

# Admissions/International Office Policy Manual



Developing Global Leaders through Christ-Centered Education!

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# MISSION STATEMENT

The purpose of the Admissions and the International Student Affairs Office of Beulah Heights University is to assist potential students in the application process and provide all the information to potential students both domestic and international, to insure their eligibility into the university and to acts as a primary resource and advocate for international students in the governing of immigration regulation. The support of this mission is through the coordination of the enrollment team, department chairs and SEVIS (Student and Exchange Visitor Information System).

# ADMISSIONS POLICIES AND PROCEDURES

Beulah Heights University subscribes to the principle that the primary purpose of the admissions office is to provide information for any potential domestic or international student to secure entrance into the university. The office intends to assist the student in securing the necessary paperwork for enrollment. By providing all necessary documents on the website, mailed catalog, and personal contact we will ensure a smooth transaction from one institution to ours'. Although there are special situations, which could prevent a student from attaining all the paperwork, needed to enroll, BHU would continue to work with the student under our special causes.

Beulah Heights University is authorized to award the following degrees on the undergraduate level: Associates of Arts, Bachelor of Arts, and Master of Arts in: Religious Studies, Leadership Studies and Business Administration. On the doctoral level, Beulah Heights University is authorized to award the following degrees: Doctor of Ministry and Doctor of Philosophy. These degrees are designed to provide training for Christian workers who are planning to serve as pastors, missionaries, executives, education directors, teachers in private Christian schools and several other conducive career paths.

## Specific Admission Information

- Student must provide a valid Photo ID during application process (*Ex: Driver's license, a state issued photo ID, military identification, passport, etc...*)
- Completed and signed original documents are required for all application forms.
- Faxed transcripts are considered unofficial documents and are not acceptable for admission to the university.
- Completed applications with all necessary documentation are reviewed on a regular basis.
- It is the individual applicant's responsibility to monitor the status of his / her application file and ensure the applicant's records will be evaluated and he/ she will receive notice of admission status by email.
- Applicants interested in applying for Financial Aid should contact the Financial Aid Office at 404-627-2681

# APPLICATION PROCESS

## Domestic Students:

The requirements for admission established by the university provide minimum qualifications. The college follows an open admissions policy for those who meet the spiritual and educational qualifications outlined in the university catalog.

Successful applicants should meet the following spiritual qualifications:

- Give evidence of a personal relationship with God.
- Not be antagonistic toward the Statement of Faith as outlined in our catalog.
- Embody a life of holiness.
- Possess a teachable spirit.

Successful applicants should meet the following educational qualifications:

- Must have an official transcript of completion from an accredited high school, successfully passed the General Education Development (GED) test or must have conferred Associate Degree from an accredited institution.
- American College Testing (ACT) or Scholastic Aptitude Testing (SAT) is recommended but not required.

An application for admission may be submitted by anyone 18 years or older at anytime during the semester. To apply, the following steps must be followed:

## Application:

Submit completed admission application along with the required non-refundable application fee:

- Associate of Arts & Bachelor of Arts Application Fee      \$ 50.00
- Online Degree Programs Application Fee                      \$ 50.00
- Master of Arts & Master of Divinity Application Fee        \$ 50.00
- Master of Business Administration Application Fee         \$ 50.00
- Doctor of Ministry and Philosophy Application Fee         \$ 100.00

**Application Deadline:**

Prospective students may submit an application for admission at any time. However, to allow for adequate processing, individuals are encouraged to consider the following application schedule:

<b>Semester</b>	<b>Preferred Deadline</b>	<b>International Students</b>
Fall	August 1 <sup>st</sup>	June 1 <sup>st</sup>
Spring	December 1 <sup>st</sup>	October 1 <sup>st</sup>
Summer	May 1 <sup>st</sup>	March 1 <sup>st</sup>

***Note: A students' enrollment could be cancelled if student's file is not complete within 60 days from the time of enrollment, and the Admissions Committee reserves the right to reject any application at any time.***

**Transcript:**

Submit an official high school or GED transcript displaying graduation or completion dates on the transcript along with the application. If the applicant does not have a high school or GED transcript at the time of registration than they are considered a walk-in student and their financial classification would be "self-pay." They will be required to complete an attestation form and will be responsible to make payment in full or through a deferred payment program established by the business office. *(Note: You will have 30 days to acquire and submit your official transcript after registration. A copy of your high school or GED transcript can be faxed by the school, and the official transcript placed in the mail in order to save time).*

**Reference:**

The admissions paperwork has one references forms for enrollment into Beulah Heights University. Submit this form to the respectful person and returned to the admissions office:

- a. The Personal Reference form: *(Note: Anyone can submit this form on your behalf as long as they have known you for at least six months or more, but they cannot be a relative).*

## **Follow-up:**

The Office of Admissions requires all admissions documents be submitted at one time (*Excluding the initial application and official transcript*) to assist with quicker processing. The file will not be reviewed until all items are complete.

After receiving the initial application, the admissions officer will email out a weekly status update to indicate one of the categories for their admissions file:

- a. Incomplete: Incomplete applicants' who are still missing documents, which includes their Official High School, GED, or Associate of Arts transcript, or reference will receive the admissions email update with missing forms needed.
- b. Complete: The official acceptance letter is emailed out to complete applicants when all the applicants' documents are received and reviewed, which is reflected by the checklist below:

### **Domestic student checklist:**

- Application
  - Code of Conduct
  - Statement of Faith
  - Application Fee bases on degree level
  - Personal Reference Form
  - Official Transcripts (HST, GED, Associate of Arts Degree)
- d. After the admissions officer has received the material from the potential applicant, they will enter the documents into the admission database and student information system, attach the appropriate checklist to the application file and evaluate items received while checking off and dating all documents on the checklist.
  - e. Once the application, application fee, and high school or GED transcript has been received, the admissions' personnel will confirm and verify all information prior to progressing record in Blackbaud. This will allow financial aid to review and process the student for Federal Financial Aid.
  - f. If a deposit is included, enter it on the application form and make copies of the payment type (i.e., Check, money order, cash, or charge) attach a copy of the payment to the file and submit the payment to the Business Office.

## **Re-entry student form:**

Any student missing one (1) school calendar year or more is required to submit a re-entry form. The fee for readmission is \$15.00. Once the form is submitted, it is updated in the academic database and placed into the student permanent file.

All returning students must ensure that all previous outstanding financial balances are paid upon readmission.

### **Transferring credits:**

Transferring credits refers to the practice of applying credit hours earned at one educational institution toward the completion of an academic program at another institution. The transfer must equate to a similar course where the student earned at least a grade of “C”. A maximum of 48 credit hours may be transferred for an Associate of Arts degree, 96 credit hours may be transferred for a Bachelor of Arts degree. A maximum of 15 credit hours may be transferred toward a Master of Arts program, a maximum of 30 credit hours can be transferred for the Master of Divinity program, a maximum of 6 credits can be transferred toward a Master of Business Administration, and a maximum of 9 credit hours can be transferred toward a doctoral program.

