

Office of Enrollment Services  
2404 N. Grand Avenue  
P O Box 4500  
Tyler, TX 75712-4500  
1-800-306-6299



—N—E—W—Z—A—N—O—N—A—D—M—S—O—N—S—C—I—T—Y—S—

**The “X” indicates items needed to submit.**

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

- Application
  - Application fee of \$20 (non-refundable) in the form of a money order.  
(Personal checks are not accepted.)
  - \*\*Official high school transcript mailed from the high school with an official signature and seal  
**\*\**(Please send a current copy of your transcript now and send the final transcript after graduation)***
- 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.  
(Personal checks are not accepted.)
- 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:**

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> \$150.00 Room Reservation Fee | <input checked="" type="checkbox"/> Room Reservation Form   |
| <input checked="" type="checkbox"/> \$150.00 Registration Fee     | <input checked="" type="checkbox"/> Medical Examination Form                                      |
| <input checked="" type="checkbox"/> Copy of Social Security Card  | <input checked="" type="checkbox"/> Copy of Immunization Records                                  |
| <input checked="" type="checkbox"/> Copy of Insurance Card        | <input checked="" type="checkbox"/> Copy of ACT/SAT scores<br>(used for diagnostic purposes only) |

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

- 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).
- A notarized letter of support/sponsorship.
- An advance payment of one half of the first year’s expenses (tuition, fees, room and board).

<b>Notice of Non-Discrimination</b>	
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: 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	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
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