



International Services & Programs

HOUSTON COMMUNITY COLLEGE

F-1 Student Checklist

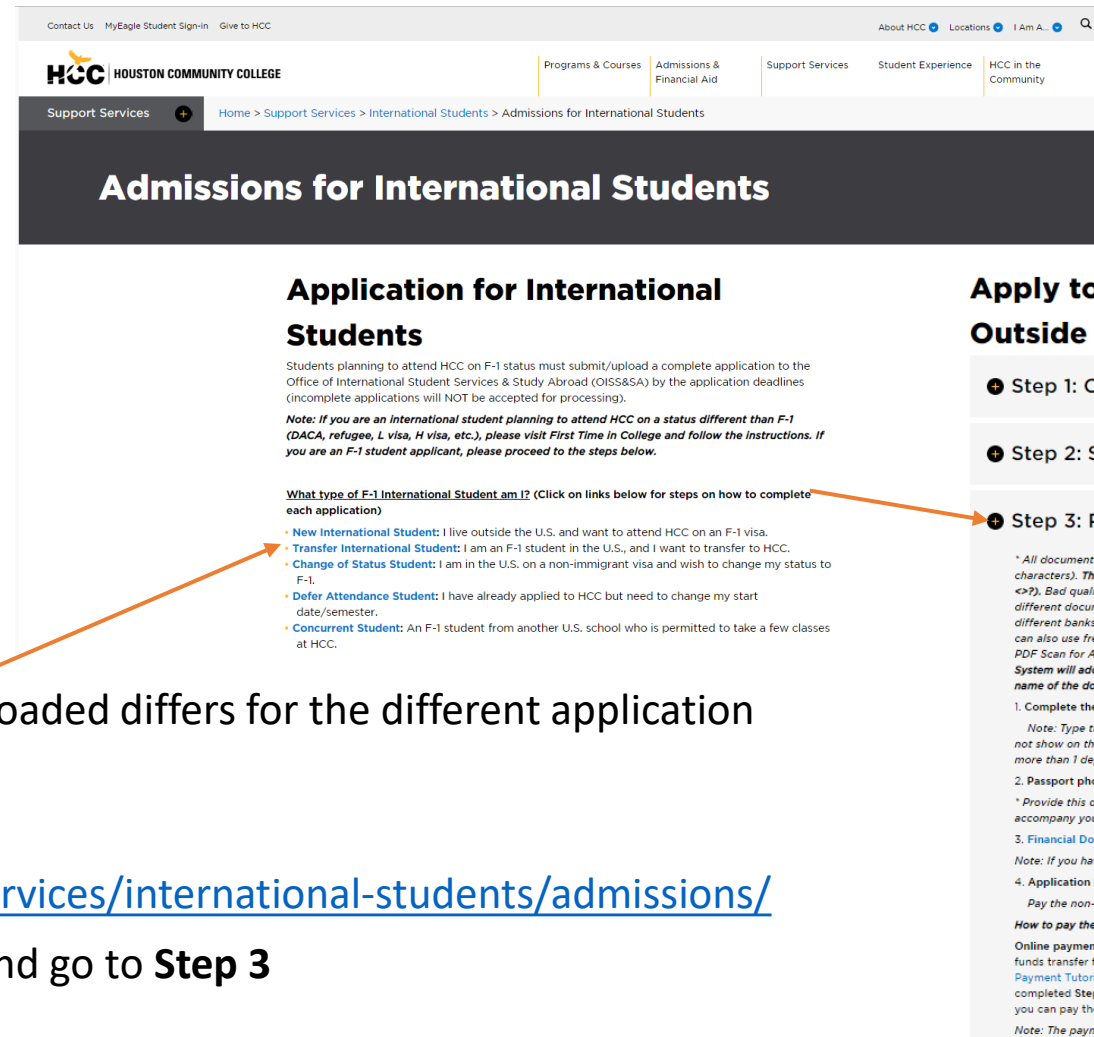
How to **prepare** and **upload**
documents

If you are reading this tutorial...

1. You have already successfully submitted the online application.
2. You have successfully logged on to the Student Homepage.
3. Now, you can start preparing all required documents before you upload them into your Checklist.



Where to find the list of documents?



Application for International Students

Students planning to attend HCC on F-1 status must submit/upload a complete application to the Office of International Student Services & Study Abroad (OISS&SA) by the application deadlines (incomplete applications will NOT be accepted for processing).

Note: If you are an international student planning to attend HCC on a status different than F-1 (DACA, refugee, L visa, H visa, etc.), please visit *First Time in College* and follow the instructions. If you are an F-1 student applicant, please proceed to the steps below.

What type of F-1 International Student am I? (Click on links below for steps on how to complete each application)

- 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:** An F-1 student from another U.S. school who is permitted to take a few classes at HCC.

Apply to HCC: New Students Living Outside the U.S.

- Step 1: Online application, W and P numbers
- Step 2: Sign in to your HCC account
- Step 3: Prepare application documents

** All documents must be saved as PDF files with short names (less than 30 characters). The file name should not contain any invalid characters such as (":", "<>?", " "). Bad quality or upside-down documents will be rejected. Please combine different document types in 1 PDF file. For example, if you have statements from different banks, save them as one file. To scan and convert a file to PDF format, you can also use free PDF scanner apps (Genius Scan - PDF Scanner, Fast Scanner: Free PDF Scan for Android, Tiny Scanner- PDF scanner, etc.) Upon uploading, the System will add automatically 3 or 4-digit code and your HCC ID number to the name of the document. Do not attempt to modify the document's name!*

- Complete the SEVIS Form I-20 Application

*Note: Type the information online and then print and sign it. (This document may not show on the To Do list if we have received it via email.) *Add additional page if more than 1 dependents.*
- Passport photocopy (biometric page only) *

** Provide this document for all dependents (spouse/ children under 21) who will accompany you, as well as marriage and birth certificates.*
- Financial Documentation

Note: If you have multiple documents, save them as 1 document in PDF format.
- Application Fee (please save a copy of the receipt)

Pay the non-refundable application fee of \$75 and save the receipt as a PDF.

How to pay the fee:

Online payments (preferred): You can pay the fee online using a credit card or funds transfer from your local bank. For online payments, refer to the [International Payment Tutorial \(Flywire\)](#) for instructions. Please note that you must have completed Step 1 and Step 2 before you can make a payment online. Alternatively, you can pay the fee at any HCC campus and save the receipt.

Note: The payment term and entrance term may vary when paying the fee online.

- The list of documents to be uploaded differs for the different application types.
- Go to <https://www.hccs.edu/support-services/international-students/admissions/>
- Choose your application type and go to **Step 3**

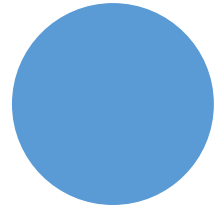
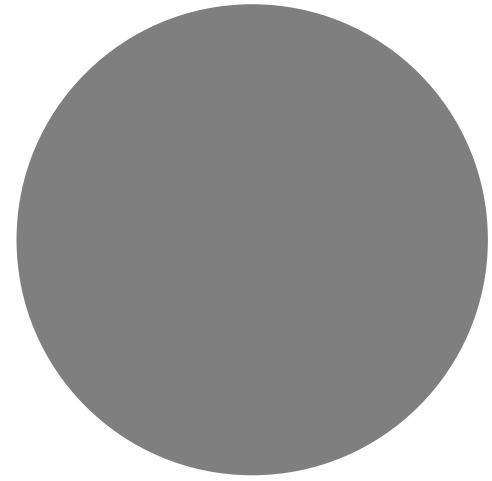
Rules to prepare your documents

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.