Transcripts containing college credits acquired through USAFI courses, the college-Level Examination Program (CLEP), or through colleges in the various branches of the military, should be submitted along with the student’s other transcripts. The transcript will be reviewed to determine the number of hours and the specific courses for which transfer credit will be allowed.

Credits earned at a non-credit institution will be evaluated individually to determine acceptance.

Applicants must request pre-evaluations of college transcripts for transfer credits to be applied towards their degree programs. To request pre-evaluation, student must complete the **Pre-Evaluation Request Form** and submit an unofficial transcript to the Office of Admissions. The form will then be submitted to the Academic Office for official review. The pre-evaluation is a preliminary step utilized to assist the applicant with course selections; however, it is deemed as unofficial until the official transcript has been received and evaluated by the Academic Office. Upon completion of the review, the applicant/student will be notified of their pre-evaluation results by email. Results will not be inputted into Blackbaud by the Registrar Office until the student has registered for classes in the upcoming semester.

### **Transferring applicants’ documents:**

After the student completes registration, all student files are submitted to the Registrar Office by the Office of Admissions for processing and filing into the academic secured file base. This process typically happens upon the close of the late registration period each semester. All original documents and application files from each teaching site is provided to the Admissions Office on the main campus to have the files submitted in one setting by the Director of Admissions.

# INTERNATIONAL (F-1) STUDENTS:

The requirements for admission established by the university provide minimum qualifications. The college follows an open admissions policy for those who meet the spiritual and educational qualifications outlined.

Successful applicants should meet the following spiritual qualifications:

- Give evidence of a personal relationship with God.
- Not be antagonistic toward the Statement of Faith as outlined in our catalog.
- Embody a life of holiness.
- Possess a teachable spirit.

Successful applicants should meet the following educational qualifications:

- Must have an official transcript of completion from an accredited high school or successfully completed a degree program receiving an AA, AAS, BA, BS, or MA degree.
- American College Testing (ACT) or Scholastic Aptitude Testing (SAT) is recommended but not required.
- TOEFL test is recommended but not required if student is enrolling in the English as a Second Language Certificate Program.

An application for admission may be submitted by anyone 18 years or older at anytime during the semester. To apply, please follow the steps below:

## **Application/Re-entry:**

Student applying for an Associate of Arts or Bachelor of Arts degree, must submit completed admission application along with the required non-refundable application fee. **See financial section for specific cost.** Have application and admission requirements complete and on file in the Admissions Office at least four (4) weeks prior to registration.

Any international student missing one (1) school calendar year or more is required to make an appointment with P/DSO first prior to re-entry into the university. Upon approval, student must submit the appropriate re- entry form, an invoice statement from the Business Office showing clear balance with the university and clear copy of current passport/visa. The fee for readmission is \$15.00. Once the form is submitted, it is updated in the academic database, and placed into the student permanent file.

## **Application Deadline for receiving an I-20:**

The admission process must be 100% complete prior to the issuance of Form I-20 and before the applicant is eligible for enrollment.

The International Student application deadline for receiving an I-20 who are out of the country are as follows:

### **Semester**

Spring: January – May  
Summer: May – July

### **Preferred Mailing dates for I-20s**

October 1  
February 1

Fall: August – December

May 1

All I-20s going out of the country must be mailed out approximately two and a half months before each semester. The student must re-submit a new affidavit of support accompanied with a current bank statement in US currency and notarized if they have been denied a VISA from a previous semester.

### **Transcript:**

Students must submit an official copy of high school transcript or successfully completed a degree program receiving an AA, AAS, BA, BS, or MA degree along with the application.

International students who have attended a foreign educational institution (high school, college or university), must have the foreign transcripts evaluated and translated into English to be considered for admission into Beulah Heights University. The student has the option to provide the official transcript to the University for a preliminary in house review and approval by the Academic Office or student can submit foreign transcript to an evaluation company specializing in foreign credentials.

These third-party evaluations are required for the courses to be recognized as equivalent to a U.S. high school, baccalaureate or graduate level work.

Beulah Heights University currently accepts evaluations from the following agencies:

- World Education Services, Inc. (WES)
- Educational Credential Evaluators, Inc. (ECE)
- Foundation for International Services, Inc. (FIS)
- Foreign Academic Credential Services, Inc.
- Academic Evaluation Services, Inc.
- Evaluation Service, Inc.
- Lisano International
- Joseph Silny & Associates, Inc.

Please request a course-by-course evaluation including a grade point average (GPA). Official copies should be sent directly to the Office of Admissions. Transcripts will need to be translated into English before an evaluation can be processed.

*\*Note: A final evaluation transcript must show an awarded degree and conferred graduation date.*

### **Reference:**

The admissions paperwork requires one personal reference form for admissions into the university. Submit this form to the respectful person and returned to the admissions office:

- a. The Personnel Reference form: *(Note: Anyone can submit this form on your behalf as long as they have known you for at least six months or more, but they cannot be a relative).*

### **Checking documents in:**

Walk-in international applicant may leave all their documents with the international student advisor (ISA) for review. A confirmation letter will be emailed to the applicant confirming the documents received. If the student does not wish to leave their documents, then the applicant must make an appointment with the ISA to have their documents reviewed in person.

After reviewing the applicants' documents, the admissions officer will email out the admissions status letter to update applicant on current status.

### **Follow-up:**

Attach a checklist to the application and evaluate items received while checking off and dating the documents on the checklist. Below is a copy of the international checklist.

International student checklist:

- Application
- Code of Conduct
- Statement of Faith
- Application Fee
- Transcripts (HST, GED, College)
- Personal Reference Form
- Letter of Support/Affidavit of Support
- Bank Statement or Letter *(US currency only)*
- Medical Record
- Clear copy of Visa/Passport *(Including all dependants if applicable)*
- Copy of Previous I-20
- TOEFL or SAT
- Deposit Receipt

Change of Status Requirements to USCIS

- Form I-539
- Letter of Purpose to USCIS
- Affidavit of Support to USCIS
- Financial Statements to USCIS
- SEVIS 901 Fee Receipt
- Original I-94
- Original I-20
- Admission Letter

When following up with international applicant, the ISA must correspond with out of country international student via email or through their inter-city connection. If emails are sent

out a “cc” copy will go to the inter-city connection if requested as well.

