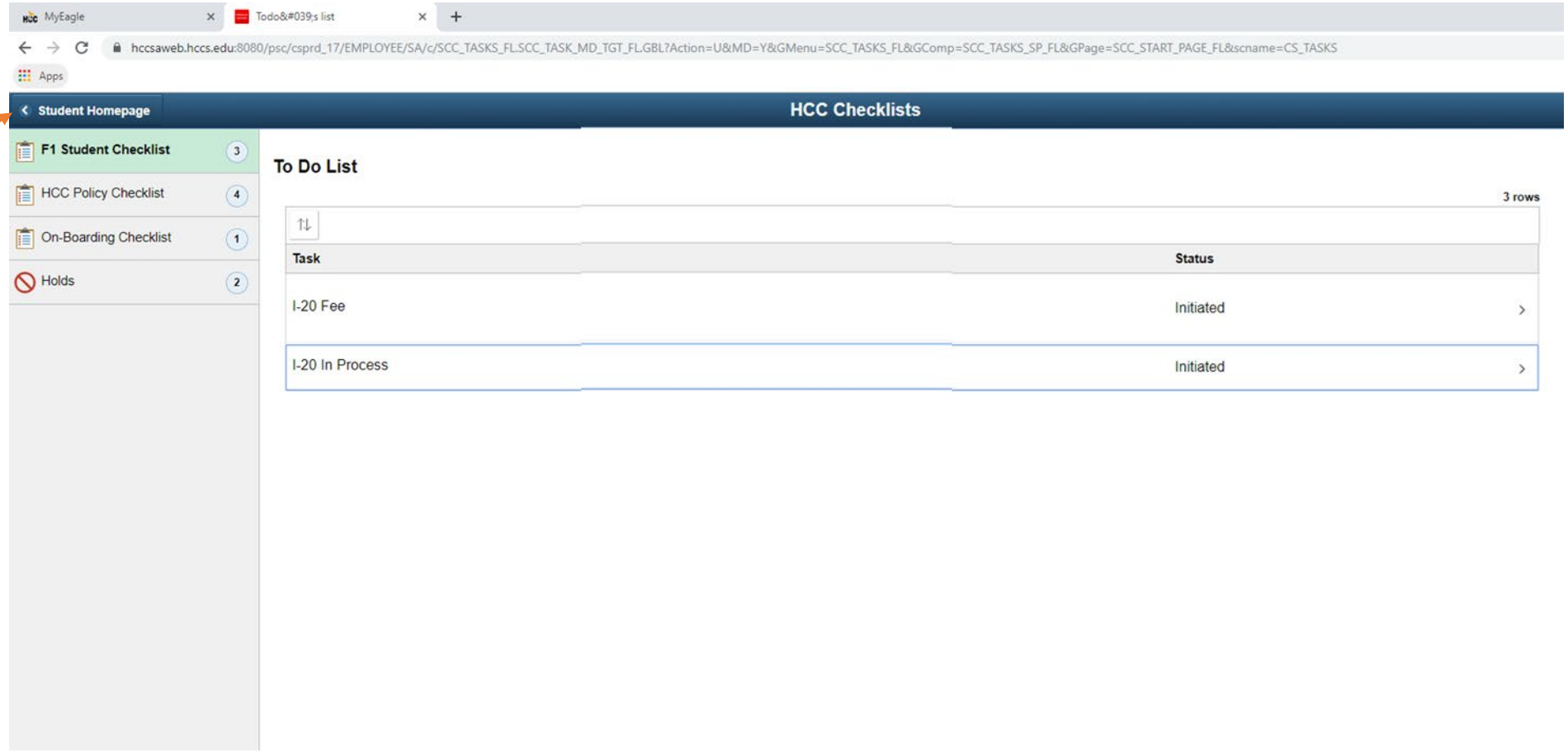
In order to pay the **I-20 Fee,** return to **Student Homepage**.



