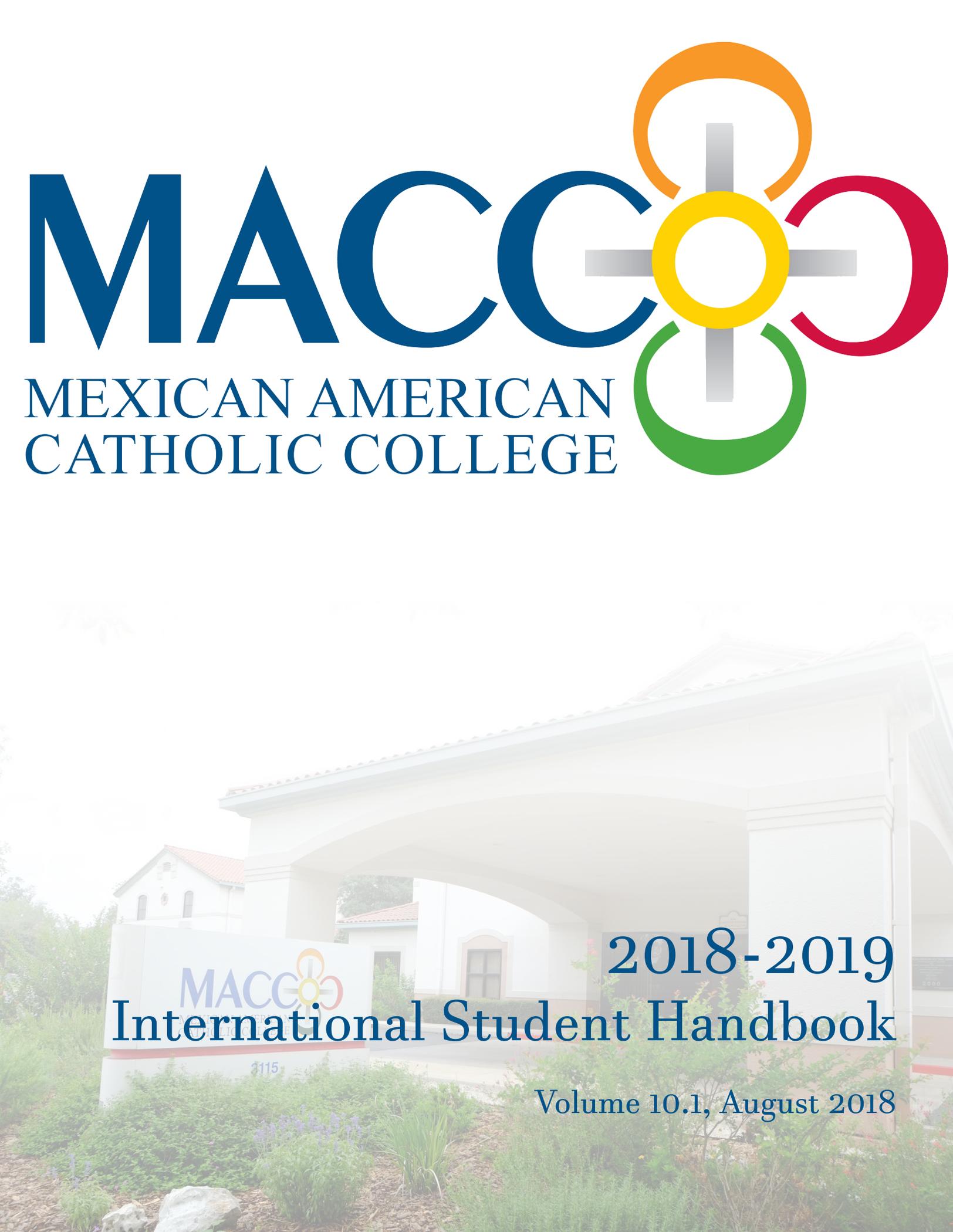


# MACC

MEXICAN AMERICAN  
CATHOLIC COLLEGE

The background of the entire page is a faded, light-colored photograph of a college building. The building is a two-story structure with a prominent archway entrance. To the left of the archway, there is a smaller building with a red-tiled roof. In the foreground, there are some green bushes and a concrete sign with the MACC logo and the number '3115'.

## 2018-2019 International Student Handbook

Volume 10.1, August 2018



# **MEXICAN AMERICAN CATHOLIC COLLEGE INTERNATIONAL STUDENT HANDBOOK**

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**2018-2019 Edition  
Volume 10 – Number 1 – August 2018**

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# thank you & welcome

Your role as a MACC international student helps support our mission in service to the Church by casting the net further, beyond our physical borders. For that, we extend you a sincere *thank you* and greet you with an enthusiastic *welcome!*

Our goal with this handbook is to facilitate the enrollment process and provide transparency for those of you studying abroad in the U.S., so that you can maintain your F-1 immigration status and take full advantage of its benefits. If any of the information within this handbook is unclear and/or if you have questions not addressed here, contact us - the Principal Designated School Official (PDSO) or the Designated School Official (DSO) in the Office of Degree Based Programs promptly. Our contact information is included, here, for your convenience.