### **Change of Status Forms**

- I-539 (Application) <http://www.uscis.gov/files/form/i-539.pdf>
- I-539 (Instructions) <http://www.uscis.gov/files/form/i-539instr.pdf>
- I-901 (SEVIS Form) <https://www.fmjfee.com/i901fee/>

### **Financial support:**

An international student must demonstrate the ability to enroll into the university financially through the following methods:

- a. The student can show individual financial stability by supplying a copy of their bank statement for three months prior to the application date. The bank statements must be in US currency, and show enough money to support them through their academic stay.
- b. The student can submit an affidavit of support, which is a document stating that someone (i.e., family member, church, private institution, university, etc.) will supply the funding necessary to maintain the financial responsibilities of the students as well as financial balance.

Student will be required to show additional proof of financial stability for all dependants. Student must show proof of an additional \$5,000.00 (USD) for each additional dependent.

### **On-Campus Employment:**

Part-time on campus employment is available to an international student who can prove financial hardship (*if opportunities are available*). Student will need to make an appointment with the Human Resources Office and follow up with Designated School Official following job offer.

### **Deposit:**

All international applicants are required to deposit to their account \$4000.00 US Dollars (*undergraduate/graduate student*) or \$4500.00 US Dollars (*doctoral student*) which will be applied toward the first semester expenses. Student will also be required to pay a \$75.00 processing fee for the issuance of the Form I-20.

Following acceptance into BHU, the student will receive an acceptance letter to take to the Business Office in order to make deposit payment. To ensure payment is properly tracked in the student account, please ensure that the student record is progressed prior to submitting payment to the Business Office.

Upon completion of payment, make a copy of the receipt and add to student file. An I-20 will **not** be issued until the entire Deposit in US Dollars has been applied to the

student's account and cleared.

### **Refund:**

If a student's VISA is denied, the student may request a refund through completing the **International Refund Request Form**. Upon completion the deposit will be refunded, but an administration fee of twenty-five dollars (\$25.00) will be subtracted from the deposit. If the student has a sponsor who supplied the deposit, the refund will be mailed to that sponsor. *(Note: The student will **NOT** receive any deposit supplied by a sponsor).*

A student who chooses to live in student housing will forfeit dorm fees if they move out before the end of the semester.

If, the student cannot enroll in BHU at the designed start of session date and desires a full refund minus the administration fees, then the student must submit a written request desiring a refund from their account. The student enrolled must sign the request, and distribution will take up to 90 days from the Business Office. The distribution will be in the form of a check, which will be mail to the student at the address on file unless noticed of a change. \$25.00 dollars will be subtracted from the deposit for administration fees the application fee was taken out first *(i.e., \$4000.00 deposit minus \$50.00 undergraduate application fee = deposit of \$3950.00 minus \$25.00 administration fee = \$3925.00 returned to student. \$4500.00 deposit minus \$50.00 graduate application fee = \$4450.00 minus \$25.00 administration fee = \$4425.00 returned to student).*

### **Transferring into BHU:**

Any international student who desires to transfer into BHU must follow the instructions listed under the "international (F-1) student" in the Follow-up section.

Test of English as a Foreign Language (TOEFL) is required of international student with grade below "C" in the English language (213 CBT; 500 written).

Upon receiving the completed documents stated in the "Follow-up" section the student will receive an acceptance letter and a transfer form. These forms must be submitted to the previous institution, signed and original copy returned to BHU. The student's I-20 will be issued by BHU within 3-5 business days after receiving the I-20 from the previous institution.

The current school will transfer the student into SEVIS (Student and Exchange Visitor Information System). Once the current school transfers the I-20, the Designated School Official may create and print the I-20 from BHU at their discretion. A student transferring into Beulah Heights University (BHU) must complete one (1) full semester or lose their full deposit/tuition payment. *(Note: create a paper trail for all steps taken in issuing an I-20 to an international student, and put all copies in the applicant/student file. It is extremely important to follow these steps).*

### **Transferring-out BHU:**

To withdraw or transfer-out of Beulah Heights University, the student must show written proof (*on school letterhead*) of acceptance from the institution and a transfer letter from the school they wish to attend. Prior to releasing student SEVIS record, the student must provide the Designated School Official (DSO) with written proof from the Business Office indicating a clear financial balance with the university. A printed invoice from the student portal showing a zero balance is sufficient evidence for this process.

Upon receipt of the above items, Beulah Heights University admissions officer or a Designated School Official (DSO) will transfer the student from SEVIS (Student and Exchange Visitor Information System) database. At this point, the person is no longer a student of Beulah Heights University.

A student cannot transfer out from BHU before the current semester has been completed. If the student transfers or change status in the middle of the semester the student will lose their deposit and is responsible for any monies due to the university.

### **Summer vacation:**

International student are not required to attend summer semester classes if they have been enrolled in the degree program prior to the semester.

International students not taking classes for the summer semester must come to the Admissions/International Student Advisor's Office to sign a release form requesting for the summer off.

If an international student takes their summer vacation and desires to enroll in summer classes that student is not governed by the international full class rule. Therefore, the student can enroll in as many or as few classes as they desire.

### **Maintaining status:**

The requirements for admission established by Beulah Heights University in alignment with the laws and regulation of immigration states a student will commit to being a full time student. Four classes or more will classify a student as full time who enrolls in the Associate of Arts or Bachelor of Arts program, and three classes or more will classify an international student as full time who enrolls in the Masters of Arts, Masters of Divinity program, or Master of Business Administration program. Two or more classes will classify a student as full time in the Doctor of Ministry program.

An international student who does not maintain a full class load will run the risk of the Form I-20 cancellation by PDSO. If there is not a cause for dropping below the required classes the student is "terminated" for failure to maintain classes as required by the rules and

regulation of immigration.

The admissions officer or DSO submits a letter of termination to the Principle Designated School Official. The PDSO will follow up with executive leadership detailing the reason for termination of the student.

The student is contacted and a formal letter of termination is emailed to the BHU student email and the termination is recorded into SEVIS.

### **Grounds for Termination:**

An International Student can be terminated by the institution (within three weeks from the start of the semester or anytime during the semester) or SEVIS (Student and Exchange Visitor Information System) for the following reasons:

- Absent from country for five months
- Authorized drop below full course time exceeded
- Authorized early withdrawal
- Change of status approved
- Change of status denied
- Change of status withdrawn
- Death
- Expulsion
- Failure to enroll
- Failure to report while on OPT
- No show – Manual termination
- Otherwise failing to maintain status
- School withdrawn
- Suspension
- Transfer student no show
- Unauthorized drop below full course
- Unauthorized employment
- Unauthorized withdrawal
- Violation of change of status requirements

At the discretion of the Principal Designated School Official, any student terminated can request a reinstatement into BHU, after all financial obligations have been met and proper paperwork has been filed.