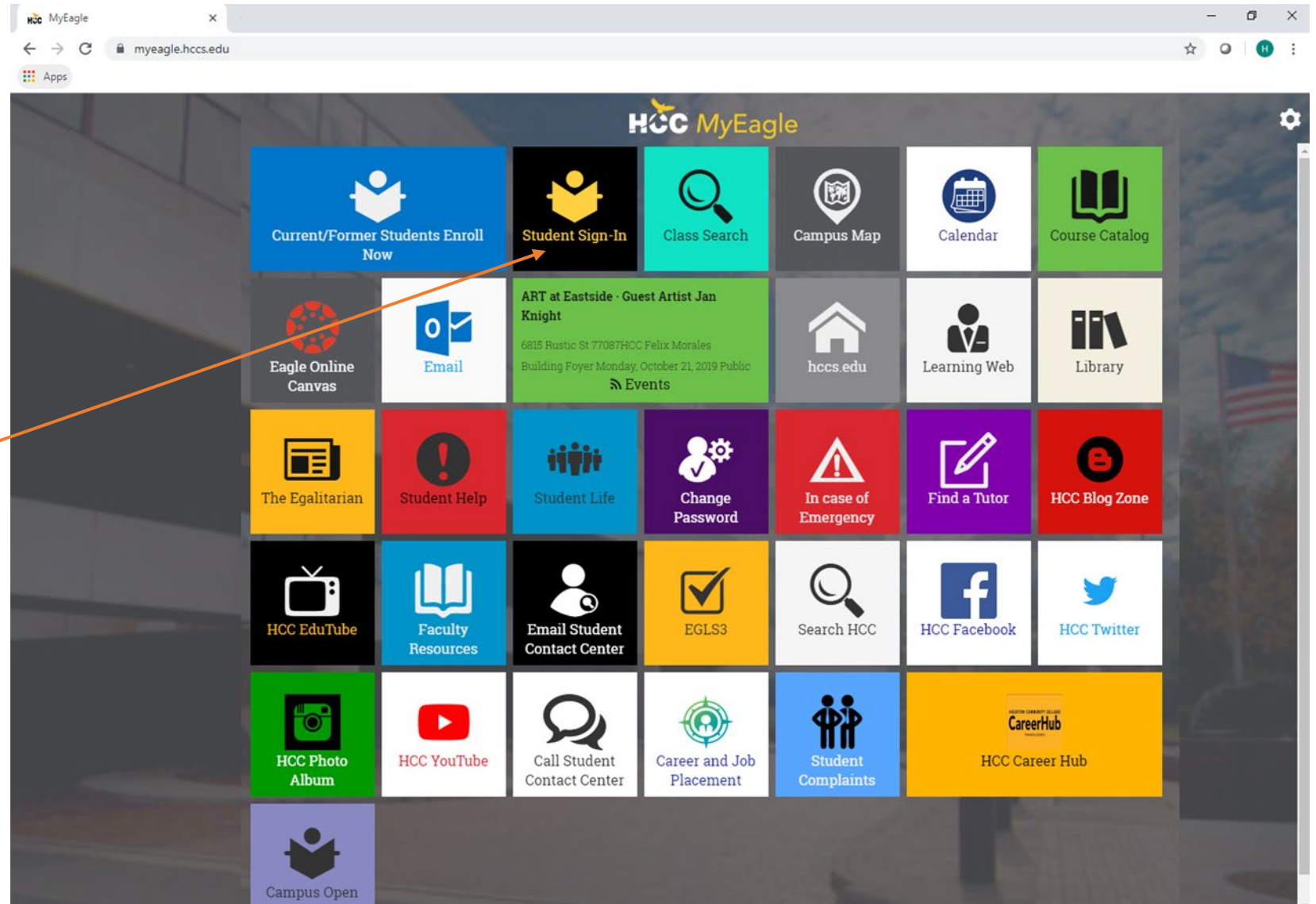
Upload




































Open your browser and go to
www.hccs.edu

A screenshot of the Houston Community College website. The browser's address bar shows 'https://www.hccs.edu'. The website header includes the HCC logo and navigation links for 'Programs & Courses', 'Admissions & Financial Aid', 'Support Services', 'Student Experience', and 'HCC in the Community'. The main content area features a large image of five diverse students sitting around a table, looking at a laptop. Overlaid on this image is the text 'GET AHEAD. GET AN EDGE. Registration is now open.' Below this text are two buttons: 'NEW STUDENTS APPLY NOW' and 'CURRENT/FORMER STUDENTS ENROLL NOW'. At the bottom of the page, a yellow banner contains the word 'Discover' in large letters, followed by the text 'Discover the right program for you!' and two buttons: 'BROWSE ALL PROGRAMS' and 'CHOOSE YOUR PATHWAY'. An orange arrow points from the first text box to the browser's address bar, and another orange arrow points from the second text box to the 'MyEagle Student Sign-in' link in the website's header.

Click on
[MyEagle Student Sign-in](#)

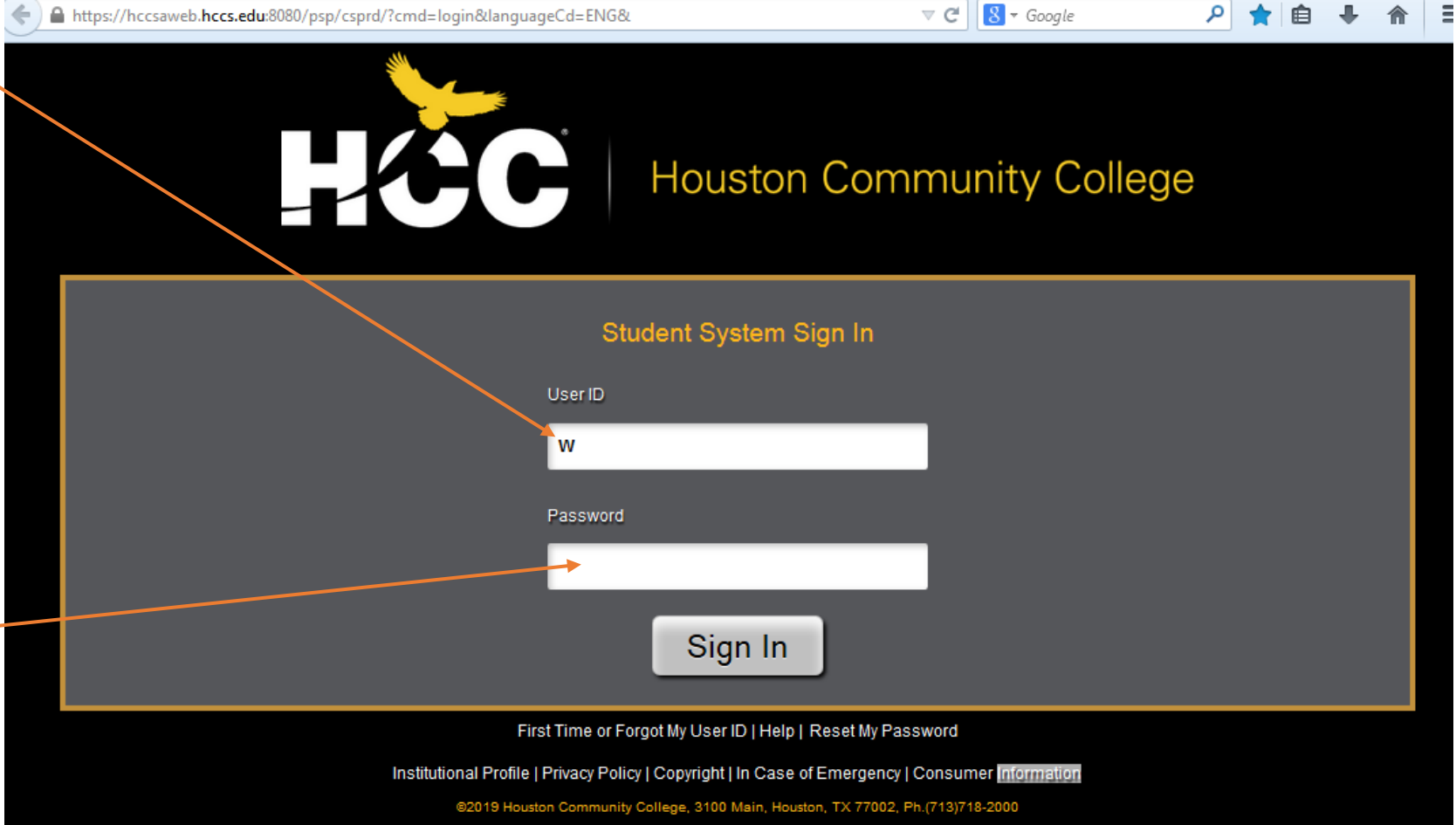


The screenshot shows a web browser window with the URL `myeagle.hccs.edu`. The page title is "HCC MyEagle". The main content is a grid of service tiles. An orange arrow points from a callout box to the "Student Sign-In" tile.