We look forward to hearing from you!

Alma D. Alvarado  
**Dean of Students**  
**Principal Designated School Official**  
[aalvarado@maccsa.org](mailto:aalvarado@maccsa.org)  
210-731-3123

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**Registrar**  
**Designated School Official**  
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210-731-3102

# ① getting started

Here's a quick summary of the step-by-step process which outlines what you need to do to become a MACC international student.

1. **Understand international students' obligations and responsibilities.** (See *3 Addendum for International Student* and *Appendix, Addendum for International Applicants - Part B*)
2. **Apply for admission to MACC.** Submit all required admission documentation and wait for your admission status letter/email. (See *2 Your Admission Checklist*)
3. **Issuance of the I-20.** Once you are accepted, your I-20 will be mailed to your foreign address. (See *4 International Student Documents*)
4. **Review your I-20.** When you receive your I-20, check it to ensure the data matches your passport. If there are errors, contact the school official. (See *4 International Student Documents*)
5. **Pay your I-901 fee.** If there are no errors, you can initiate payment for your I-901, which is required for eligibility to apply for your F-1 visa. (Visit <https://www.fmjfee.com/i901fee/> and/or call 703-603-3400)
6. **Verification of the fee payment.** You need your I-901 SEVIS fee receipt, which should match all your other documents. If it does not, you should mail a detailed request to [FMJfee.sevis@ice.dhs.gov](mailto:FMJfee.sevis@ice.dhs.gov). Corrections take a minimum of two weeks. Call the number listed at #4 if you do not receive a corrected receipt after two weeks.
7. **Apply for your visa.** Go to <https://ceac.state.gov/genniv/> to complete your DS-160. Have the following documents available while you complete your DS-160:
  - Passport
  - Travel itinerary (if you have already made travel arrangements)
  - Dates of your last five visits or trips to the US. (additional history may be required)
  - Résumé, Curriculum Vitae and/or transcripts
  - SEVIS ID as listed on your I-20
8. **Schedule an appointment at your local consulate or US embassy.** Visit <http://travel.state.gov/content/visas/english/general/find-a-u-s--embassy-or-consulate.html> for what is required at the US embassy or consulate closest to you. (See *5, tips for your interview*)
9. **Pay the visa application fee.** You can do this after you schedule your appointment, but should pay before your interview.
10. **Be prepared.** For comprehensive information, visit the SEVIS website or Study in the States, which are listed below:
  - <http://www.ice.gov/sevis/students>
  - <http://studyinthestates.dhs.gov/>
11. **Report to MACC for Orientation/Registration.** Refer to your admission letter for specific dates, and bring your signed I-20(s) (including all previous I-20(s) if you're a transfer student), visa(s), and passport(s).

# your admission checklist ②

- Application for Admission
  - Addendum for International Applicants, Part B with the following, if applicable:
    - Copy of marriage license (for F-2 spouse only)
    - Copy of birth certificates (for F-2 dependent(s) only)
- Application Fee
- Evidence of Support (bank letter and/or bank statements)
  - Form I-134 Affidavit of Support (domestic support)
  - Affidavit of Support
- Essay
- Letters of Reference
- Bacterial Meningitis Vaccination Compliance Form
- All official transcripts: Official copy of GED Certification or final HS Transcript and official copies of all post-secondary transcripts
  - Certified translation of foreign credentials
  - Official evaluation of foreign credentials
- SAT/ACT/TSI test completion, if not on HS or post-secondary transcript
- Apply to UIW and submit required admission criteria (PMIN only)
- Additional documents to be submitted upon arrival in US:
  - Copy of I-20 from current and all former schools
  - Copy of passport
  - Copy of visa
  - Copy of I-94
  - Copy medical insurance coverage

## TIPS FOR YOUR VISA INTERVIEW

### Ties to Your Home Country

Under U.S. law, all applicants for nonimmigrant visas are viewed as intending immigrants until they can convince the consular officer that they are not. Be prepared to show that you have reasons for returning to your home country that are stronger than those for remaining in the United States.

### Speak Clearly

Keep it brief and in English. Because of the volume of applications received, all consular officers are under considerable time pressure to conduct a quick and efficient interview. Keep your answers to the officer's questions short and to the point. Plan for the interview to be conducted in English and not in your native language.

### Be prepared to explain your major and how it fits your future career plans

You should be able to explain the reasons you will study in a particular major and how studying in the U.S. relates to your future professional career when you return home.