Students applying for student reinstatement will complete the Application for Extension/Change of Nonimmigrant Status (I-539), and must have a recommendation from the school s' official issuing the restatement (other documents will be explained to the student on a case by case situation). Students will receive a receipt notice from the service center that will process their case. USCIS District Offices will continue to process student reinstatement cases received before October 30, 2006 using existing procedures. Local USCIS Offices will continue to

accept the Application for Extension/Change of Nonimmigrant Status (I-539) specifically for the purpose of student reinstatement until such time when provisions are in place allowing for direct mail filing.

**Change of Status:**

Applicant changing status within the United States cannot enroll at Beulah Heights University until the United States Citizenship and Immigration Services has approved the change of status. Upon approval, the student must enroll in the next enrollment period.

# INSTRUCTIONS TO DESIGNATION SCHOOL OFFICIALS

## **Penalties:**

The Law provides severe penalties for knowingly and willfully falsifying or concealing a material fact or using any false document in the submission of the I-20 form. Designated school officials should consult regulations pertaining to the issuance of Form I-20 A-B at 8 CFR 214.3

(k) before completing this forms. Failure to comply with these regulations may result in the withdrawal of the school approval for attendance by foreign students by the Immigration and Naturalization Service (8 CFR 214.4).

## **Issuance of Form I-20 A-B.**

Designated school officials may issue a Form I-20 A-B to a student who fits into one of the following categories, if the student has been accepted for full-time attendance at the institution:

- a) A prospective F-1 nonimmigrant student
- b) An F-1 transfer student
- c) An F-1 student advancing to an higher educational level at the same institution
- d) An out of status student seeking reinstatement.

The form may also be issued to the dependent spouse or child of an F-1 student for securing entry into the United States.

When issuing a Form I-20 A-B, designated school officials should complete the student's admission number whenever possible to ensure proper date entry and record keeping.

## **Endorsement of Page 3 for Reentry.**

Designated school officials may endorse page 2 of the form I-20 A-B for reentry if the student and/or the F-2 dependents is to leave the United States temporarily. This should be done only when the information on the Form i-20 remains unchanged. If there have been substantial changes in item 4, 5, 7, or 8, a new Form I-20 A-B should be issued.

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<sup>1</sup> Authority for collecting the information on this and related student forms is contained in 8 U.S.C. 1101 and 1184. The information solicited will be used by the Department of State and The Immigration and Naturalization Service to determine eligibility for the benefits requested. Form i-20 A-B (rev. 04-27-88).

## **Reporting Requirements**

Federal laws and regulations require the Designated School Official (DSO) to update and maintain the SEVIS records of nonimmigrant students in F and M visa categories. If the DSO does not complete the required actions within the legal time limits, SEVIS automatically updates the student records. SEVIS functions do not extend the legal time limits and are not intended to replace timely action by a DSO to comply with reporting responsibilities.

## **Certification**

Designated School Officials should certify on the bottom part of page 1 that the I-20 A-B is completed and issued in accordance with the pertinent regulations.

## **Admission Records**

Since the United States Citizenship and Immigration Services (USCIS) may request information concerning the student's immigration status for various reasons, Designated School Officials should retain all evidence which shows the scholastic ability and financial status on which admission was based, until the school has reported the student's termination of studies to the Immigration and Naturalization Service.

# INSTRUCTIONS TO STUDENT

## Student certification

You should read everything on this page carefully and be sure that you understand the terms and conditions concerning your admission and stay in the United States as a nonimmigrant student before you sign the student certification on the bottom part of page 1 of your Form I-20. ***The law provides severe penalties for knowingly and willfully falsifying or concealing a material fact, or using any false document in the submission of this form.***

## Admission

A nonimmigrant student may be admitted for duration of status. This means that you are authorized to stay in the United States for the entire length of time during which you are enrolled as a full-time student in an educational program and any period of authorized practical training plus sixty days. While in the United States, you must maintain a valid foreign passport unless you are exempt from passport requirements.

You may continue from one educational level to another, such as progressing from high school to a bachelor's program or a bachelor's program to a master's program, etc., simply by invoking the procedures for school transfers within the allotted time frame.

## School

For initial admission, you must attend the school specified on your visa. If you have a Form I-20 A-B from more than one school, it is important to have the name of the school you intend to attend specified on your visa by presenting a Form I-20 A-B from that school to the visa issuing consular officer. Failure to attend the specified school will result in the loss of your student status and subject you to deportation.

## Reentry

A nonimmigrant student may be readmitted after a temporary absence of five months or less from the United States, if the student is otherwise admissible. You may be readmitted by presenting a valid foreign passport, a valid visa, and either a new Form I-20 A-B or a page 2 of the Form I-20 A-B (the I-20 ID Copy) properly endorsed for reentry if the information on the I-20 form is current.

## Transfer

A nonimmigrant student is permitted to transfer to a different school provided the transfer procedure is followed. To transfer schools, you should first notify the school you desire to attend. The transfer process will be initiated only once student has provided all of the proper documentation for P/DSO to release SEVIS record.

Please note, you are not allowed to transfer in the middle of the semester.

### **Extension of Stay**

If you cannot complete the education program by the program end date on page 1 of Form I-20, student should contact DSO at least **15** days before your program end date to request an extension. Upon program completion and program end date on the Form I-20, the student has a grace period of no more than 60 days before the expiration of your authorized stay in the United States.

### **Employment**

As an F-1 student, you are not permitted to work off campus or to engage in business without specific employment authorization. After your first year in F-1 student status, you may apply for employment authorization on Form I-765 based on financial needs arising after receiving student status, or the need to obtain practical training. Please contact DSO to discuss this process in greater detail.

### **Notice of Address**

If you move, you must submit a notice within **10** days of the change of address to the DSO to confirm within the Student and Exchange Visitor Information System (SEVIS).

### **Arrival/Departure**

When you leave the United States, you must surrender your Form I-94 Departure Record. Please see back side of form I-94 if you are visiting Canada, Mexico, or adjacent islands other than Cuba for less than 30 days.

### **Financial Support**

You must demonstrate that you are financially able to support yourself for the entire period of stay in the United States while pursuing a full course of study. You are required to attach documentary evidence of means of support.

### **Authorization to Release Information by School**

To comply with requests from the United States Citizenship and Immigration Service for information concerning your immigration status, you are required to give authorization to the named school to release such information from your records. The school will provide the Service your name, country of birth, current address, and any other information on a regular basis or upon request.

## **Penalty**

To maintain your nonimmigrant student status, you must be enrolled as a full-time student at the school you are authorized to attend. You may engage in employment only when you have received permission to work from USCIS and/or your school PDSO. Failure to comply with these regulations will result in the loss of your student status and subject you to deportation.

# MASTERS DEGREE DOCUMENTATION

Students applying to the Master of Arts program must have an undergraduate degree from an accredited institution and graduating with a minimum of a 3.0 GPA. The Admissions Committee and/or Program Director determine all exceptions.

