



TRINITY COLLEGE

Dear International Student:

Thank you for your interest in Trinity College of Florida! Trinity College is an interdenominational, private Christian college that trains men and women for professional Christian ministries and works with many evangelical and Bible-believing Christian groups. Graduates serve in places of Christian leadership throughout the United States and in many nations of the world. The purpose of Trinity College is to equip men and women for ministry through effective Biblical, Professional, and General Education. The following information address issues as they relate to admissions to Trinity College.

ENROLLMENT INFORMATION

All international students at Trinity College must enroll full-time; that is, students must enroll for at least 12 credit hours each semester and pursue a “full course of study” towards a specific educational or professional objective. The following information describes the type of student qualified to submit application to Trinity College.

Freshman: You have not attended college or university or have not graduated from a secondary (high) school.

Transfer: You have attended post-secondary academic institution(s) after high school.

Second Degree Seeking: You hold a bachelor’s degree and will enroll in undergraduate courses to earn another undergraduate degree. Applicants must submit the same documentation and meet the same requirements as an international transfer student.

APPLICATION DEADLINES

Applicants may enter Trinity College at any semester. Trinity College admits qualified international students, who have submitted all application materials by **July 1 for the fall semester and December 1 for the spring semester**. These deadlines allow time for overseas mailing, immigration issues, and evaluating credits.

APPLICATION PROCEDURES

An application for admission to Trinity College must include educational credentials, standardized test scores, and financial documentation. Specific requirements are listed below.

Application Form: Students may complete the application for admission online at www.trinitycollege.edu providing all information requested. Students must submit a testimony of at least 250 words with the application. Your testimony should include a brief autobiography in which you describe your relationship with Jesus Christ, your personal experience of conversion, your spiritual growth since conversion, and why you would like to attend Trinity College.

Pastoral Recommendation: The College requires a pastoral recommendation for all applicants. Students must have their pastor submit the reference form included in the received package. The pastor may choose to send a letter of recommendation that describes how well the pastor knows the applicant, the applicant’s strengths, the applicant’s areas for growth, and the applicant’s church involvement and Christian commitment. This must be submitted directly from the applicant’s pastor to the Office of Admissions.

Financial Documentation: Applicants must demonstrate the ability to finance their education at Trinity College. The United States Department of Immigration and Naturalization Services (INS) requires Trinity College to have documents certified by a bank official confirming financial resources in the amount of **\$22,423 (US)** to cover the first years expenses for each admitted international student before issuing the Form I-20, which permits the student to apply for the F-1 Student Visa. The applicant should use the "Confirmation of Financial Resources" forms to provide such evidence. Please note the following requirement concerning financial documentation:

A bank official must verify all financial support. This can be verified in **two** of three ways:

1. An official bank signature & seal on the "Confirmation of Financial Resources" forms
2. An original signed letter from a bank official on bank stationary
3. An original or certified copy of a bank statement

The financial verification must specify a dollar amount and must indicate that the amount available is at least the cost of attendance for the specific academic school year (**\$22,423 US**). **A letter of support from your sponsor must also be included if the bank account is not in your name.** Your sponsor may sign the appropriate space on the "Confirmation of Financial Resources" forms, or may write a separate letter. This letter must have an original signature or must be a certified copy of the letter. The bank verification and the letter of support from your sponsor must be dated within a year of your intended date of enrollment.

Proof of English Proficiency: Trinity College does not offer English as a Second Language (ESL) courses at this time. Therefore, since all instruction, reading, and research is in English, it is essential that all international students be able to understand and speak English fluently immediately upon arrival to campus. International students whose primary language of instruction was not English must take the Test of English as a Foreign Language (TOEFL). The Trinity College school code is 1979. Official scores must be sent directly to the Office of Admissions. A minimum score of 500 on the paper-based or a 61 on the Internet-based test is required for admission. Students can obtain information regarding the TOEFL exam by contacting:

TOEFL Services
Educational Testing Services
Box 6151
Princeton, New Jersey, 08541-6151
United States of America
www.ets.org/toefl

School Records: If you will enter Trinity College before earning 24 transferable semester hours from any college or university, you must have original or certified copies of your academic records sent directly from your high school or secondary school to the Office of Admissions. These records should include details of courses taken and grades earned. Certified English translations must accompany any records that are not in English. (*See University/College Records and English Translations*)