### Employment

Your main purpose in coming to the United States is to study, not for employment opportunities before or after graduation. While many students do work during their studies, such employment is incidental to their main purpose of completing their U.S. education.

### Maintain a Positive Attitude

Stay calm and friendly throughout the process. Do not engage the consular officer in an argument. If you are denied a student visa, ask the officer for a list of documents he or she would suggest you bring in order to overcome the refusal, and try to get the reason you were denied in writing.

## ③ addendum for international students

Foreign nationals interested in attending the Mexican American Catholic College (MACC) should be aware of international students' obligations and responsibilities. At MACC, all foreign applicants complete and submit the Addendum for International Applicants, which requires reading, understanding, and agreeing to meet the requirements associated with the Statement of Understanding, which is listed, here:

### **Statement of Understanding**

*As a foreign applicant, I understand that:*

- *English proficiency is not required for admission but is required for program completion. If I am admitted to MACC, I will be tested for my English and Spanish proficiency on a specified date at a specified location.*
- *Making arrangements for housing and transportation is my responsibility. I must confirm housing and transportation arrangements after admission is granted, and prior to entry to the United States.*
- *I understand MACC highly recommends that I have an active international student health insurance plan throughout my studies in the US. Due to the high cost of health care in the United States, going without health insurance can be detrimental if I fall ill or am injured in an accident.*
- *I am responsible for obtaining medical health insurance and for providing any evidence of coverage under a U.S. major medical health insurance plan, which may include medical evacuation and repatriation coverage.*
- *To help determine my eligibility for admission MACC may contact international institutions I have previously attended to verify my status, degree, enrollment, and other related school documents.*
- *All documents and materials related to my admission (including the financial support sponsor information and bank records verifying funds) must be translated to English (with funds indicated in U.S. dollars) and sent directly to MACC's Registrar's Office.*
- *I must have the minimum amount of funds necessary for tuition and fees, dependent expenses, and living expenses in U.S. dollars available for my entire period of study at MACC. I agree to provide documentation for the first year of study expenses required for the program I choose to seek. (Transfer of bank funds, Visa, American Express, MasterCard or Discover Card credit cards are accepted for tuition payments.)*
- *I must not engage in off-campus employment or business activities without authorization from the US Department of Homeland Security, which I should obtain by communicating with MACC's Designated School Official.*
- *I 1.) may enter the US 30 days before the date specified on my Form I-20 and 2.) must report to MACC for New Student Orientation, the week before First Class Day.*
- *To postpone registration to a future semester, I must contact MACC's DSO prior to the start date on the I-20.*

To begin meeting this requirement, obtain a copy of the Addendum for International Applicants, and complete the first two sections. The second part, Applicant Verification and Transfer Authorization is associated with the Statement of Understanding, above.

International students transferring from another US institution should be aware of additional information and authorize the transfer of their record to MACC, as noted within the following section.

## Transfer-In Requirements and Responsibilities

As a transfer applicant, **I additionally understand that:**

- I am responsible for obtaining my transfer record from my current college/university to MACC. I should verify that I have been fully admitted to MACC and am sure I will attend MACC prior to requesting a transfer of my SEVIS record. Once my SEVIS record is transferred, I must enroll at MACC for the next available term to maintain my visa status. **MACC's SEVIS school code is SNA214F09980000.**
- If I am currently on OPT, I understand that transferring my SEVIS record to MACC or changing my program level from undergraduate to graduate at MACC will terminate my OPT. When I submit this form, I may request my current school to set my SEVIS transfer release date closer to the start date of classes at MACC. This will allow me to continue working with authorized OPT employment for as long as possible prior to beginning my studies at MACC.

If my current SEVIS student record is terminated, MACC reserves the right to deny my terminated SEVIS record. Depending on the circumstances, MACC may require I exit and re-enter the USA with a new initial attendance I-20 prior to beginning classes at MACC.

Some of the items on the addendum are associated with the transfer requirement. Only transfer applicants should initial at B4 and C and submit the form to their current P/DSO.

## Notification of Expenses and Required Evidence

All applicants must additionally provide evidence of financial support to cover their anticipated educational expenses. At a minimum, the support documentation must reflect \$31,499\* available funds in US dollars.

\*These expenses are calculated using the 2016-2017 Tuition & Fees schedule.

**The total charge is comprised as noted within the following table.**

Tuition & Fees	15,989	15,579 tuition; 410 fees
Living Expenses	12,810	7,980 housing, 4,830 meals
Miscellaneous	1,500	1,200 books/supplies, 1,500 other

**Anticipated Educational Expenses \$31,499**

## International Students' Dependent Visas

Your spouse and/or minor child(ren) (unmarried and under 21 years old) are your dependents and may legally accompany you to the United States or join you in the United States while you study. Additional funding for dependent care should be added to the Anticipated Educational Expenses and the supporting documentation should be submitted, accordingly. Add \$5,000 for your spouse and/or \$3,000 for each child seeking an F-2 visa.