Have application and admission requirements complete and on file in the Admissions Office at least four (4) weeks prior to registration.

## **Admissions Process:**

To be considered for admissions, prospective students must submit the following:

1. Admissions application.
2. The student will submit Official transcripts of **ALL** education beyond high school. Transcript must come directly from the colleges and/or universities to the Office of Admissions at Beulah Heights University. (*Faxed copies not accepted at any time*). International students who have attended a foreign educational institution (high school, college or university), the foreign transcripts must be evaluated by an evaluation company specializing in foreign credentials. These third-party evaluations are required for the courses to be recognized as equivalent to a baccalaureate degree program.
3. A non-refundable application fee of \$50.00 (Fee must accompany application).
4. One letter of reference from an individual is not a relative and has known the applicant longer than 6 months.
5. The student must have a current (F-1 or R-1) I-20 in active status.
6. Affidavit of support (notarized) with 3 months bank statement and any other documentation proving financial stability.

## **International and Domestic Students:**

All students must apply for admission by completing and mailing the appropriate admission application. The admission process must be 100% complete prior to the applicant being eligible for enrollment into the graduate program. In order to be in compliance and to meet all requirements, please read and adhere to the following:

1. Applicant must complete the entire BHU admissions process.
2. Applicant must be able to provide proof of an undergraduate degree from an accredited institution.
3. Applicant must have a legitimate sponsor. To ensure that your sponsor is both willing to sponsor you for the duration of your studies and is capable of doing so, an **Affidavit of Financial Support Form** must be completed with appropriate supporting documents. The form must show the documents of support in American dollars. (*International students only*)

Upon receipt of Form I-20 international student applicant must proceed with the following.

Upon acceptance, applicant must adhere to the following:

- Pay the required I-901 fee to Student and Exchange Visitor Information System (SEVIS)
- As soon as possible, make an appointment with the U.S. Embassy in your country. The Embassy should issue a U.S. Visa valid for at least one year.
- Complete necessary financial preparations.
- As soon as possible after arriving in Atlanta, you are to report to the International Admission office at BHU bringing the following with you: Form I-20, Visa, Passport, and I-94 card.
- Request to be advised by the Department Chair or an assigned academic advisor.

### **Tuition and Fees:**

Please refer to Financial Information, located within the current academic catalog.

### **Transferring In International Students:**

Test of English as a Foreign Language (TOEFL) is required of international student with grade below “C” in the English language (213 CBT; 500 written) unless student has completed English as a Second Language courses or comes from a home country with a native language of English.

Upon receiving the completed documents mentioned above the student will receive an acceptance letter and a transfer form from P/DSO. Submit these forms to the current school. The transferring school will email or fax the completed form back to BHU.

The current school will transfer the student into SEVIS (Student and Exchange Visitor Information System). Once the current school transfers the I-20, you may create and print the I-20 from BHU at your discretion. *(Note: create a paper trail for all steps taken in issuing an I-20 to an international student, and put all copies in the applicant/student file. It is extremely important to follow these steps).*

### **Transferring Out International Students:**

To withdraw or transfer-out of Beulah Heights University, the student must show written proof (*on school letterhead*) of acceptance from the institution, and a transfer letter from the school they wish to attend and a printed invoice from the student portal showing a zero balance with the university

Upon receipt of the above items, Beulah Heights University admissions officer or a Designated School Official (DSO) will transfer the student from SEVIS (Student and Exchange Visitor Information System) database. At this point, the person is no longer a student of Beulah Heights University.

A student cannot transfer out from BHU before the current semester has been completed. If the student transfers or change status in the middle of the semester the student will lose their deposit and is responsible for any monies due to the university prior to transfer.

# IMPORTANT THING TO KNOW

## What is Needed to Apply for a Student Visa?

As part of the visa application process, an interview at the embassy consular section is required for visa applicants from age 14 through 79. Persons age 13 and younger, and age 80 and older, generally do not require an interview, unless requested by embassy or consulate. The waiting time for an interview appointment for applicants can vary, so early visa application is strongly encouraged. It is important to remember that applying early and providing the requested documents does not guarantee that the student will receive a visa. Visa wait times for interview appointments and visa processing time information for each U.S. Embassy or Consulate worldwide is available on our website at Visa Wait Times, and on most embassy websites. During the visa application process, usually at the interview, a quick, two-digit, ink-free fingerprint scan will be taken.

Some applicants will need additional screening, and will be notified when they apply. Also, because each student's personal and academic situation is different, two students applying for same visa may be asked different questions and be required to submit different documents. For that reason, the guidelines that follow are general and can be abridged or expanded by consular officers overseas, depending on each student's situation.

All applicants for a student visa **must** provide:

- **Form I-20A-B, Certificate of Eligibility for Nonimmigrant (F-1) Student Status-For Academic and Language Students or Form I-20M-N, Certificate of Eligibility for Nonimmigrant (M-1) Student Status for Vocational Students.** You will need to submit a SEVIS generated Form I-20, which was provided to you by your school. Both you and your school official must sign the I- 20 form. All students, as well as their spouses and dependents must be registered in the Student and Exchange Visitor Information System (SEVIS), an Internet-based system that maintains accurate and current information on non-immigrant students and exchange visitors and their dependents (F/M-2 visa holders). Your school is responsible for entering your information for the I-20 student visa form into SEVIS. Students will also have to pay an SEVIS I-901 fee for each program of study. Questions regarding your exchange program should be directly to your program sponsor;

- Nonimmigrant Visa Application, Form DS-160 confirmation page.
- An interview at the embassy consular section is required for almost all visa applicants. The waiting time for an interview appointment for applicants can vary, so early visa application is strongly encouraged. During the visa interview, a quick, two-digit, ink-free fingerprint scan will be taken, as well as a digital photo. Some applicants will need additional screening, and will be notified when they apply.
- A passport valid for at least six months after your proposed date of entry into the United States.
- One (1) 2x2 photograph. See the required photo format explained in nonimmigrant photograph requirements;
- A separate SEVIS I-901 fee receipt. Only the F-1 principal applicants must pay the SEVIS fee.

A consular officer will interview you to determine your qualifications for a student visa, and may request additional documents, such as evidence of:

- Transcripts and diplomas from previous institutions attended;
- Scores from standardized tests required by the educational institution such as the TOEFL, SAT, GRE, GMAT, etc.;
- Your intent to depart the United States upon completion of the course of study
- Financial evidence that shows you or your parents who are sponsoring you have sufficient funds to cover your tuition and living expenses during the period of your intended study. For example, if you or your sponsor is a salaried employee, please bring income tax documents and original bank books and/or statements. If you or your sponsor own a business, please bring business registration, licenses, etc., and tax documents, as well as original bank books and/or statements.

