International students are admitted to Manhattan Christian College by contacting the Admissions Office for an International Student application packet, or by printing and completing the application from this web site. Please, be sure to print neatly and provide a complete postal mailing address. The following policy applies:

It is important that all of the following be received in this office before any action can be taken on your admission. No I-20 form will be issued until all items are in our office and you have been officially admitted to the college by the admissions committee.

1. Complete an International Student application. Be sure to complete both sides of the form. Make sure the application is signed and indicate an intended field of study. This is required to receive an I-20.

2. Make sure to write (do not type) a brief letter to accompany the application. This letter should state the reason for desiring to attend MCC, vocational aim, and personal relationship with Jesus Christ.

3. Enclose two (2) reference forms (included with application) from individuals other than relatives. We prefer these to include one from a church leader and one from a school teacher if possible. The third reference may be from a friend or co-worker.

4. Include the non-refundable application fee of $25 (U.S. dollars).

5. Provide official translated copies of your entire secondary and post secondary school records. If you have attended any college or university in the United States, final transcripts from these colleges must also be ordered by you and be sent from the registrar's office directly to: Admissions, Manhattan Christian College, 1415 Anderson Ave., Manhattan, KS 66502.

Transfer credit may be awarded for university level studies completed abroad, based on official records and transcripts submitted with your application. This credit is evaluated on an individual basis. Course syllabi, course descriptions, and test results may be required to facilitate the evaluation. You should bring these documents with you. Evaluation may be delayed until after you enroll. Final determination of the amount of academic credit will not be made until after you are admitted to the college.

Applicants must arrange for official certified transcripts of previous academic work to be sent to the MCC Admissions Office. Certified transcripts are reports of individual courses taken and indicate the grades obtained for each course. Transcripts must have a raised seal or a stamp on the copy of the transcript from, for example, the Director, Registrar, Headmaster, or Headmistress of the school. Proof of graduation from secondary school / high school is also required. These transcripts must be in English or accompanied by an English translation.

Applicants from Commonwealth countries must submit certified or notarized copies of their "O" level and/or "A" level certificates (copies of unofficial result slips are not acceptable). Applicants from countries having different educational systems should submit results from their countries' respective
secondary school graduation examinations and/or university placement examinations (for example, CXC exam results, Abitur results, baccalaureate results, etc.).

6. The Test of English as a Foreign Language (TOEFL) should be taken. A minimum score of 550 on the written test or a 213 on the computer TOEFL is required for admission. Proficiency may also be determined by passing a full academic year of college-level freshman English with a grade of “C” or better at an accredited institution of higher learning in the United States. Arrangements to take the TOEFL may be made by contacting the following:

TOEFL
Educational Testing Service PO Box 6155
Princeton, NJ 08541-6155
Phone: 609-771-7100
Web Site: www.toefl.org

Students either who demonstrate difficulty with written or spoken English may be required to participate in an English Language program to strengthen necessary skills. The purpose of this is to ensure adequate proficiency to learn in an English-speaking classroom.

7. Complete an Affidavit of Financial Sponsorship. This special form must be dated within one year of applicants anticipated entry into the college. Students may not sponsor themselves or other students. Unfortunately, MCC does not have financial assistance funds available for international students. MCC does not accept certificates of balance as a substitute for the signed bank portion of the affidavit. If your bank is unable or unwilling to sign the form, the bank must submit a letter to the Admissions Office stating its policy.

**Required Financial Documentation**
In order to receive a Form I-20 after you have been academically approved for studies at MCC you should submit the following documentation:

- a completed MCC Affidavit of Financial Sponsorship
- documents demonstrating that you have at least the minimum estimated yearly expenses needed to study at Manhattan Christian College.

Please note that the U.S. Embassy in your country may have very specific financial documentation requirements. Contact the U.S. Embassy for more information, or consult the U.S. Department of State web site at http://www.state.gov. Each individual or organization that will be supporting you must submit the following documentation:
1. A letter describing the financial support (you may also use the Affidavit of Financial Support form). Describe the financial support in the letter:

- **Nature of Support** - amount in US dollars for tuition, room and board, health insurance, the provision of free room of board from U.S. sponsor, etc.
- **Time period of support** - twelve months, duration of studies, etc.

2. Documentary proof of the financial support. Give proof of the pledged financial support by providing one or more of the following documents. These and similar documents must describe the financial support which will be used to fund your studies and support your living expenses:

- **Proof of Employment Income** - a letter from your employer stating salary, recent pay stubs, etc.
- **Proof of ability to provide free room** - an ownership deed or a rental contract in sponsor's name, etc.
- **Proof of other financial resources** - such as a recent bank statement, recent pension checks, etc.

**Additional Notes Regarding Financial Documentation**

- *Private sponsors* should state in their letter that they will have sufficient funds after paying their own personal expenses to be able to afford sponsoring the student in the stated amount.
- *Organizational/institutional sponsors* should write on business letterhead the nature and time period of support for your studies. Proof of the organization's finances / ability to provide this support may be required if not initially included.
- *Copies, clear faxes, and scanned documents* sent as e-mail attachments are satisfactory. Unclear copies, faxes, and scans will not be accepted. Send faxes to 1-785-539-0832 and e-mails to: admit@mccks.edu.