When you inform us your dependents will be accompanying you to the United States, we may issue a Form I-20 for each of your dependents. Before you apply for an F-2 visa for your spouse or child(ren), you should understand the visa limitations on your dependents. F-2 dependents:

- Are in legal immigration status as long as you – the F-1 visa holder - maintain status, throughout your program of study
- May depart and re-enter the United States with proper documentation
- May not work
- Are not eligible for Social Security numbers (SSNs)
- May study full-time in a primary or secondary school, if under the age of 21
- May study incidental to status (may not earn or work toward a degree or certification), if over the age of 21
- Should obtain an updated Form I-20 from us if any information about you changes

- May file for a change of status (via Form I-539, “Application to Extend/Change Nonimmigrant Status”) to F-1 status if the adult dependent wants to study full-time.

If you choose to apply for an F-2 for your dependent(s) include the appropriate information within the first table at section D of the addendum.

## List of Required Supporting Documents

You must submit supporting documents as evidence of your ability to pay the Anticipated Educational Expenses. You should submit the following:

- Current bank documents (no older than six months from date of submission), in English, by the bank or financial institution, for self or sponsor verifying the minimum amount of funds required, stated in US dollars. The applicant must include a letter from the bank on official bank letterhead stating that the funds are available for the applicant during his/her studies at MACC.
- A letter from your sponsor stating that he/she/they will be responsible to pay for your expenses while you are a student at MACC.
- Original documents from applicants in the US. Scanned, emailed documents from applicants outside the US.
- [Form I-134 Affidavit of Support](#) along with the required bank documents if the sponsor is a US citizen or permanent resident.
- Official marriage license/certificate and birth certificate(s) for each dependent.

*For the most recent tuition, fees, payment requirements and regulations, communicate directly with the Finance Department.*

List the evidence you submit within section D.

Before submitting your addendum, you must affirm the information you provide is true and accurate. You must also affirm you understand and agree to adhere to the statement, below:

## HELPFUL ONLINE RESOURCES

### Study in the States studyinthestates

[dhs.gov/ive-been-accepted](https://studyinthestates.dhs.gov/ive-been-accepted)

### Paying for your SEVIS Fee

[studyinthestates.dhs.gov/paying-your-i-901-sevis-fee](https://studyinthestates.dhs.gov/paying-your-i-901-sevis-fee)

### Applying for a Visa to Travel to the United States

[studyinthestates.dhs.gov/applying-for-a-visa-to-travel-to-the-united-states](https://studyinthestates.dhs.gov/applying-for-a-visa-to-travel-to-the-united-states)

### Get Ready to Go!

[studyinthestates.dhs.gov/get-ready-to-go](https://studyinthestates.dhs.gov/get-ready-to-go) Arriving in the United States  
[studyinthestates.dhs.gov/getting-to-the-united-states](https://studyinthestates.dhs.gov/getting-to-the-united-states)

## Statement of Responsibilities

*I understand that if MACC issues my I-20 and am authorized and allowed to enter the US, as an F-1 Visa holder, I am responsible to maintain my status. With that in mind, I agree to:*

- Report to the DSO any changes to my:
  - name
  - current, US address
  - degree program
  - credit hours each semester
  - plans/intentions to travel out of the US
  - transfer to another US school
  - sponsorship
  - change of visa status or permanent residency
- Authorize MACC to contact international and domestic institutions where I have enrolled to determine my eligibility for continued enrollment and/or maintenance of status.
- Maintain full-time enrollment and meet attendance requirements to remain in status. I understand that I must communicate with the DSO before I modify my enrollment if it results in below full-time enrollment.
- Not engage in off campus employment or business activities without first obtaining DSO’s authorization.
- Comply with all US laws and MACC policies and requirements, and attend all related orientation sessions and/or meetings for international students.



## **I-94?**

The I-94 is the Arrival / Departure Record, in either paper or electronic format, issued by a CBP Officer to foreign visitors entering the U.S. After April 30, 2013, most Arrival/Departure records will be created electronically upon arrival. Instead of a paper form, the visitor will be provided with an

annotated stamp in the foreign passport. If provided a paper form, the admitting CBP Officer generally attaches the I-94 to the visitor's passport and stamps the departure date on the form.

In both circumstances, an electronic I-94 or paper I-94, the visitor must exit the U.S. on or before that date stamped on the form or in the passport.

If a visitor departs by a commercial air or sea carrier (airlines or cruise ships), their departure from the U.S. can be independently verified and it is not necessary to take any further action, although holding on to the outbound (from the U.S.) boarding pass - if they still have it - can help facilitate reentry when coming back to the U.S.

