The “X” indicates items needed to submit.

**TO BE FULLY ADMITTED, A STUDENT MUST HAVE ON FILE THE FOLLOWING INFORMATION:**

___X___ Application

___X___ Application fee of $20 (non-refundable) in the form of a money order.

___X___ **Official high school transcript mailed from the high school with an official signature and seal**

__OR__ Official G.E.D. scores mailed from the testing agency.

**TRANSFER STUDENTS MUST SUBMIT THE FOLLOWING IN ORDER TO BE FULLY ADMITTED:**

___ Application

___ Application fee of $20 (non-refundable) in the form of a money order.

___ Official college transcript from ALL colleges attended.

___ If transferring less than 12 hours, student must request official high school transcript.

___ A Transfer Student Reference Sheet completed by the chief student affairs officer of the last college attended.

**TO COMPLETE A STUDENT’S ADMISSIONS FILE, THE FOLLOWING IS NEEDED:**

___X___ $150.00 Room Reservation Fee ___X___ Room Reservation Form

___X___ $150.00 Registration Fee ___X___ Medical Examination Form

___X___ Copy of Social Security Card ___X___ Copy of Immunization Records

___X___ Copy of Insurance Card ___X___ Copy of ACT/SAT scores

(used for diagnostic purposes only)

**TO RECEIVE THE CERTIFICATION OF ELIGIBLITY (1-20) FORM, THE FOLLOWING MUST BE ON FILE:**

___X___ Scores from the Test of English as Foreign Language (TOEFL). A minimum score of 500 is required. (Needed only if from a Non-English Speaking Country).

___X___ A notarized letter of support/sponsorship.

___X___ An advance payment of one half of the first year’s expenses (tuition, fees, room and board).

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Notice of Non-Discrimination
Texas College does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religion, national origin, sex, age, disability, or veteran status. The Vice President of Academic Affairs has been designated to handle student inquiries regarding non-discrimination policies and the Director of Human Resources has the responsibility for faculty-staff concerns in this regard. Contact information is:

Texas College
Attn: Director of Human Resources
Martin Hall, 1st floor
2404 North Grand Avenue
Tyler, Texas 75702
(903)593-8311 ext. 2201 office
(903)593-4277 fax

Texas College
Attn: Vice President of Academic Affairs/Compliance Officer
Office of Academic Affairs/Martin Hall 1st floor
2404 North Grand Avenue
Tyler, Texas 75702
(903)593-8311 ext. 2243 office

Revised April 14, 2010