Contact the MCC Admissions Office with any questions you may have regarding what financial documentation to submit. We are here to help!

<table>
<thead>
<tr>
<th>Estimated Costs</th>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition/Fees</td>
<td>$6,384</td>
<td>$6,384</td>
<td>$1,200</td>
</tr>
<tr>
<td>Room and Board</td>
<td>$3,634</td>
<td>$3,634</td>
<td>**</td>
</tr>
<tr>
<td>Books/Supplies</td>
<td>$800</td>
<td>$800</td>
<td>$200</td>
</tr>
<tr>
<td>Medical Insurance</td>
<td>$450</td>
<td>$450</td>
<td>***</td>
</tr>
<tr>
<td>Living Expenses</td>
<td>$925</td>
<td>$925</td>
<td>$1,850</td>
</tr>
<tr>
<td>Travel/Transportation</td>
<td>$500</td>
<td>$500</td>
<td>$2,000</td>
</tr>
<tr>
<td>Totals</td>
<td>$12,693</td>
<td>$12,693</td>
<td>$5,250</td>
</tr>
</tbody>
</table>

**MCC does not provide summer housing. Summer sub-lease costs reflected in increased summer living expenses.**

***Medical insurance for dependants will increase these figures.**

Documents should be submitted in time to allow for required analysis and review and to ensure that the college can provide the student with necessary information and immigration documentation (I-20) to meet the semester starting dates and provide adequate time for students to complete the necessary travel.
arrangements. Application deadlines change each semester:

<table>
<thead>
<tr>
<th></th>
<th>Students in the U.S.</th>
<th>Students outside the U.S.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>June 15</td>
<td>April 15</td>
</tr>
<tr>
<td>Spring</td>
<td>October 15</td>
<td>July 15</td>
</tr>
<tr>
<td>Summer</td>
<td>April 1</td>
<td>January 1</td>
</tr>
</tbody>
</table>

*Delay in meeting these deadlines could eliminate your application from being considered.*

**Health Insurance**
Manhattan Christian College requires all students to have health insurance. Health care in the United States is extremely expensive. MCC also recommends that any dependants also be covered by health insurance. If a sponsor or agency does not supply insurance, you can purchase it upon arrival.

**Procedures for Applicants with INS Statuses other than F-1**
International students holding, or intending to hold, Immigration and Naturalization Service (INS) statuses other than F-1 may be admitted into and enroll in College programs. One exception is that accepted applicants who entered the U.S. with a B-1 (business) or B-2 (tourist) visa on or after April 12, 2002, are only allowed to enroll after USCIS grants a change of status to F-1. All international students, regardless of their status, are solely responsible for obeying U.S. laws and maintaining their legal status.

**International Students Transferring to Other Schools**
All International Students transferring to another school in US need to transfer his/her SEVIS record to the new school. PLEASE MAKE AN APPOINTMENT AND BRING AN F-1 TRANSFER OF INFORMATION FORM ALONG WITH A COPY OF THE ACCEPTANCE LETTER TO THE APPOINTMENT.

*Revised & Approved - 9/18/2012*
AFFIDAVIT OF SUPPORT FOR __________________________ (Name of Applicant)

Admissions Office, Manhattan Christian College, 1415 Anderson Ave. Manhattan, KS 66502-4081

This document must contain all of the appropriate signatures and notarizations before a student is considered for admission to Manhattan Christian College. If separate statements from bank and sponsor are submitted, each must be original.

Statements must be dated within one (1) year of your intended date of enrollment.

All documents must be addressed to Admissions Office, Manhattan Christian College, 1415 Anderson Ave., Manhattan, KS 66502.

Certificates of balance that only show the amount of money on deposit are not an acceptable substitute. Monetary amounts must be stated in U.S. dollars.

STATEMENT FROM SPONSOR

I, ___________________________________, do swear that I will make available to ________________________________ NAME OF SPONSOR

________________ $30,636 NAME OF APPLICANT

a total sum of $30,636 U.S. dollars for each year of study at Manhattan Christian College. This money is in addition to any passage money needed for return to the country of origin. I understand that Manhattan Christian College will not be able to assist the student financially. I, the undersigned, realize that I am fully responsible, and will be held accountable by the College, for maintaining the terms of this statement. I am not a nonimmigrant student and I do not hold any other temporary status in the United States. My relationship to the applicant is ________________________________.

____________________________________ SPONSOR’S SIGNATURE

____________________________________ SEAL AND SIGNATURE OF NOTARY PUBLIC

OR GOVERNMENT OFFICIAL

____________________________________ SPONSOR’S ADDRESS

____________________________________ DATE

STATEMENT FROM A BANK OF FINANCIAL ESTABLISHMENT

This is to certify that ____________________________, whose signature appears above as sponsor, is of a financial position to provide for expenses of the student applicant named. The statement and signature are given with the understanding this is not a guarantee and does not constitute any financial responsibility on the part of the signing individual or the institution they represent.