If a visitor departs by land and has a paper form I-94, the I-94 must be turned in to a CBP Officer at a land border when exiting the U.S. If it is not turned in to a CBP Officer at the land border, the visitor will be considered an "overstay" and they may be denied entry when they attempt to reenter the U.S. in the future.

For more information on the I-94 automation process, visit [CBP.gov](http://CBP.gov).

Now that you know the basics, you can decide if MACC is the right college for you.

If you applied for admission, obtained acceptance and were issued an I-20, passport, F-1 visa and I-94 as an international MACC student, you'll need to remain in status. To learn more about what to expect as an F-1 student, read the following information.

## Being "In Status"

The term "in status" means complying with the regulations governing your visa status. Students who violate any of the terms described below may fall "out of status." Students who are out of status will have to apply for reinstatement to the DHS and are not eligible to take advantage of any benefits that come with student status. It is very important to be aware of what you need to do to stay in status. Maintaining your status is your responsibility. If you have an academic or medical issue that prevents you from maintaining your full-time status, please visit the Registrar's Office.

### Things to do

- Attend the school indicated on your I-20.
- Take a full course load every semester (unless otherwise authorized) and attend classes as required.
- Pay your tuition and fees by the MACC deadline
- Follow DHS procedures in a timely manner for changing degree levels within MACC and transferring to other schools.
- Maintain a valid passport at all times.
- Apply for an extension of program **before** the expiration date on the I-20, if needed.
- Limit on-campus employment to 20 hours a week during semesters, and refrain from off-campus work without authorization.
- Report any legal changes of your name or change of address **within 10 days** of the change by notifying the P/DSO.
- Consult with the P/DSO prior to requesting a reduced course load, traveling outside the U.S., transferring to another school, financial sponsorship changes, change of status, etc.

Look at your immigration documents and know what they represent.

**When do they expire?**

Use your phone's appointment and/or calendar feature to remind yourself to stay abreast of your reporting requirements.

### Full-Time Studies

- Undergraduate — 12 credit hours per term
- English language programs — 18 clock hours per week if the dominant part of the course of study consists of classroom instruction, or at least 22 clock hours a week if the dominant part of the course of study consists of laboratory work
- Courses can be taken at other SEVP-certified schools and count toward the full course of study requirements if the SEVP-certified school that enrolled the student accepts the transfer credits as contributing to the student's program of study.

You must receive authorization from the P/DSO to drop below full-time study.

**Authorization is allowed under very limited circumstances.**

## What to do when you fall out of status

You may fall out of status for not complying with the conditions of your F-1 student visa. You may lose status for a variety of violations - failure to enroll or working without authorization. If that happens, you are at risk of being deported.

You may apply for reinstatement of status in cases where the violation was outside your control and you continue to attend, or plan to attend, a program of study at an SEVP-certified school.

## Duration of Status

The D/S notation that appears on the I-20 and on the I-94 card, when stamped by INS, stands for "Duration of Status." D/S means that you are allowed to stay in the U.S. until either you finish the requirements for your degree program or until the expected completion date indicated on your I-20 form, whichever comes first.

If your I-94 card does not have the D/S notation, you should meet with a P/DSO from the Registrar's Office. If you need more time to complete your program, it is important that your I-20 be **extended before it expires**. Please consult with a P/DSO at least 60 days before your document expires. As an F-1 student, you may stay in the U.S. an additional 60 days after the completion of your program. Please be aware that these grace periods only apply if you have completed your program.

## Forms of Identification

All students should obtain a MACC Student Identification (ID) card, but other forms of ID may be requested during your studies. The following information addresses frequently requested forms of ID.

Communicate with your P/DSO about any questions or concerns.

**They are here to help you.**

This information comes from the Social Security Administration (<http://www.ssa.gov/pubs/10096.html>) and the DHS. Visit their websites for more information.

## Social Security Number (SSN)

Does a non-citizen need a social security number?

Generally, only noncitizens authorized to work in the U.S. by the DHS can get a SSN. Social Security numbers are used to report your wages to the government and to determine eligibility for Social Security benefits.

Lawfully admitted noncitizens can get many benefits and services without a Social Security number. You do not need a number to get a driver's license, register for school, obtain private health insurance, or to apply for school lunch programs or subsidized housing.

Some organizations use Social Security numbers to identify you in their records. Most, however, will identify you by some other means if you request it.

We cannot assign you a Social Security number solely so you can get a driver's license or a service that requires a credit check. Although many companies, such as banks and credit companies, may ask for your Social Security number, you are generally not required to provide one if you don't have one.

## Individual Taxpayer Identification Number (ITIN)

Need a number for tax purposes?