Applicants with dependents **must** also provide:

- Proof of the student's relationship to his/her spouse and/or children (e.g., marriage and birth certificates.); It is preferred that families apply for F-1 and F-2 visas at the same time, but if the spouse and children must apply separately at a later time, they should bring a copy of the student visa holder's passport and visa, along with all other required documents.

#### Additional Information

- No assurances regarding the issuance of visas can be given in advance. Therefore final travel plans or the purchase of nonrefundable tickets should not be made until a visa has been issued.
- Unless previously canceled, a visa is valid until its expiration date. Therefore, if the traveler has a valid U.S. visa in an expired passport, do not remove the visa page from the expired passport. You may use it along with a new valid passport for travel and admission to the United States.

#### What Items Does a Returning Student Need?

Students returning to the United States to resume their studies after an authorized temporary absence will not need to renew their visa, if the visa is still valid.

If visa has expired, all applicants applying for renewals must submit:

- A passport valid for at least six months;
- An application Form DS-156, together with a Form DS-158. Both forms must be completed and signed. Some applicants will also be required to complete and sign Form DS-157. Blank forms are available without charge at all U.S. consular offices and on the Visa Services website under Visa Applications Forms;
- A receipt for visa processing fee. A receipt showing payment of the visa application fee for each applicant, including each child listed in a parent's passport who is also applying for a U.S. visa, is needed;
- A new I-20 or an I-20 that has been endorsed on the back by a school official within the past 12 months.

All applicants applying for renewals **should be prepared** to submit:

- A certified copy of your grades from the school in which you are enrolled;
- Financial documents from you or your sponsor, showing your ability to cover the cost of your schooling.

#### Entering the U.S. - Port of Entry

A visa allows a foreign citizen coming from abroad, to travel to the United States port-of entry and request permission to enter the U.S. Applicants should be aware that a visa does not guarantee entry into the United States. The Department of Homeland Security, U.S. Customs and Border Protection (CBP) officials have authority to permit or deny admission to the United States. If you are allowed to enter the U.S., the CBP official will determine the length of your

visit on the Arrival-Departure Record (Form I-94). Since Form I-94 documents your authorized stay in the U.S., it's very important to keep in your passport. Student visitors must have their Form I-20 in their possession each time they enter the United States. Upon arrival (at an international airport, seaport or land border crossing), you will be enrolled in the US-VISIT entry-exit program. In addition, some travelers will also need to register their entry into and their departure from the U.S. with the Special Registration program. The Department of Homeland Security, Customs and Border Protection internet site offers additional information on Admissions/Entry requirements.

### **How long may I stay on my F-1 student visa?**

When you enter the United States on a student visa, you will usually be admitted for the duration of your student status. That means you may stay as long as you are a full time student, even if the F-1 visa in your passport expires while you are in America. For a student who has completed the course of studies shown on the I-20, and any authorized practical training, the student is allowed the following additional time in the U.S. before departure:

- F-1 student - An additional 60 days, to prepare for departure from the U.S. or to transfer to another school.

As an example regarding duration of status, if you have a visa that is valid for five years that will expire on January 1, 2001, and you are admitted into the U.S. for the duration of your studies (often abbreviated in your passport or on your I-94 card as "D/S"), you may stay in the U.S. as long as you are a full time student. Even if January 1, 2001 passes and your visa expires while in America, you will still be in legal student status. However, if you depart the U.S. with an expired visa, you will need to obtain a new one before being able to return to America and resume your studies. A student visa cannot be renewed or re-issued in the United States; it must be done at an Embassy or Consulate abroad.

### **Public School**

There are certain restrictions on attending public school in the U.S. Persons who violate these restrictions may not receive another visa for a period of five years.

The restrictions apply only to students holding F-1 visas. They do not apply to students attending public school on derivative visas, such as F-2, J-2 or H-4 visas. The restrictions also do not apply to students attending private schools on F-1 visas.

Please note, children of F1 visa holders in F2 visa status may attend elementary school through 12th grade.

The restrictions for F-1 visas are:

- Students who attend public high schools in the U.S. are limited to twelve months of study. Public school attendance in the U.S. prior to November 30, 1996 does not count toward this limit.
- F-1 visas can no longer be issued to attend public elementary or middle schools (Kindergarten - 8th grade) or publicly-funded adult education programs.
- Before an F-1 visa for a public school can be issued, the student must show that the public school in the U.S. has been reimbursed for the full, unsubsidized per capita cost of the education as calculated by the school. Reimbursement may be indicated on the I-20. Consular officers may request copies of canceled checks and/or receipts confirming the payment as needed.

# Directory of Visa Categories

The purpose of your intended travel and other facts will determine what type of visa is required under U.S. immigration law. As a visa applicant, you will need to establish that you meet all requirements to receive the category of visa for which you are applying. When you apply at a U.S. embassy or consulate, a consular officer will determine based on laws, whether you are eligible to receive a visa, and if so, which visa category is appropriate.

## Nonimmigrant Visa Categories

The chart below contains many different purposes of temporary travel and the related nonimmigrant visa categories available on this website. Select a visa category below to learn more:

Purpose of Travel	Visa Category	Required: Before applying for visa*
Athlete, amateur or professional (competing for prize money only)	<u>B-1</u>	(NA)
Au pair (exchange visitor)	<u>J</u>	SEVIS
Australian professional specialty	<u>E-3</u>	DOL
Border Crossing Card: Mexico	<u>BCC</u>	(NA)
Business visitor	<u>B-1</u>	(NA)
CNMI-only transitional worker	<u>CW-1</u>	(USCIS)
Crewmember	<u>D</u>	(NA)
Diplomat or foreign government official	<u>A</u>	(NA)
Domestic employee or nanny - must be accompanying a foreign national employer	<u>B-1</u>	(NA)
Employee of a designated international organization or NATO	<u>G1-G5, NATO</u>	(NA)
Exchange visitor	<u>J</u>	SEVIS
Foreign military personnel stationed in the United States	<u>A-2</u> <u>NATO1-6</u>	(NA)
Foreign national with extraordinary ability in Sciences, Arts, Education, Business or Athletics	<u>O</u>	USCIS
Free Trade Agreement (FTA) Professional: Chile, Singapore	<u>H-1B1 - Chile</u> <u>H-1B1 - Singapore</u>	DOL
International cultural exchange visitor	<u>Q</u>	USCIS
Intra-company transferee	<u>L</u>	USCIS
Medical treatment, visitor for	<u>B-2</u>	(NA)
Media, journalist	<u>I</u>	(NA)
NAFTA professional worker: Mexico, Canada	<u>TN/TD</u>	(NA)
Performing athlete, artist, entertainer	<u>P</u>	USCIS
Physician	<u>J, H-1B</u>	SEVIS
Professor, scholar, teacher (exchange visitor)	<u>J</u>	SEVIS
Religious worker	<u>R</u>	USCIS
Specialty occupations in fields requiring highly specialized knowledge	<u>H-1B</u>	DOL then USCIS
Student: academic, vocational	<u>F, M</u>	SEVIS
Temporary agricultural worker	<u>H-2A</u>	DOL then USCIS
Temporary worker performing other services or labor of a temporary or seasonal nature.	<u>H-2B</u>	DOL then USCIS
Tourism, vacation, pleasure visitor	<u>B-2</u>	(NA)
Training in a program not primarily for employment	<u>H-3</u>	USCIS
Treaty trader/treaty investor	<u>E</u>	(NA)
Transiting the United States	<u>C</u>	(NA)