HCC MyEagle						
 Current/Former Students Enroll Now	 Student Sign-In	 Class Search	 Campus Map	 Calendar	 Course Catalog	
 Eagle Online Canvas	 Email	 ART at Eastside - Guest Artist Jan Knight 6815 Rustic St 77087 HCC Felix Morales Building Foyer Monday, October 21, 2019 Public Events		 hccs.edu	 Learning Web	 Library
 The Egalitarian	 Student Help	 Student Life	 Change Password	 In case of Emergency	 Find a Tutor	 HCC Blog Zone
 HCC EduTube	 Faculty Resources	 Email Student Contact Center	 EGLS3	 Search HCC	 HCC Facebook	 HCC Twitter
 HCC Photo Album	 HCC YouTube	 Call Student Contact Center	 Career and Job Placement	 Student Complaints	 HCC Career Hub	
 Campus Open						

Click on Student Sign-In

Type in your
User ID with "**W**" in front
and Password

A screenshot of a web browser displaying the HCC Student System Sign In page. The browser's address bar shows the URL: https://hccsaweb.hccs.edu:8080/psp/csprd/?cmd=login&languageCd=ENG&. The page header features the HCC logo and the text "Houston Community College". The main content area is titled "Student System Sign In" and contains two input fields: "User ID" and "Password". The "User ID" field contains the letter "W". Below the input fields is a "Sign In" button. At the bottom of the page, there are links for "First Time or Forgot My User ID", "Help", and "Reset My Password", along with a footer containing "Institutional Profile | Privacy Policy | Copyright | In Case of Emergency | Consumer Information" and the copyright notice "©2019 Houston Community College, 3100 Main, Houston, TX 77002, Ph.(713)718-2000".

https://hccsaweb.hccs.edu:8080/psp/csprd/?cmd=login&languageCd=ENG&

HCC | Houston Community College

Student System Sign In

User ID
W

Password

Sign In

First Time or Forgot My User ID | Help | Reset My Password

Institutional Profile | Privacy Policy | Copyright | In Case of Emergency | Consumer Information

©2019 Houston Community College, 3100 Main, Houston, TX 77002, Ph.(713)718-2000











Enter your password and Click on
Sign In

MyEagle Homepage

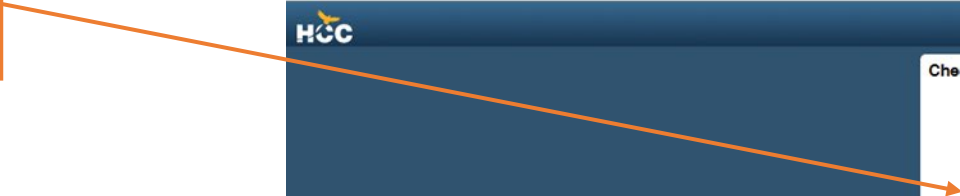
hccsaweb.hccs.edu:8080/psc/csprd/EMPLOYEE/SA/c/NUL_FRAMEWORK.PT_LANDINGPAGE.GBL?

Apps

HCC Student Homepage

Checklists  11 To Do's	Message Center  0 Unread Message(s)	Manage Classes  Go to Checklists, complete required items.
Continuing & Adult Ed Classes  Register for CEU Courses	Academic Progress  The Academic Requirements report is not available.	
Academic Records 	Profile  W212360690	Financial Account 
Financial Aid 	Eagle Resources 	

Click on
Checklists



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

Task	Status
I-20 Fee	Initiated
I-20 Application	Initiated
Affidavit of Support	Initiated
Bank Statement	Initiated
Copy of Passport	Initiated
I-20 In Process	Initiated

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

Browser tabs: MyEagle, Task Details

URL: hccsaweb.hccs.edu:8080/psc/csprd_17/EMPLOYEE/SA/c/SCC_TASKS_FL.SCC_TASK_MD_TGT_FL.GBL?Action=U&MD=Y&GMenu=SCC_TASKS_FL&GComp=SCC_TASKS_SP_FL&GPage=SCC_START_PAGE_FL&cname=CS_TASKS

HCC Checklists

- F1 Student Checklist (6)
- HCC Policy Checklist (4)
- On-Boarding Checklist (1)

To Do List

Task	Status
I-20 Fee	Initiated
I-20 Application	Initiated
Affidavit of Support	Initiated
Bank Statement	Initiated
Copy of Passport	Initiated
I-20 In Process	Initiated

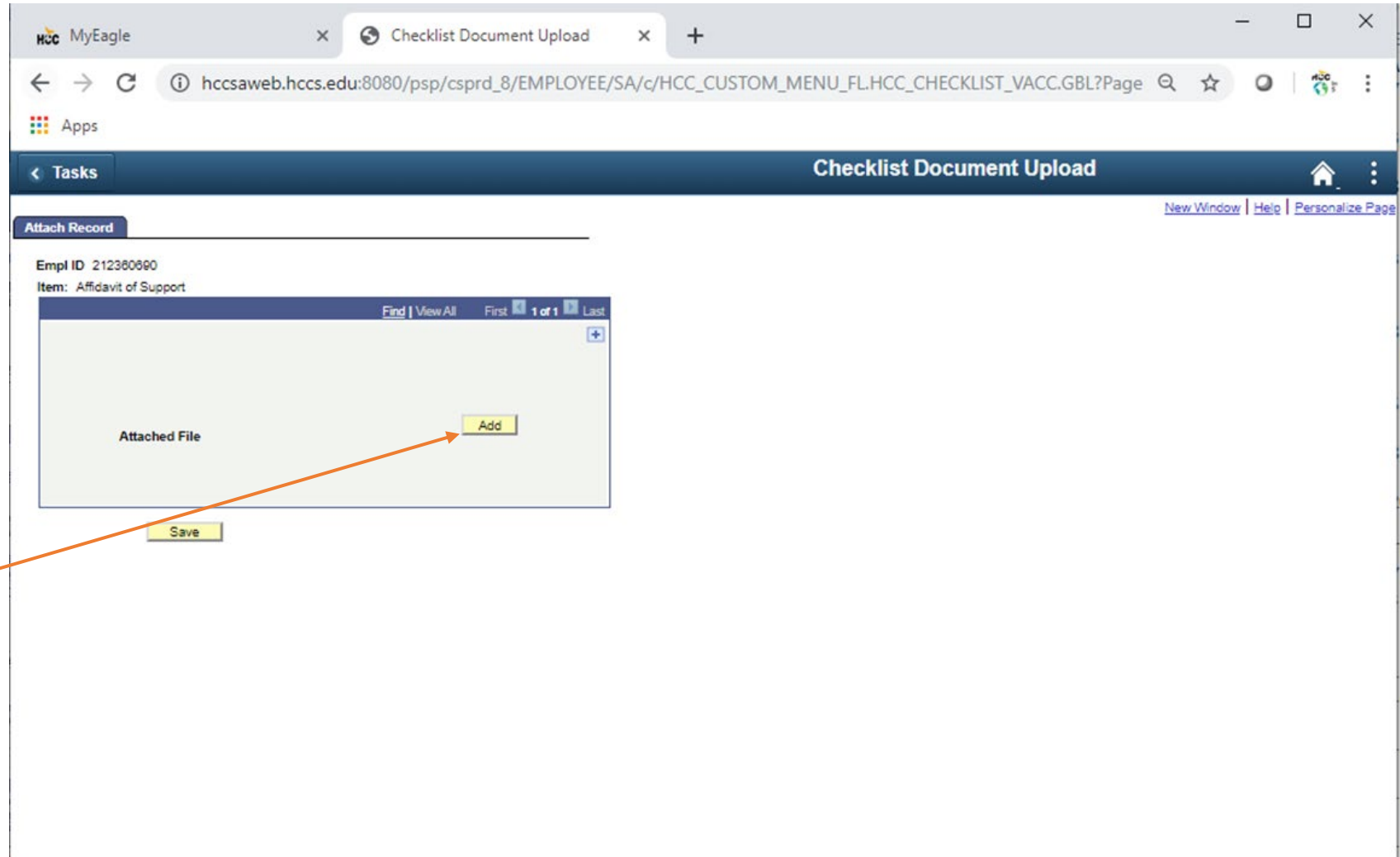
Task Details

Affidavit of Support

If your sponsor is residing in the US, an Affidavit of Support (I-134) is required. The Affidavit of support can be downloaded from HCC website or directly from www.uscis.gov >Forms> I-134. If your sponsor is residing outside of U.S., an Affidavit of Support (International) is required. It can be found on Step. 3 on the Application: Prepare Required Documents> Financial Requirements. Please upload document as .PDF file. If more than one sponsor, provide Affidavit from each sponsor. If self-sponsoring, no Affidavit is required.