If you need a number for tax purposes and you are not authorized to work in the U.S., you can apply for an Individual Taxpayer Identification

Number (ITIN) from the Internal Revenue Service (IRS). You must visit the IRS in person or call the IRS toll-free number, 1-800-TAXFORM (1-800-829-3676), and request *Form W-7, Application for an Individual Taxpayer Identification Number*.

### Visit these links for more helpful information:

U.S. Social Security Administration:

<http://www.ssa.gov/>

Social Security Numbers for Noncitizens:

<http://www.ssa.gov/pubs/10096.pdf>

Individual Taxpayer ID Number:

<http://www.irs.gov/individuals/article/0,,id=96287,00.html>

## Driver's License for International Visitors (F-1)

If you are a student who will be in the U.S. for longer than 30 days and plan to drive a car, you should obtain a Texas Driver's License at the Texas Department of Public Safety (DPS). Access to a car, knowledge of Texas driving regulations and testable driving skills are basic requirements to obtain a driver's license. You must provide your own vehicle when taking the driving test.

You will need to apply in person at a Texas Department of Public Safety office and take the following steps to obtain your driver's license:

- Present your passport, visa, I-20, I-94, Letter of Enrollment and proof of a Social Security Number. If you do not have an SSN, you must complete an SSN Affidavit form, which is available at the DPS office.
- Present proof of Texas vehicle registration and liability insurance on all vehicles you own.
- Pass the written, driving and vision examinations. If you do not have a driver's license from another state, you must take both a written and a driving test. (The written exam is offered in English and Spanish). There is a \$25.00 fee for the Driver's License.

## Texas Identification Card

If you are a student who does not plan to drive in the U.S., you should apply for a Texas Identification Card at the Texas Department of Public Safety (DPS). This card is useful as identification when a photo ID is required.

You will need to apply in person at a Texas Department of Public Safety office and take the following documents in order to make your application:

- Passport
- Visa
- I-20
- I-94 card
- A current Letter of Enrollment from International Student Services

If you have a Social Security Number (SSN), please present your Social Security Card at the time of application. However, an SSN is not necessary to apply for a Texas ID. There is an associated fee for the Texas ID card.

Get driver's insurance, you won't be permitted to apply for a driver license without it. Apply for TXDL before bringing your car or purchasing one.

TX Department of Public Safety:

<http://www.txdps.state.tx.us/index.htm>

TX Driver Handbook:

<http://www.txdps.state.tx.us/DriverLicense/documents/DL-7.pdf>

Texas Department of Public Safety (Nearest Location)

1258 Babcock Road

San Antonio, TX 78201

210-737-1911

## Permissible Employment

International students are only allowed to work at their school. This type of employment is called *on-campus employment*. On-campus employment includes work done as a teaching or research assistant as well as jobs in

the College library, dormitory dining facilities, laboratories, and administrative offices. On-campus employment also includes student-level positions with on-location commercial firms which provide services for students on campus.

On-campus employment at MACC is seldom available and there are currently no on-location commercial firms. This means on-campus employment is unlikely. In the event that an on-campus employment opportunity comes available, remember:

### Requirements

- You must be enrolled in a full course of study during academic year
- You may not work more than 20-hours per week on-campus during academic year
- You may work full-time on-campus during vacation periods
- You may not engage in 'on-campus employment' after completing requirements for your degree.

## Travel

### What is required to travel outside the U.S.?

Always get approval from your P/DSO before you go. Your P/DSO will show approval by signing your [Form I-20, Certificate of Eligibility for Nonimmigrant Status](#), which you must present to U.S. CBP officers when you re-enter the U.S.

For an F-1 student, P/DSO approval must be within one year of the date of your desired return.

For an M-1 student, P/DSO approval must be within six months of the date of your desired return. Keep your P/DSO's name and contact information with you while you travel in case you have any problems.

### What should I take with me?

Ensure your passport and visa are valid before you leave. If not, update them before your return. If you leave the U.S., a CBP officer will conduct primary inspection when you return. The officer will ask for your reason for departure, reason for return, passport, visa and current Form I-20.

If you forget your documents, especially your Form I-20, CBP may issue you a [Form I-515A, Notice to Student or Exchange Visitor](#). You must submit the missing documents and Form I-515A to the Student and Exchange Visitor Program within 30 days or leave the U.S. If you need help, talk to your P/DSO.

Here is a quick checklist with additional items you may also want to take with you and consider before your departure:

- Valid passport and visa
- Signed Form I-20
- Explanation for your travel (departure and return)
- Proof of financial support you showed to the U.S. embassy or consulate during your visa appointment
- Evidence of acceptance to your school
- Paper receipt from payment of your [I-901 SEVIS fee](#)
- Current letter of standing
- MACC Student ID Card
- *Be able to talk about your education and work goals such as your studies at MACC and your plans for work upon returning to your home country.*
- *Make arrangements with someone whom you can contact to take care of your local affairs if you experience delay while traveling outside of the U.S. Make sure you have our e-mail address and telephone number.*

## What is required to travel inside the U.S.?

As a precautionary measure, you should carry the required documents mentioned above if you are traveling within the U.S. There are Immigration Inspection Stations along the highway in the U.S. that border on Mexico. Your documents will be requested at these stations.

