

# INTERNATIONAL STUDENT

International students, by definition, are individuals who are citizens of countries other than the United States, have visas for educational purposes, and intend to return to their home country upon completion of an educational program. COM is authorized under Federal law to enroll nonimmigrant students.

International students must carry a minimum of 12 semester hours to meet requirements of the U.S. Immigration and Customs Enforcement. It is essential that international students maintain sufficient funds to cover their expenses while in this country. The international student tuition is outlined on the Tuition and Fee Schedule.

To be admitted as an international student, students must:

## Step 1 - Apply to COM

- Apply for admission online at the ApplyTexas website (<https://www.applytexas.org/>).

## Step 2 - Submit Supporting Documents

- Submit documents listed on the International Student (<https://www.com.edu/international/>) page.
- Submit SAT/ACT scores or take the TSI Assessment (remote vouchers can be issues to students out of country). Learn more about TSI Exemptions and Assessment here (<https://www.com.edu/testing-center/tsi-assessment.html>).
- Submit translated and evaluated high school and college transcripts from country of origin to the Admissions and Records Office.
- Submit proof of Bacterial Meningitis Vaccination (required of students 21 yrs. old and younger). Learn more about meningitis vaccinations here (<https://www.com.edu/admissions/meningitis-vaccinations.html>).

## Step 3 - Register for Classes

- Meet with International Student Academic Advisor in the Doyle Family Administration Building for advising and registration assistance. Learn more about Academic Advising here (<https://www.com.edu/student-services/academic-advising.html>).

## Step 4 - Pay Tuition Balance

- Pay tuition balance. Learn more about payment deadlines and options here (<https://www.com.edu/payments/>).

## Step 5 - Obtain Student ID

The college offers current COM students and employees the COM ID card. The COM ID card is not only the official identification card of the college, but also the means to access facilities and services such as the library, tutoring center, computer labs, gym facility, and bookstore.

The first COM ID card is free for students and employees. A replacement ID card is \$5. The COM ID card is available at the Doyle Family Administration Building - Student Help Center during normal operating hours.

**To obtain a COM ID Card:**

1. Go to <https://bit.ly/COMStudentIDForm> (<https://bit.ly/COMStudentIDForm/>) and log in to your COM account.

2. Select your student type and press "Continue" to complete the form.
3. Upload your photo. Be sure to review the photo criteria.
4. Your ID will be ready on the next business day. You will be notified by email and phone call.
5. Visit the Welcome Desk in the Doyle Family Administration Building to obtain your COM ID Card.

The COM ID card is non-transferable. Misuse of the card may result in disciplinary action by the college. Lost, stolen or damaged cards should be reported to the Doyle Family Administration Building – Student Help Center immediately.

## Step 6 - Obtain Parking Permit

A parking permit should be displayed on each automobile parked on any COM campus.

Vehicles with temporary license plates (paper) or those regarded as rental vehicles should display a temporary parking permit. Learn more about the temporary parking permit here (<https://www.com.edu/campus-police/temporary-parking-permit.html>). Vehicles with permanent license plates (metal) should display a traditional parking permit. Follow the instructions below to obtain a traditional parking permit:

1. Log in to WebAdvisor (<https://webadvisor.com.edu/WebAdvisor/WebAdvisor/?TYPE=M&PID=CORE-WBMAIN&TOKENIDX=1833789733>).
2. Click on the Student tab.
3. Click on "Register a Vehicle" (beneath User Account).
4. Complete and submit the online form with vehicle information.
5. After submission, visit the Doyle Family Administration Building – Student Help Center.
6. Place the sticker on the outside lower, left-hand corner of the rear window.

COM parking permits are free and issued for as many vehicles as needed when requested via WebAdvisor. An official government issued photo ID must be presented in order to obtain a COM parking permit. The parking permit number will be cataloged using your name and vehicle information.

## Step 7 - Establish COM Email

- Establish an official COM email account at <https://www.com.edu/its/email.html>. Official communication from the College to the student is sent through the COM Email account.

## Step 8 - Purchase Textbooks

- Purchase required course textbooks. Required textbooks are available in the COM Bookstore. However, students are not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbooks may also be available from independent retailers, including online retailers.

## Step 9 - Attend Class

- Attend class (required). Students unable to attend class should contact their instructors of record. (Instructor contact information is available in the course syllabus.)

## **Step 10 - Connect with Others**

- Build academic and social connections on campus. Learn more about Student Life here (<https://www.com.edu/student-life/>).

## **Need Assistance?**

- Contact the Office of International Affairs located in the Admissions and Records Office or the Student Help Center at 409-933-8663. Learn more about admission for International Students here (<https://www.com.edu/international/>).