Upload

Click on **Upload**



MyEagle Checklist Document Upload

hccsaweb.hccs.edu:8080/psp/csprd_8/EMPLOYEE/SA/c/HCC_CUSTOM_MENU_FL.HCC_CHECKLIST_VACC.GBL?Page

Tasks Checklist Document Upload

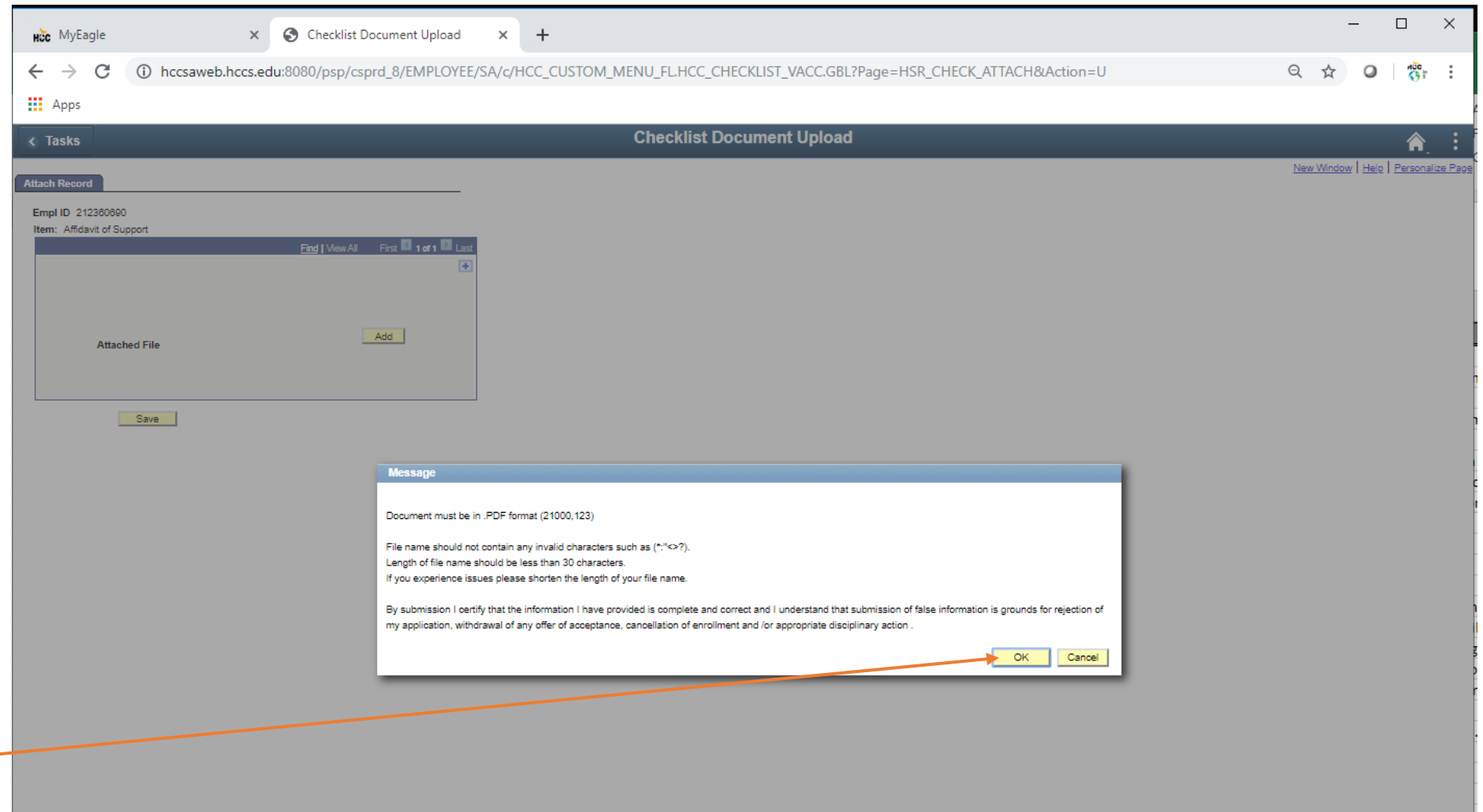
Attach Record

Empl ID 212360690
Item: Affidavit of Support

Find View All First 1 of 1 Last
Attached File Add

Save

Click on
Add



The screenshot shows a web browser window with the URL `hccsaweb.hccs.edu:8080/psp/csprd_8/EMPLOYEE/SA/c/HCC_CUSTOM_MENU_FL.HCC_CHECKLIST_VACC.GBL?Page=HSR_CHECK_ATTACH&Action=U`. The page title is "Checklist Document Upload". Under the "Attach Record" tab, the user's "Empl ID" is 212380090 and the "Item" is "Affidavit of Support". There is a table with one row labeled "Attached File" and an "Add" button. A "Save" button is located below the table. A "Message" dialog box is open in the foreground, displaying the following text:

Message

Document must be in .PDF format (21000,123)

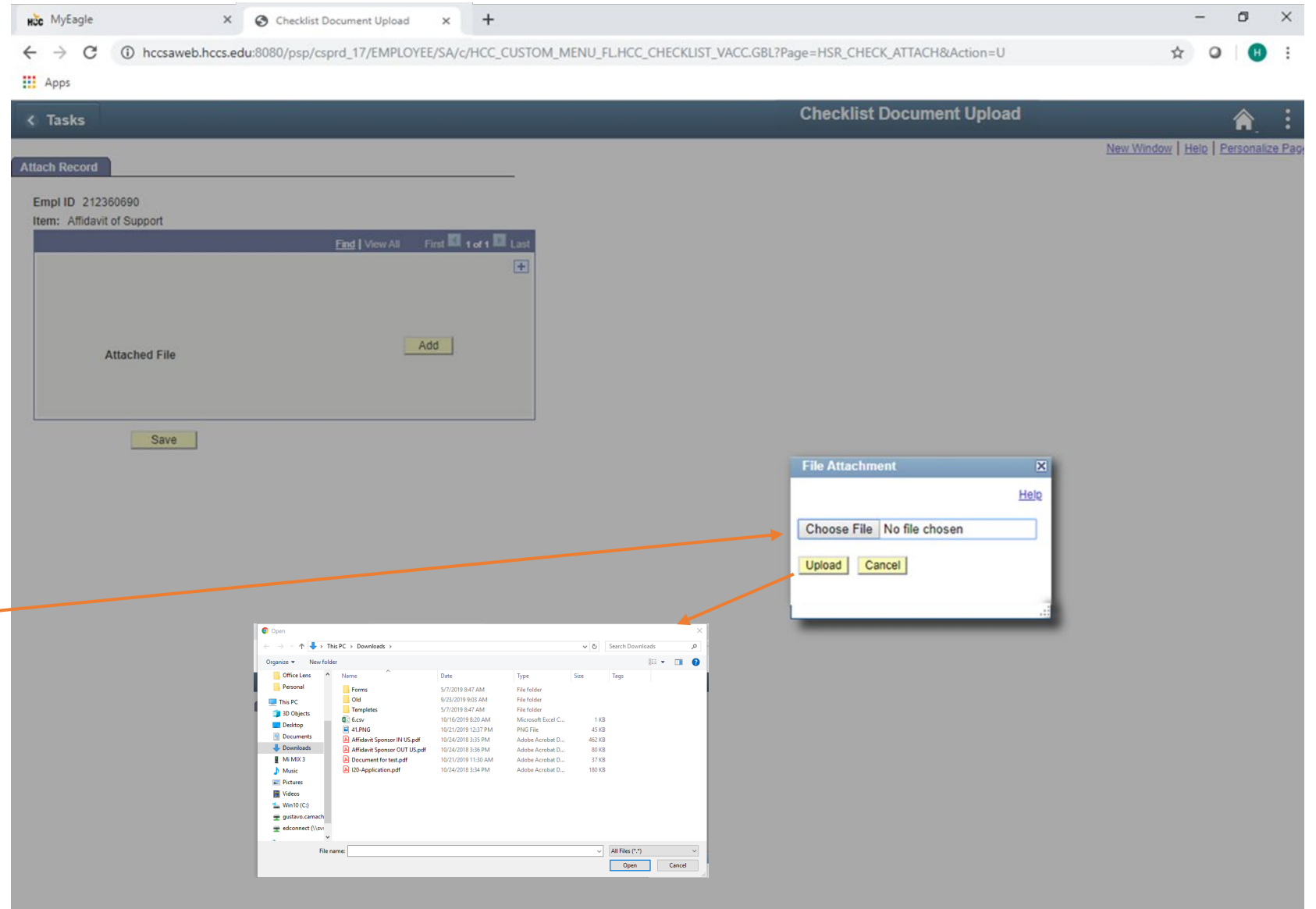
File name should not contain any invalid characters such as (*:"<>?).
Length of file name should be less than 30 characters.
If you experience issues please shorten the length of your file name.