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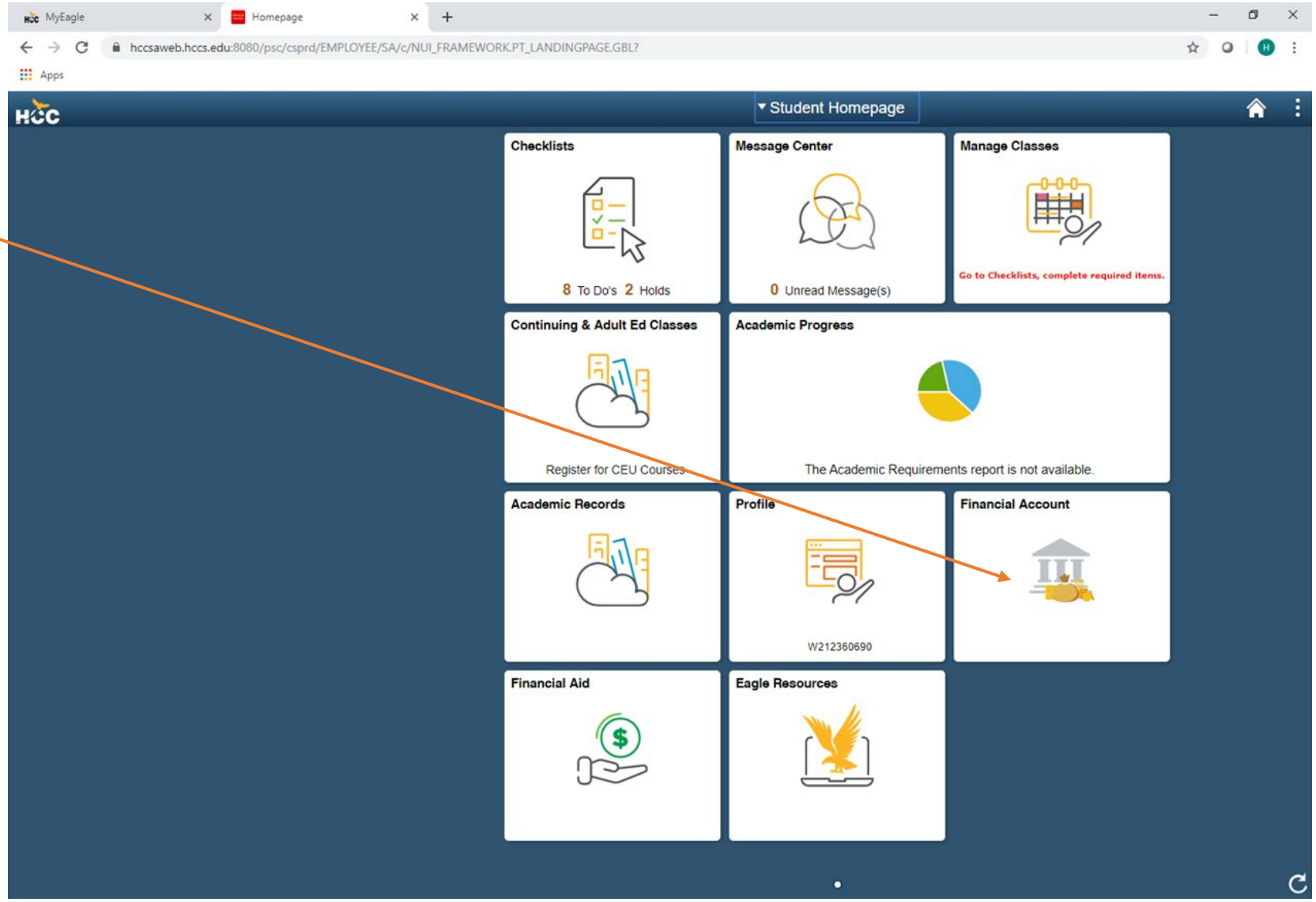
To pay your Application Fee, Orientation Fee, or tuition,
click on
Financial Account

If you need help with this process in
FLYWIRE International Students Payment
Tutorial



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You can contact us via

hccs.edu/International

VIRTUAL SUPPORT

https://www.hccs.edu/applying-and-paying/virtual-lobby/

Monday – Friday, 9 a.m. - 5 p.m.

Central Time (Houston Time)

oiss.international@hccs.edu

713.718.8521