Victim of Criminal Activity	<u>U</u>	USCIS
Victim of Human Trafficking	<u>T</u>	USCIS
Nonimmigrant (V) Visa for Spouse and Children of a Lawful Permanent Resident (LPR)	<u>V</u>	(NA)
<u>Renewals in the U.S. - A, G, and NATO Visas</u>		(NA)

**What the abbreviations above mean** - Before applying for a visa at a U.S. embassy or consulate, the following is required:

- DOL = The U.S. employer must obtain foreign labor certification from the U.S. Department of Labor, prior to filing a petition with USCIS.
- USCIS = U.S. Citizenship and Immigration Services (USCIS) approval of a petition or application (The required petition or application depends on the visa category you plan to apply for.)
- SEVIS = Program approval entered in the Student and Exchange Visitor Information System (SEVIS)
- (NA) = Not Applicable - Additional approval by another U.S. government agency is not required prior to applying for a visa

**Important Notes:**

- **About this chart** – It is not a complete list of all travel purposes for the visa category. Select a visa category webpage for more information. The chart lists almost all nonimmigrant visa categories, with the exception of several not listed above. Refer to the Foreign Affairs Manual, 9 FAM 402.1 for all nonimmigrant visa categories.
- **Canadian NAFTA Professional workers** – A visa not required; apply to U.S. Customs and Border Protection (CBP) at border port of entry.
- **K nonimmigrant visas** – For U.S. citizen fiancé(e) and spouse for immigration related purposes. Refer to Immigrant Visa Categories.

# Immigrant Visa Categories

The chart below contains different purposes for immigrating to the United States, and the related immigrant visa categories for which information is available on this website. Select a visa category below to learn more:

Immediate Relative & Family Sponsored	Visa Category
Spouse of a U.S. Citizen	<a href="#">IR1, CR1</a>
Spouse of a U.S. Citizen awaiting approval of an I-130 immigrant petition	<a href="#">K-3</a> *
Fiancé(e) to marry U.S. Citizen & live in U.S.	<a href="#">K-1</a> *
Intercountry Adoption of Orphan Children by U.S. Citizens	<a href="#">IR3, IH3, IR4, IH4</a>
Certain Family Members of U.S. Citizens	<a href="#">IR2, CR2, IR5, F1, F3, F4</a>
Certain Family Members of Lawful Permanent Residents	<a href="#">F2A, F2B</a>
<b>Employer Sponsored – Employment</b>	
	<a href="#">E1</a> <a href="#">E2</a>
Employment-Based Immigrants, including (preference group):	
<ul style="list-style-type: none"> <li>• Priority workers [First]</li> <li>• Professionals Holding Advanced Degrees and Persons of Exceptional Ability [Second]</li> <li>• Professionals and Other Workers [Third]</li> <li>• Employment Creation/Investors [Fifth]</li> <li>• Certain Special Immigrants: [Fourth]</li> </ul>	<a href="#">E3, EW3</a>  <a href="#">C5, T5, R5, I5</a>  <a href="#">S (many**)</a>
Religious Workers	<a href="#">SD, SR</a>
Iraqi and Afghan Translators/Interpreters	<a href="#">SI</a>
Iraqis Who Worked for/on Behalf of the U.S. Government	<a href="#">SQ</a>
Afghans Who Worked for/on Behalf of the U.S. Government	<a href="#">SQ</a>
<b>Other Immigrants</b>	
Diversity Immigrant Visa	<a href="#">DV</a>
Returning Resident	<a href="#">SB</a>

## Important Notes:

- **\*K Visas** – Listed with immigrant visas because they are for immigration related purposes.
- **About this chart** - This chart is a list of many immigrant visa categories, but not every immigrant visa category.
- **\*\*Refer to the Foreign Affairs Manual, [9 FAM 502.1](#)** for a listing of all immigrant visa categories.

This page can be found at <https://travel.state.gov/content/travel/en/us-visas/visa-information-resources/all-visa-categories.html>

# IMMIGRATION FORMS

Welcome to the online information center on Immigration benefit applications and petitions. This channel of www.USCIS.gov provides you with access to all of our public use forms.

Prior to downloading your form, please note the following:

- Fees should be made payable to **Department of Homeland Security** or **U.S. Citizenship and Immigration Services**.
- Please take the time to read our General Directions on Immigration Forms, as well as Fee and Fee Waiver Information. You may find both of these pages at the Related Links area to the right.
- **Signature Requirements:** Authorized Representatives, including attorneys, should see the information about signature requirements which can be found in the Related Links.
- Where instructed, you must pay a \$70 biometric fee for electronically capturing fingerprints. This is in addition to the base fee.
- Some forms may be available for **electronic filing**. Please see the Electronic Filing channel link to the left.
- Most of our forms are fillable on your computer. You will need the latest version of the free Adobe Reader to use these forms (the latest version is 8). You may download the Reader from the Related Link on this page.
- **The forms below are not in normal numerical order**, please look carefully for the form you require. Please note: I-9 and I-90 are near the bottom of the list.

**Warning!** Many non-USCIS websites offer immigration forms. Some will sell you a downloadable form for a fee. These sites are **not** affiliated with USCIS, and these sites may not have the latest versions of forms. In some circumstances, use of older forms may result in your application or petition being denied or delayed. The latest version of these forms is always available on www.USCIS.gov.