By submission I certify that the information I have provided is complete and correct and I understand that 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 .

Buttons: OK, Cancel

An orange arrow points from a text box on the left to the "OK" button in the message dialog.

Read the instructions and click on **OK**

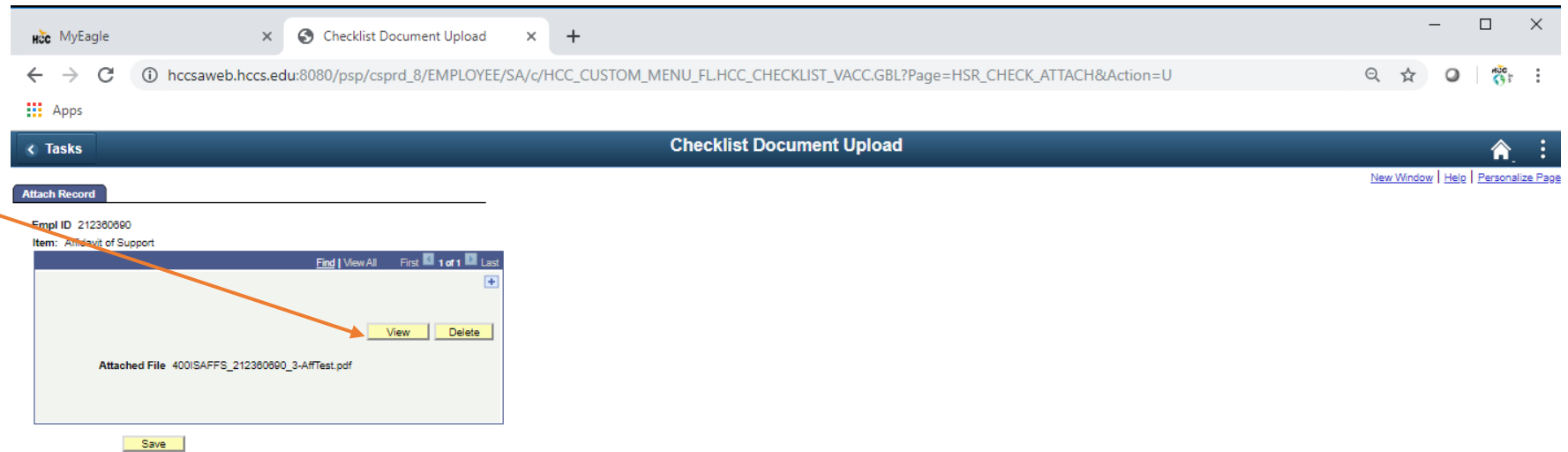


The screenshot shows a web browser window with the URL `hccsaweb.hccs.edu:8080/psp/csprd_17/EMPLOYEE/SA/c/HCC_CUSTOM_MENU_FL.HCC_CHECKLIST_VACC.GBL?Page=HSR_CHECK_ATTACH&Action=U`. The page title is "Checklist Document Upload". Under the "Attach Record" section, the "Emp ID" is 212360690 and the "Item" is "Affidavit of Support". There is a large empty box labeled "Attached File" with an "Add" button. Below it is a "Save" button. A "File Attachment" dialog box is open, showing a "Choose File" button, "No file chosen" text, and "Upload" and "Cancel" buttons. An "Open" file explorer dialog is also open, showing the "Downloads" folder with a list of files including "Affidavit Sponsor IN US.pdf" and "Affidavit Sponsor OUT US.pdf".

Name	Date	Type	Size	Tags
Forms	5/7/2019 8:47 AM	File folder		
Old	9/23/2019 9:03 AM	File folder		
Templates	5/7/2019 8:47 AM	File folder		
6-csv	10/16/2019 8:20 AM	Microsoft Excel C...	1 KB	
41.PNG	10/21/2019 12:37 PM	PNG File	43 KB	
Affidavit Sponsor IN US.pdf	10/24/2018 3:35 PM	Adobe Acrobat D...	462 KB	
Affidavit Sponsor OUT US.pdf	10/24/2018 3:35 PM	Adobe Acrobat D...	80 KB	
Document for test.pdf	10/21/2019 11:30 AM	Adobe Acrobat D...	37 KB	
DD-Application.pdf	10/24/2018 3:34 PM	Adobe Acrobat D...	180 KB	

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

Click on **View** to check that your document has uploaded and is readable.



MyEagle Checklist Document Upload

hccsaweb.hccs.edu:8080/psp/csprd_8/EMPLOYEE/SA/c/HCC_CUSTOM_MENU_FL.HCC_CHECKLIST_VACC.GBL?Page=HSR_CHECK_ATTACH&Action=U

Tasks Checklist Document Upload

Attach Record

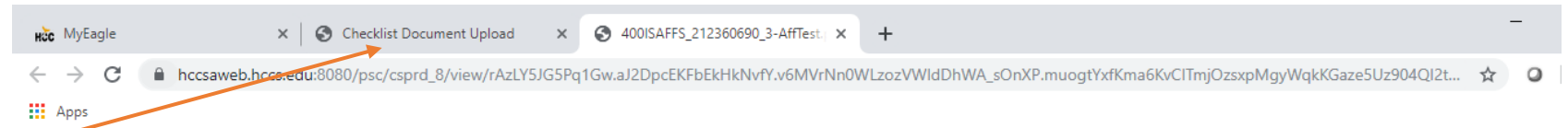
Empl ID: 212380890
Item: Affidavit of Support

View	View All	First	1 of 1	Last
Attached File: 400ISAFFS_212380890_3-AffTest.pdf				

View Delete

Save


Can't view the document?
Allow **pop-ups** on your internet browser to be able to view documents in new windows!
Check if document meets required format, name and .



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

Allow pop-ups on your internet browser to be able to view documents in new windows!

400ISAFFS_212360690_3-AffTest.pdf 1 / 1



HCC ID:

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.