____________________________________ SIGNATURE OF BANK OFFICIAL

____________________________________ TITLE OF BANK OFFICIAL

____________________________________ PRINTED NAME

PLACE OFFICIAL BANK SEAL HERE

____________________________________ ADDRESS OF BANK

____________________________________ DATE
INTERNATIONAL STUDENT APPLICATION
(Please Print Clearly)

Name ________________________________, ________________________________
(LAST/FAMILY NAME/SURNAME) (FIRST NAME/GIVEN NAME)
Other names(s) under which your records may be found _____________________________

Mailing Address _____________________________________________________________
____________________________________

Telephone or FAX number (optional) __________________________________________

Birthday ______/_____/______   Male ____ Female ____
Mon. Day Year

Marital Status - Single ____ Married ____ Divorced ____ - Number of Children ____
Name of Spouse, if married _____________________________________________________

Place of Birth ____________________________   _______________________________
(City) (Country)

Country of Citizenship ________________________ Nationality ____________________
Native Language ___________________________ Other languages you are proficient in
(speak and written) _____________________________
Name of Parent or Guardian ____________________________________________________

Permanent Home Address _____________________________________________________

High School Attended __________________________________ Year of Graduation _____
Date TOEFL taken ____/____/____  TOEFL Score __________

Do you currently hold an F or J visa?  ___ Yes  ___ No
If No, type of visa currently held _____________________________________________
If yes, visa number __________________________________________________________
Educational institution issuing visa _____________________________________________

Post-secondary schools/Universities attended:
________________________________________________________________________
Dates __________________
________________________________________________________________________
Dates __________________
________________________________________________________________________
Dates __________________

Religious Affiliation _________________________________________________________

Please be sure to complete both sides of this application!
PROGRAM OF STUDY
Manhattan Christian College only offers undergraduate programs of study (Associates and Bachelors degree programs). You must select your intended field of study from the following offered at Manhattan Christian College.

[ ] Bible and Leadership
[ ] Bible and Leadership / Christian Ministry
[ ] Children’s Ministry Emphasis
[ ] Family Emphasis
[ ] Pastoral Emphasis
[ ] Worship Emphasis
[ ] Counseling Emphasis
[ ] Intercultural Studies Emphasis
[ ] Spiritual Formation Emphasis
[ ] Youth Emphasis

ESSAY
Write (do not type) a brief essay stating: 1) your reason(s) for desiring to attend Manhattan Christian College, 2) your vocational aim, and 3) your relationship with Jesus Christ. Attach this essay to your application.

I understand that Manhattan Christian College does not accept students who use tobacco, alcohol, or drugs. Any prospective student who uses these items in any form need not apply for admission, unless he/she is willing to comply with this policy. I also certify that the information provided is complete and accurate.

________________________________________  _________________________
Signature                                      Date

MCC does not discriminate on the basis of race, color, national or ethnic origin, gender, or personal handicap in its policies and programs of admission, scholarships, instruction, athletics and other college administered activities.
REQUEST FOR F-1 TRANSFER INFORMATION

ATTENTION APPLICANT: Only F-1 transfer students in the U.S. need to complete this form. Please submit this form to the last U.S. institution you attended.

ATTENTION DSO -- PLEASE RETURN THIS COMPLETED FORM TO:

Admissions Office
MANHATTAN CHRISTIAN COLLEGE
1415 Anderson Ave., Manhattan, KS 66502-4081
(877) 246-4622 FAX: 785-776-9251 / E-mail: admit@mccks.edu
Web: www.mccks.edu/admissions/international.html

PART I: TO BE COMPLETED BY THE F-1 TRANSFER STUDENT

Dear Foreign Student Advisor / DSO:

This is to inform you that I intend to transfer to Manhattan Christian College in the _________ (e.g. Fall, Spring, Summer) semester of the year ________ (e.g. 2011, 2012, etc.). By my signature below I authorize you to release the information requested below to Manhattan Christian College. Please complete the information and return it directly to the above address as soon as possible. Thank you.

Name (printed) ______________________________________________________________
(Last / Surname) (First) (Middle)
Signature of Student _____________________________________________ Date:___________

PART II: TO BE COMPLETED BY THE DESIGNATED SCHOOL OFFICIAL

INS Admission Number of Student: ____________________________

_____ The student is in lawful F-1 status according to INS regulations.

_____ The student is not in lawful F-1 status according to INS regulations in my records for the following reason(s): (use back of form if more space is needed for explanation)
________________________________________________________
________________________________________________________
________________________________________________________
(Note: I am enclosing information I have available that would be helpful in a reinstatement application.)

The student was last enrolled in the ____________ semester (e.g. Fall, Spring, etc.) of the year _________ (e.g. 2011, 2012, etc.).

The student has been authorized the following Practical Training benefits:

OPTIONAL: Full-time: _____months _____days Part-time: _____months _____days
CURRICULAR: Full-time: _____months _____days

Signature of DSO ________________________________________________ Date: ________________
Name (printed) _____________________________________________ Phone: ________________
Title and School ________________________________________________________________________

(Revised 09/18/2012)