The immigration law requires individuals over the age of 18 to carry their "registration" documents with them at all times. The "registration" document for an F-1 non-immigrant visa holder is the I-94 Arrival/Departure Record. Other "registration" documents may include permanent or temporary resident cards and Employment Authorization cards, if you have those.

Never put your required documents in your checked luggage. Always carry them with you, in an easily accessible place.

### Know your SEVIS ID#.

It's located on your I-20, in the upper-right hand corner above the barcode.

## Living Arrangements

As a noncitizen in the U.S., you'll have day-to-day activities, requiring purchases and communication. This final section helps you learn about banking and

cellular services.

## Credit Card

### How do you open a checking and savings account?

At Wells Fargo, you can open a free student checking account using your passport which serves as your primary source of identification. (A U.S. citizen uses a SSN as his primary I.D.)

To apply at Wells Fargo, you will need to provide the following information:

- Passport
- Physical address (you may not use a P.O. Box for your address)

## How do you apply for a credit card?

As a student, if you have not established any credit history, you will be allowed to apply for what is called a secured/collateral credit card. A secured credit card is one that is secured by a bank account which holds a specified amount of money ranging from \$300-\$10,000. Your secured/collateral account determines the limit that you may charge and is held as a deposit. As a student, you may also apply for a credit card by obtaining a co-applicant who is 21 or older with an ability to repay the debt.

A credit card is a great way to establish credit. It's also a huge responsibility. Use credit cards wisely as they can also damage your credit history for many years.

## How do I establish credit in the U.S.?

Once you have obtained a credit card and you make regular timely payments, you will begin establishing credit in the U.S. Wells Fargo will report your payment habits to the credit

reporting agencies using your name, U.S. address and date of birth. SSNs are not required to report your payment habits or to look up your credit history. While SSNs are recommended as an identifier, credit reporting agencies use a person's name, physical address and date of birth as identifiers.

## Cell Phone

### How do I obtain cell phone service?

At AT&T, as a student that has not established credit, you may obtain unlimited phone and text service by providing a \$500 deposit to secure the account or you can apply for a pre-paid account. Application for a pre-paid account does not require a SSN as the carrier will not be checking your credit history. Upon selection of a service plan, you must pay the first month of service up front. You will then set up an automatic payment plan using a checking account. Each month AT&T will pull the monthly payment from your checking account. Remember, your service is being paid up front and your payments are automatic.

To apply for a pre-paid account and set up automatic payments, you will need the following information:

- Checking account number
- Bank routing number (see your check or ask a bank representative)
- Payment for the first month of service

*Note: Remember, you must have money in your checking account to make your automatic monthly payment. If you cannot afford a monthly payment, purchasing a pre-paid phone is a good alternative.*

You must have money in your checking account to make your auto-payments.  
Can't afford monthly payments? Consider pre-paid phone plans.

Comparison shop! Contact a few banks, credit unions and cellular service providers to learn about your options and select the provider which best meets your needs.

# appendix



# MEXICAN AMERICAN CATHOLIC COLLEGE

Registrar's Office | 3115 W Ashby Place | PO Box 28185 | San Antonio TX 78228  
210-736-2963 (fax) | 210-732-2156 (phone) | registrar@maccsa.org

## Addendum for International Applicants

**Instructions:** All international applicants must complete the full [Application for Admission](#) prior to submitting this addendum. To complete this form, the applicant must read MACC's international student handbook.

### A. Applicant Data

_____	_____	_____	_____
first (given) name	middle name	last (family) name	SEVIS ID number
_____	_____		
former last name(s), if any	if transferring from another US school, include name and address of transfer school		
_____	_____		
country of birth	name and title of the DSO from the US school from which you are transferring to MACC		
_____	_____	_____	
country of citizenship	former DSO's email	former DSO's phone number	
_____	_____	_____	
current type of visa	passport number	passport expiration	
_____			
international address and phone number (include only if not already included within Application for Admission)			
_____			
US address (include only if not already included within Application for Admission)			

### B. Applicant Verification and Transfer Authorization

With my initials I:

- [ 1 ] **confirm** that I have retained a copy of Part A of the addendum and have read and understand the Statement of Understanding.
- [ 2 ] **acknowledge** the Statement of Understanding, and I do agree to meet the corresponding requirements in addition to any MACC requirements for admission to MACC as an F-1 visa holder.
- [ 3 ] **confirm** that I will furnish MACC's Registrar's Office original documents so that their office may retain the biographical information on my passport and my current I-20, stamped F-1 Visa, and I-94, as applicable, for myself and my dependents.
- [ 4 ] **confirm** that I have read the Transfer-In Requirements and Responsibilities and **authorize** my current educational institution to release the information requested within section C, below.
- [ 5 ] **confirm** that I understand the *Notification of International Student Expenses and Required Documentation to Verify Financial Support* on part A of the addendum.
- [ 6 ] **confirm** I am submitting the appropriate documentation, verifying information I provided on this document.