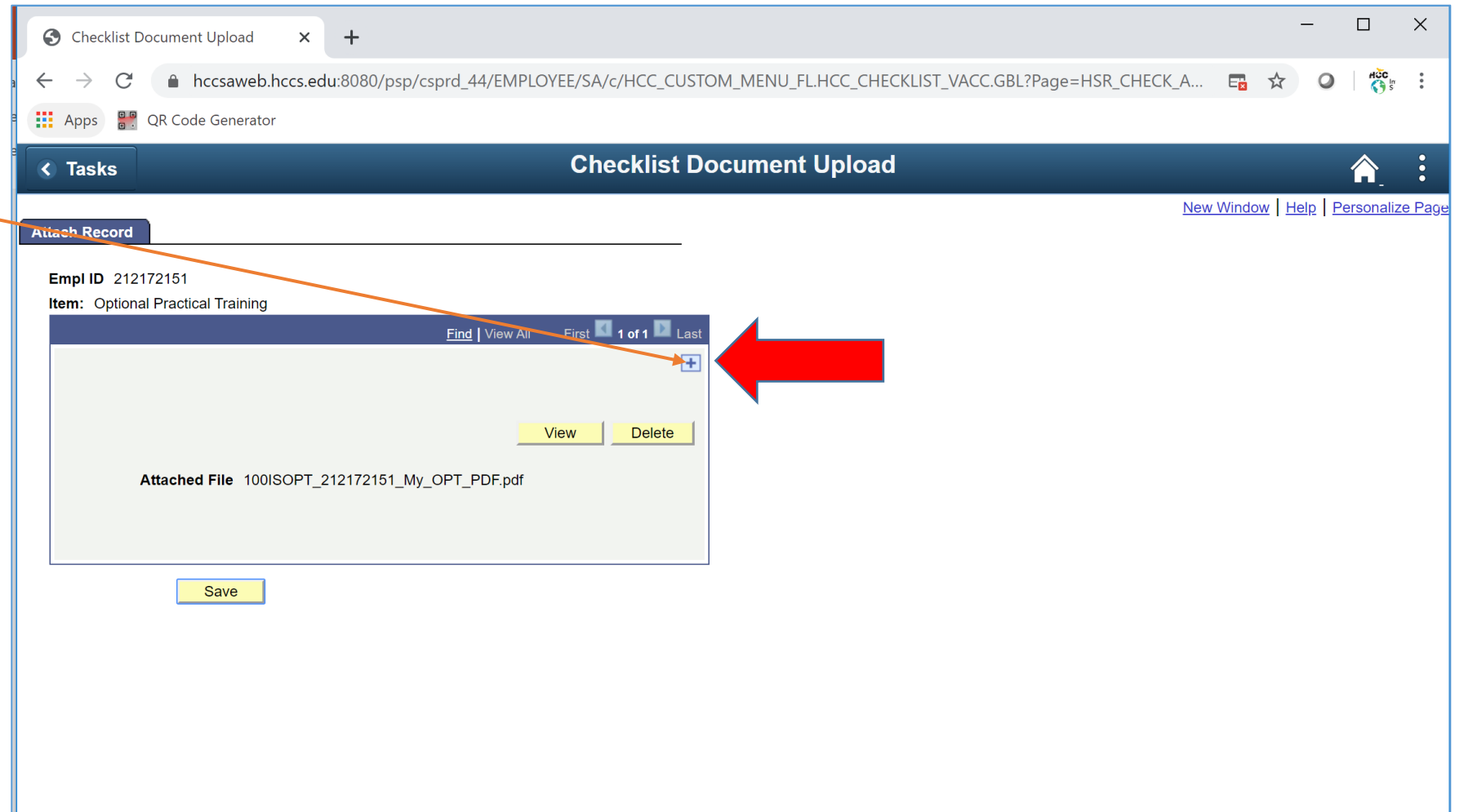
STUDENT INFORMATION:

<input type="text"/>	<input type="text"/>	<input type="text"/>
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.)

<input type="text"/>	<input type="text"/>	<input type="text"/>
Family (Last) Name	First Name	Date of Birth
<input type="text"/>	<input type="text"/>	<input type="text"/>
Country of Birth	Country of Citizenship	Relationship

If you want to upload additional .PDF documents pertaining to the same checklist item, click on the plus **+** sign.