This page can be found at <http://www.uscis.gov/forms>

## Immigration Forms

- [AR-11](#) | [Alien's Change of Address Card](#)
- [EOIR-29](#) | [Notice of Appeal to the Board of Immigration Appeals from a Decision of a DHS Officer](#)
- [G-28](#) | [Notice of Entry of Appearance as Attorney or Accredited Representative](#)
- [G-281](#) | [Notice of Entry of Appearance as Attorney in Matters Outside the Geographical Confines of the United States](#)
- [G-325A](#) | [Biographic Information \(for Deferred Action\)](#)
- [G-639](#) | [Freedom of Information Act/Privacy Act Request](#)
- [G-845](#) | [Verification Request](#)
- [G-845 Supplement](#) | [Document Verification Request Supplement](#)
- [G-884](#) | [Request for the Return of Original Documents](#)
- [G-1041](#) | [Genealogy Index Search Request](#)
- [G-1041A](#) | [Genealogy Records Request](#)
- [G-1055](#) | [Fee Schedule](#)
- [G-1145](#) | [E-Notification of Application/Petition Acceptance](#)
- [G-1256](#) | [Declaration for Interpreted USCIS Interview](#)
- [G-1450](#) | [Authorization for Credit Card Transactions](#)
- [I-9](#) | [Employment Eligibility Verification](#)
- [I-90](#) | [Application to Replace Permanent Resident Card](#)
- [I-102](#) | [Application for Replacement/Initial Nonimmigrant Arrival-Departure Document](#)
- [I-129](#) | [Petition for a Nonimmigrant Worker](#)
- [I-129CW](#) | [Petition for a CNMI-Only Nonimmigrant Transitional Worker](#)
- [I-129F](#) | [Petition for Alien Fiancé\(e\)](#)
- [I-129S](#) | [Nonimmigrant Petition Based on Blanket L Petition](#)
- [I-130](#) | [Petition for Alien Relative](#)
- [I-131](#) | [Application for Travel Document](#)
- [I-131A](#) | [Application for Travel Document \(Carrier Documentation\)](#)
- [I-134](#) | [Affidavit of Support](#)
- [I-140](#) | [Immigrant Petition for Alien Worker](#)
- [I-191](#) | [Application for Relief Under Former Section 212\(c\) of the Immigration and Nationality Act \(INA\)](#)
- [I-192](#) | [Application for Advance Permission to Enter as a Nonimmigrant](#)
- [I-193](#) | [Application for Waiver of Passport and/or Visa](#)
- [I-212](#) | [Application for Permission to Reapply for Admission into the United States After Deportation or Removal](#)

- [I-290B](#) | [Notice of Appeal or Motion](#)
- [I-360](#) | [Petition for Amerasian, Widow\(er\), or Special Immigrant](#)
- [I-361](#) | [Affidavit of Financial Support and Intent to Petition for Legal Custody for Public Law 97-359 Amerasian](#)
- [I-363](#) | [Request to Enforce Affidavit of Financial Support and Intent to Petition for Legal Custody for Public Law 97-359 Amerasian](#)
- [I-407](#) | [Record of Abandonment of Lawful Permanent Resident Status](#)
- [I-485](#) | [Application to Register Permanent Residence or Adjust Status](#)
- [I-485 Supplement A](#) | [Supplement A to Form I-485, Adjustment of Status Under Section 245\(i\)](#)
- [I-485 Supplement J](#) | [Confirmation of Bona Fide Job Offer or Request for Job Portability Under INA Section 204\(j\)](#)
- [I-508](#) | [Request for Waiver of Certain Rights, Privileges, Exemptions and Immunities](#)
- [I-508F](#) | [Request for Waiver of Rights, Privileges, Exemptions, and Immunities for French Nationals](#)
- [I-526](#) | [Immigrant Petition by Alien Entrepreneur](#)
- [I-539](#) | [Application To Extend/Change Nonimmigrant Status](#)
- [I-566](#) | [Interagency Record of Request -- A, G or NATO Dependent Employment Authorization or Change/Adjustment to/from A, G or NATO Status](#)
- [I-589](#) | [Application for Asylum and for Withholding of Removal](#)
- [I-600](#) | [Petition to Classify Orphan as an Immediate Relative](#)
- [I-600A](#) | [Application for Advance Processing of an Orphan Petition](#)
- [I-601](#) | [Application for Waiver of Grounds of Inadmissibility](#)
- [I-601A](#) | [Application for Provisional Unlawful Presence Waiver](#)
- [I-602](#) | [Application By Refugee For Waiver of Grounds of Excludability](#)
- [I-612](#) | [Application for Waiver of the Foreign Residence Requirement \(under Section 212\(e\) of the Immigration and Nationality Act, as Amended\)](#)
- [I-687](#) | [Application for Status as a Temporary Resident Under Section 245A of the Immigration and Nationality Act](#)
- [I-690](#) | [Application for Waiver of Grounds of Inadmissibility](#)
- [I-693](#) | [Report of Medical Examination and Vaccination Record](#)
- [I-694](#) | [Notice of Appeal of Decision Under Sections 245A or 210 of the Immigration and Nationality Act](#)
- [I-698](#) | [Application to Adjust Status from Temporary to Permanent Resident \(Under Section 245A of the INA\)](#)
- [I-730](#) | [Refugee/Asylee Relative Petition](#)
- [I-751](#) | [Petition to Remove Conditions on Residence](#)
- [I-765](#) | [Application for Employment Authorization](#)
- [I-765V](#) | [Application for Employment Authorization for Abused Nonimmigrant Spouse](#)
- [I-800](#) | [Petition to Classify Convention Adoptee as an Immediate Relative](#)
- [I-800A](#) | [Application for Determination of Suitability to Adopt a Child from a Convention Country](#)
- [I-817](#) | [Application for Family Unity Benefits](#)
- [I-821](#) | [Application for Temporary Protected Status](#)
- [I-821D](#) | [Consideration of Deferred Action for Childhood Arrivals](#)
- [I-824](#) | [Application for Action on an Approved Application or Petition](#)
- [I-829](#) | [Petition by Entrepreneur to Remove Conditions on Permanent Resident Status](#)
- [I-854](#) | [Inter-Agency Alien Witness and Informant Record](#)
- [I-864](#) | [Affidavit of Support Under Section 213A of the INA](#)
- [I-864A](#) | [Contract Between Sponsor and Household Member](#)
- [I-864EZ](#) | [Affidavit of Support Under Section 213A of the Act](#)
- [I-864P](#) | [HHS Poverty Guidelines for Affidavit of Support](#)
- [I-864W](#) | [Request for Exemption for Intending Immigrant's Affidavit of Support](#)
- [I-865](#) | [Sponsor's Notice of Change of Address](#)
- [I-881](#) | [Application for Suspension of Deportation or Special Rule Cancellation of Removal \(Pursuant to Section 203 of Public Law 105-100 \(NACARA\)\)](#)
- [I-905](#) | [Application for Authorization to Issue Certification for Health Care Workers](#)
- [I-907](#) | [Request for Premium Processing Service](#)
- [I-910](#) | [Application for Civil Surgeon Designation](#)
- [I-912](#) | [Request for Fee Waiver](#)
- [I-912P](#) | [HHS Poverty Guidelines for Fee Waiver Request](#)
- [I-914](#) | [Application for T Nonimmigrant Status](#)
- [I-918](#) | [Petition for U Nonimmigrant Status](#)
- [I-924](#) | [Application For Regional Center Designation Under the Immigrant Investor Program](#)
- [I-924A](#) | [Annual Certification of Regional Center](#)
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