\_\_\_\_\_

signature	date	applicant's printed name as it appears on his/her passport
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### C. Transfer-In Data

**To be completed by transfer student's current P/DSO:**

The applicant (See A. *Applicant Data*), who has authorized the transfer of his/her SEVIS record:

- [ 1 ] Is currently in legal immigration status and eligible to transfer. [  ] Not applicable, see comments.
- [ 2 ] The applicant has not engaged in any periods of OPT or CPT. [  ] Not applicable, see comments.
- [ 3 ] The applicant does not have any F-2 dependents. [  ] Not applicable, see comments.

If this <sup>^</sup> box was not checked for any of the responses, include details that will help the P/DSO at MACC process the applicant's record. - - - - - > **Comments:**

\_\_\_\_\_  
\_\_\_\_\_

signature of school official [ ] PDSO [ ] DSO date name, email and phone number of school official

### D. Dependent and Support Data

Choose one:

My immediate family members, [ 1 ] spouse and/or [ 2 ] dependents, **will accompany me** to the US.

My immediate family members, spouse and/or dependents **will not [ 3 ] accompany me.** I will travel alone.

*If immediate family members will accompany you, complete the following information. Include additional copies if needed to include all dependents.*

fields	dependent A	dependent B	dependent C	dependent D
first (given) name				
middle name				
last (family) name				
relationship to applicant				
gender (male [M] /female [F])	M / F	M / F	M / F	M / F
country of birth				
country of citizenship				
date of birth				
marriage license attached (ML) birth certificate attached (BC)	ML / BC	ML / BC	ML / BC	ML / BC

Based on the Notification of Expenses and Required Evidence and my educational plan, I am attaching financial information and bank documents to verify that I am eligible to meet my financial responsibility. I've listed, below, the funding I will have for the first year of study and the source(s) and sponsor(s) who will supply those funds.

\$ amount	source (name, relationship, address)	type of document submitted

### E. Acknowledgement and Acceptance of Responsibilities

The information I provide within my application and this addendum is true and accurate. I understand and agree to adhere to my *Statement of Responsibilities*.

\_\_\_\_\_  
applicant's signature

\_\_\_\_\_  
applicant's printed name as it appears on his/her passport



# MEXICAN AMERICAN CATHOLIC COLLEGE

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## International Student Registration Form

**Instructions:** All returning international students must submit this form and any corresponding documentation during orientation week or during the first week of classes, each semester.

### A. Student Data

\_\_\_\_\_ first (given) name middle name last (family) name SEVIS ID number or Student ID

My current contact information, as listed in Populi, is correct.

Update my contact information, as listed below:  US Address  Foreign Address

**8 CFR 214.3(g)(1)(ii) Current address where the student and his or her dependents physically reside.**

In the event the student or his or her dependents cannot receive mail at such physical residence, the school must provide a mailing address in SEVIS. If the mailing address and the physical address are not the same, the school must maintain a record of both mailing and physical addresses and provide the physical location of residence of the student and his or her dependents to DHS upon request.

\_\_\_\_\_  physical  mailing address 1 email

\_\_\_\_\_  physical  mailing address 2 phone

\_\_\_\_\_ city, state zip other:

### B. Dependent Data

I do not have dependents. / I have no changes to report.

Change the following:

dependent

reason

_____	_____
_____	_____
_____	_____

### C. Supporting Data

Attached is my updated I-94

I do not have any dependent I-94s

Attached is/are my dependent I-94(s)

Attached is a copy of my current visa

I do not have any dependent visas

Attached is/are my dependent visa(s)

Attached is my updated passport

I do not have any dependent passports

Attached is/are my dependent passport(s)

### D. Additional Data

Attached are additional documents, pertinent to action taken prior to \_\_\_\_\_ registration.

I (and my dependents) have not engaged and am/are not currently engaged in off campus employment or business activities.

I (and my dependents) have no additional documents to submit.

### E. Acknowledgement and Acceptance of Responsibilities

The information I provide within this form is true and accurate. I continue to understand and agree to adhere to my *Statement of Responsibilities*.

\_\_\_\_\_ student signature \_\_\_\_\_ date