Checklist Document Upload

Tasks Checklist Document Upload

Attach Record

Empl ID 212172151
Item: Optional Practical Training

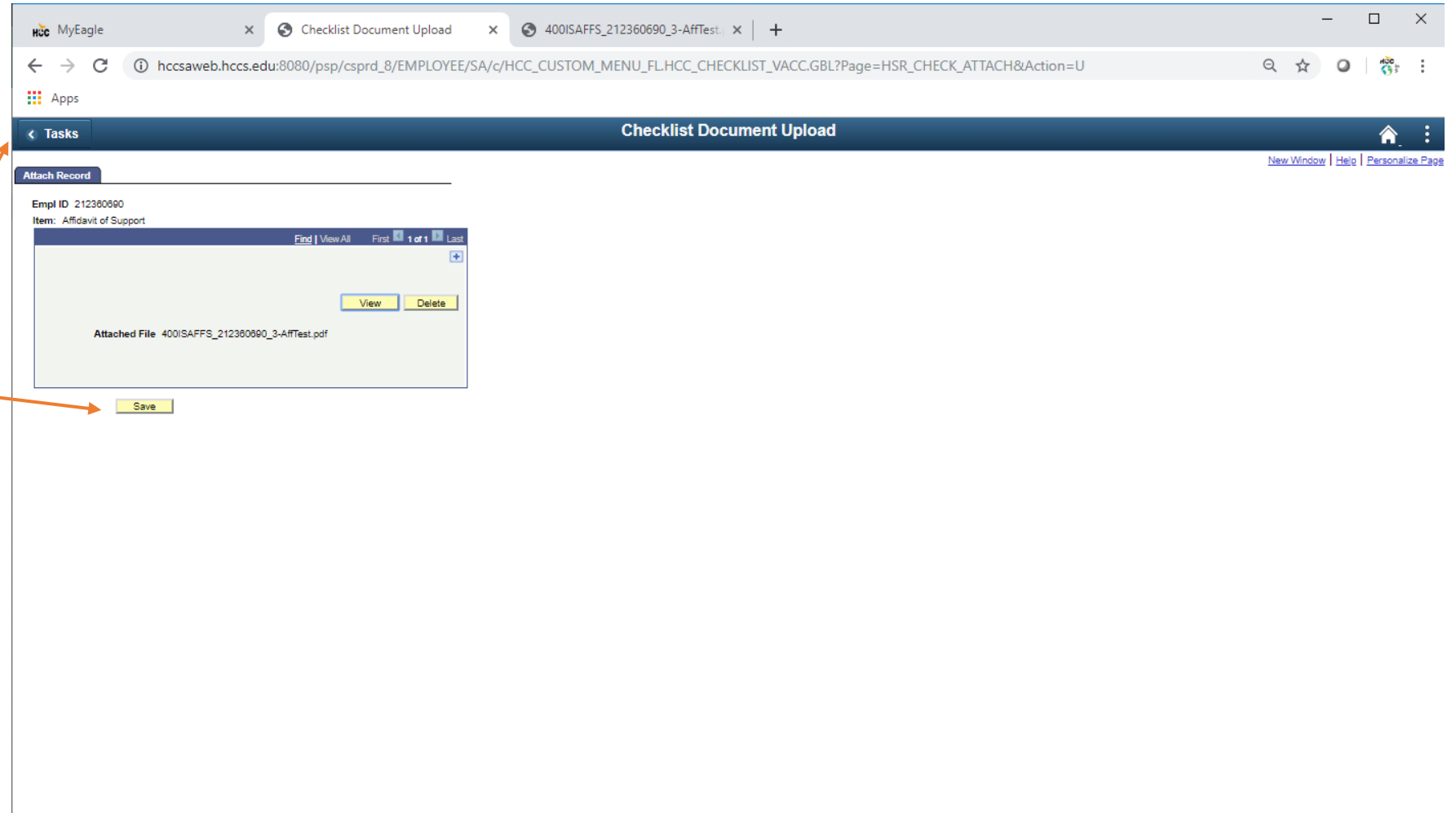
Find | View All | First 1 of 1 Last

View Delete

Attached File 100ISOPT_212172151_My_OPT_PDF.pdf

Save

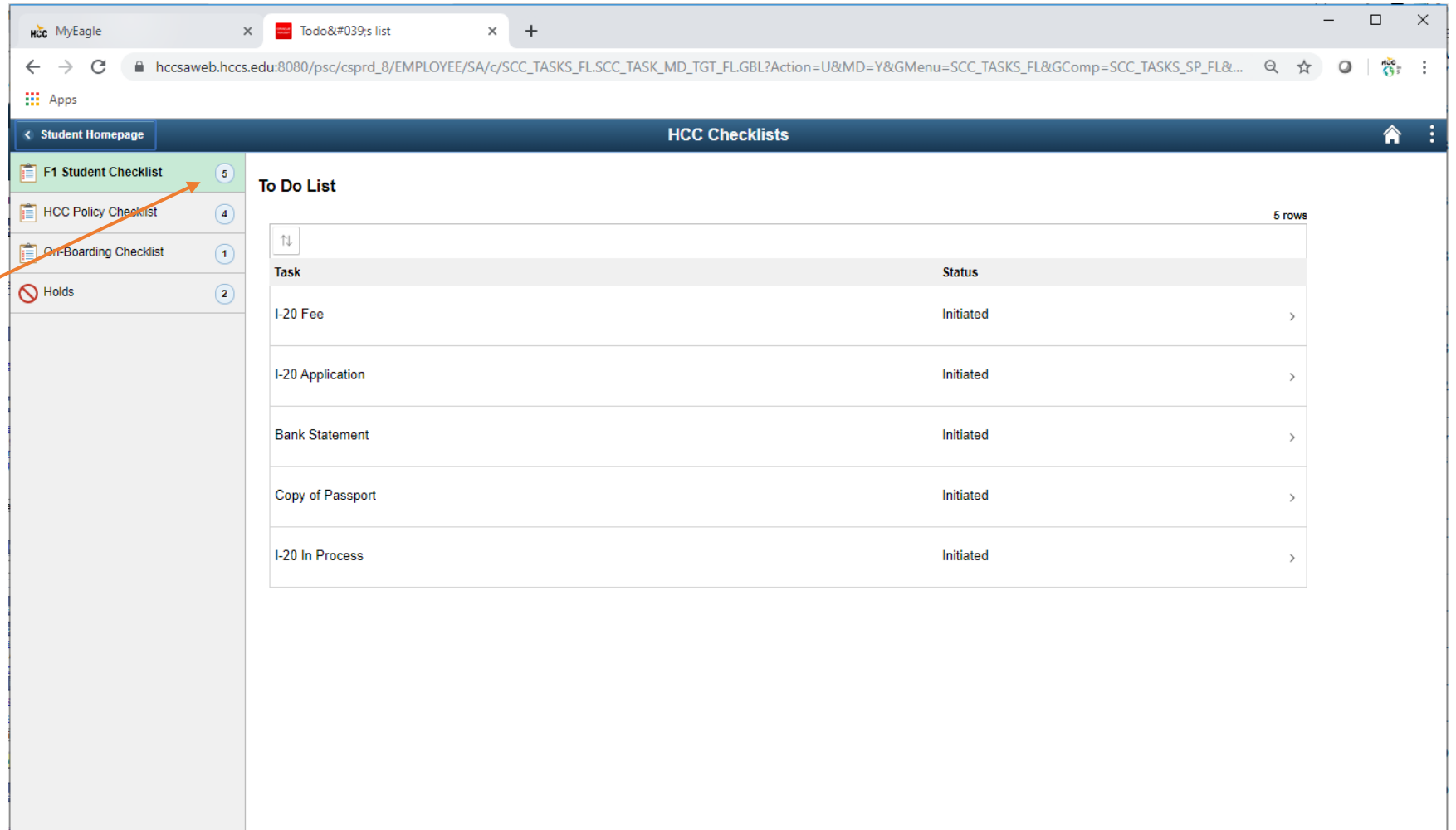
Click first on **Save** and then on **Tasks** to return to your to Do List



The screenshot shows a web browser window with the URL `hccsaweb.hccs.edu:8080/psp/csprd_8/EMPLOYEE/SA/c/HCC_CUSTOM_MENU_FL.HCC_CHECKLIST_VACC.GBL?Page=HSR_CHECK_ATTACH&Action=U`. The page title is "Checklist Document Upload". The interface includes a "Tasks" navigation bar and an "Attach Record" section. The record details are as follows:

Empl ID	Item
212380690	Affidavit of Support

Below the table, there is a "View" button and a "Delete" button. The attached file is listed as "Attached File: 400ISAFFS_212380690_3-AffTest.pdf". A "Save" button is located at the bottom of the record view. An orange box on the left contains instructions: "Click first on **Save** and then on **Tasks** to return to your to Do List". Two orange arrows point from this box to the "Save" button and the "Tasks" button in the navigation bar.



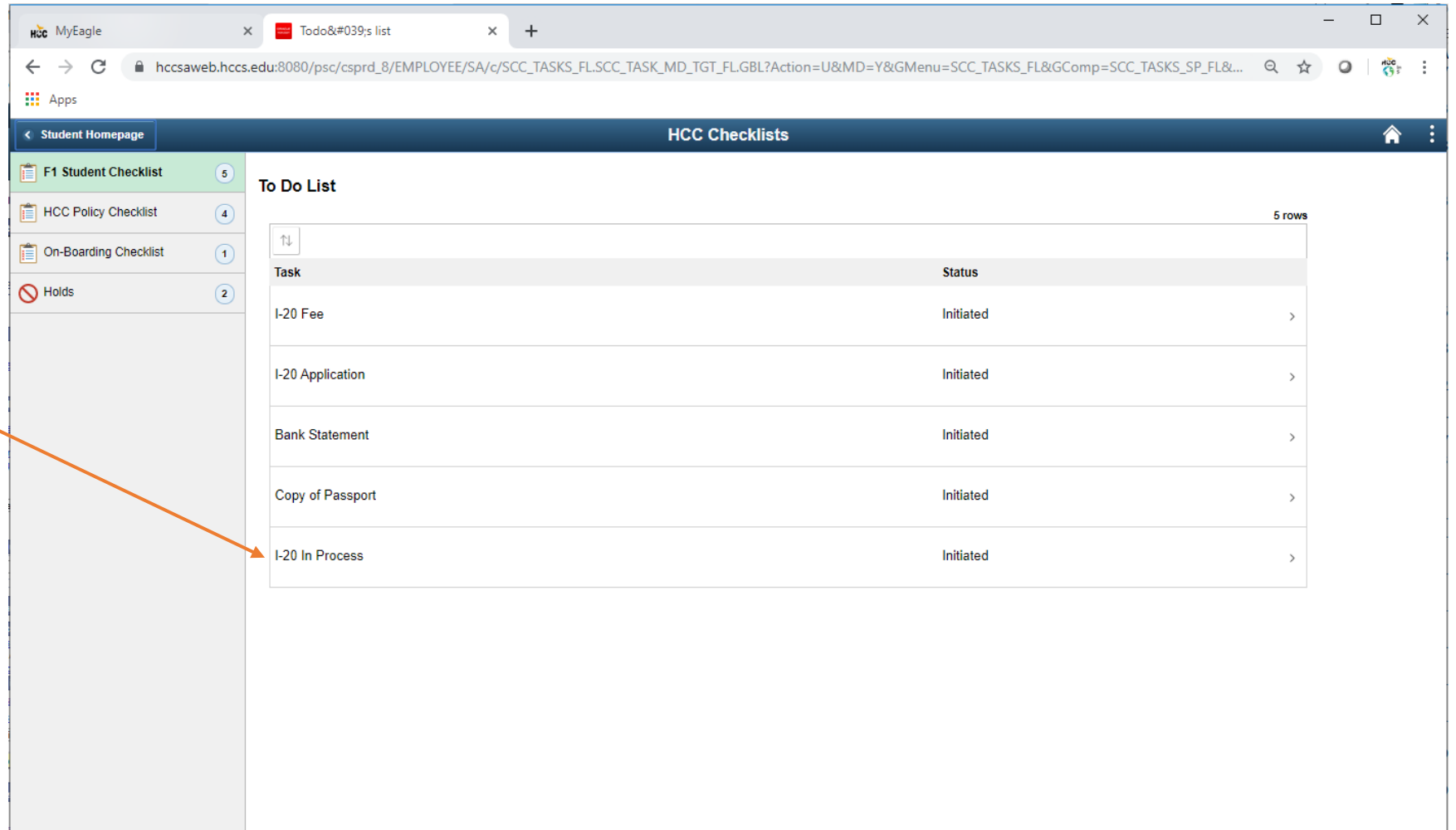
The screenshot shows a web browser window with the URL `hccsaweb.hccs.edu:8080/psc/csprd_8/EMPLOYEE/SA/c/SCC_TASKS_FL.SCC_TASK_MD_TGT_FL.GBL?Action=U&MD=Y&GMenu=SCC_TASKS_FL&GComp=SCC_TASKS_SP_FL&...`. The page title is "HCC Checklists". On the left, there is a sidebar menu with the following items:

- F1 Student Checklist (5)
- HCC Policy Checklist (4)
- On-Boarding Checklist (1)
- Holds (2)

An orange arrow points from the "F1 Student Checklist" item to the "To Do List" table. The "To Do List" table has 5 rows and the following data:

Task	Status
I-20 Fee	Initiated
I-20 Application	Initiated
Bank Statement	Initiated
Copy of Passport	Initiated
I-20 In Process	Initiated

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



The screenshot shows a web browser window with the URL `hccsaweb.hccs.edu:8080/psc/csprd_8/EMPLOYEE/SA/c/SCC_TASKS_FL.SCC_TASK_MD_TGT_FL.GBL?Action=U&MD=Y&GMenu=SCC_TASKS_FL&GComp=SCC_TASKS_SP_FL&...`. The page title is "HCC Checklists". On the left, a sidebar lists several checklists: "F1 Student Checklist" (5), "HCC Policy Checklist" (4), "On-Boarding Checklist" (1), and "Holds" (2). The "F1 Student Checklist" is highlighted in green. The main content area is titled "To Do List" and contains a table with 5 rows. The table has two columns: "Task" and "Status".

Task	Status
I-20 Fee	Initiated
I-20 Application	Initiated
Bank Statement	Initiated
Copy of Passport	Initiated
I-20 In Process	Initiated

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**.

MyEagle x Todo's list x +

hccsaweb.hccs.edu:8080/psc/csprd_17/EMPLOYEE/SA/c/SCC_TASKS_FL_SCC_TASK_MD_TGT_FL_GBL?Action=U&MD=Y&GMenu=SCC_TASKS_FL&GComp=SCC_TASKS_SP_FL&GPage=SCC_START_PAGE_FL&scname=CS_TASKS

Apps

Student Homepage **HCC Checklists**

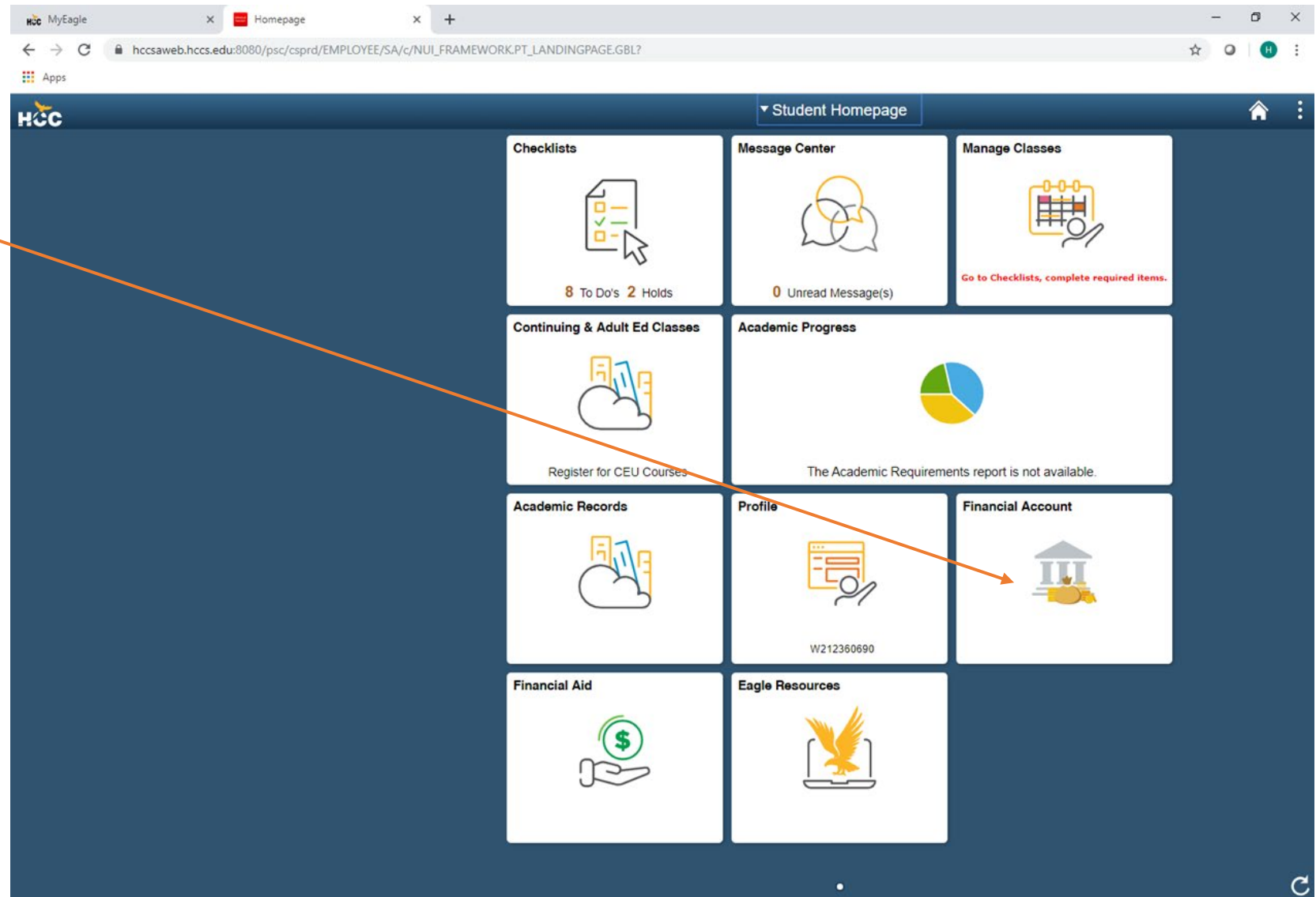
- F1 Student Checklist 3
- HCC Policy Checklist 4
- On-Boarding Checklist 1
- Holds 2

To Do List

3 rows

Task	Status	
I-20 Fee	Initiated	>
I-20 In Process	Initiated	>

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



The screenshot shows a web browser window with the URL `hccsaweb.hccs.edu:8080/psc/csprd/EMPLOYEE/SA/c/NUL_FRAMEWORK.PT_LANDINGPAGE.GBL?`. The page is titled "Student Homepage" and features a grid of dashboard tiles:

- Checklists:** 8 To Do's, 2 Holds
- Message Center:** 0 Unread Message(s)
- Manage Classes:** Includes a red text prompt: "Go to Checklists, complete required items."
- Continuing & Adult Ed Classes:** Register for CEU Courses
- Academic Progress:** The Academic Requirements report is not available.
- Academic Records:** Register for CEU Courses
- Profile:** W212360690
- Financial Account:** (Highlighted by an orange arrow from the text box)
- Financial Aid:** (Icon of a hand holding a coin)
- Eagle Resources:** (Icon of an eagle on a laptop)

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

International Services & Programs

HOUSTON COMMUNITY COLLEGE

3200 Main St, Houston, TX
P: 713.718.8521 | E: oiss.international@hccs.edu
<https://www.hccs.edu/international>