University/College Records: If you have attended a college or university in the United States or Canada* following secondary school, you must submit an official transcript from each institution that shows courses taken and grades earned. The transcripts submitted must be either original documents or certified copies of the originals and must be sent directly from the institution to the Office of Admissions. Certified English translations must accompany any records that are not in English. **(see next page below for instruction at AACRAO)*

English Translations: Records not in English must be accompanied by a literal English translation. If you cannot provide a literal English translation, you may obtain translation services through:

Josef Silney & Associates, Inc.
International Education Consultants
7101 SW 102 Avenue
Miami, FL 33173
United States of America
Phone 305-273-1616
Fax 304-273-1338
Email info@jsilny.com
www.jsilny.com

Evaluation of Credit Report: AACRAO Foreign Education Credential Services must evaluate all college or university level work completed outside the United States or Canada. For more information contact AACRAO at 202-296-3359, or email at oes@aacrao.org, or visit <http://www.aacrao.org/international/foreignEdCred.cfm>. The evaluation process can take two to six weeks. The Office of Admissions must receive the evaluation of your international credits by the application deadline for your anticipated term of enrollment.

ADMISSIONS DECISIONS

Trinity College admits qualified students who are personally committed to Jesus Christ. Students are admitted without regard to race, color, handicap, sex, age, national or ethnic origin, to all rights, privileges, programs, and activities generally accorded or made available to students at the College. Trinity College does not discriminate in administration of its educational policies, admissions policies, scholarship program, athletic, and other school-administered programs.

In selecting students for admission, Trinity College seeks evidence of Christian commitment and character and the capacity and desire to learn. Students interested in the evangelical Christian perspective and curriculum at Trinity College and who demonstrate a commitment to the philosophy of education are eligible for consideration for admission. Although the promise of academic success and personal Christian testimony of the applicant are of primary consideration, the aspirations of the applicant and the personal recommendations are also considered in the admission decision. Admissions decisions are made at the time of file completion on a rolling basis.

FINANCIAL AID

Limited financial aid is available for international students who qualify. All international student applicants should be aware of their responsibility to confirm financial resources in the amount of **\$22,423 (US)** for the specific academic year. For more information about international student scholarships and grants offered by Trinity College, please visit our website at www.trinitycollege.edu. There you can contact the Financial Aid department with any questions that you might have.

ADVANCED DEPOSIT

An advanced, non-refundable \$200 (US) deposit is required following notification of provisional acceptance to the college. The college will send the Form I-20 and the full acceptance letter to the student's mailing address provided on the application once the college receives the deposit.

HEALTH INSURANCE

All international students must have adequate health insurance coverage before enrolling. Students are required to verify, in English, that they have sufficient insurance coverage from an insurance provider. Students may also purchase the **International Student Injury and Sickness Insurance Plan** offered by the American College Student Association found at the website www.acsa.com. Students must submit the "International Student Insurance Approval Form" to the Office of Admissions once they have purchased an annual plan.

IMMIGRATION ISSUES

Almost all international students at Trinity College enter the country with F-1 Student Visas. For all students not entering the country with a F-1 Student Visa, documentation of current immigration status must be provided. Once a student has demonstrated adequate financial resources, been admitted to the college and submitted the required deposit, the US Immigration and Naturalization Service Form I-20 will be issued, which will enable the student to then apply for the F-1 Student Visa.

If a student enters the United States on a Form I-20 issued by Trinity College but fails to enroll, the college will report that student's name to the US Immigration and Naturalization Services.

CONTACT INFORMATION

International students may email any question to admissions@trinitycollege.edu. Also, all application materials must be completed and mailed to:

Trinity College of Florida
Office of Admissions
2430 Welbilt Blvd
Trinity, Florida 34655
United States of America

Obtaining a U.S. Student Visa

Information on U.S. consulate policies, procedures, and requirements can be obtained through the U.S. State Department web site (<http://travel.state.gov>). Applicants for student visas should normally apply at the U.S. Embassy or Consulate with jurisdiction over their place of permanent residence. Although visa applicants may apply at any U.S. consular office abroad, it may be more difficult or time consuming to qualify for the visa outside the country of permanent residence. This is because a consular officer must evaluate the applicant's ties to a resident abroad.

An application for an F-1 Visa must include the following items:

- 1) Nonrefundable application fee (Check each consulates website for current amount).
- 2) Form OF-156, "Nonimmigrant Visa Application". Blank forms are available without charge at all U.S. consular offices or at <https://evisaforms.state.gov/>
- 3) A passport valid for travel to the United States and with a validity date at least six months beyond the applicant's intended period of stay in the United States. If more than one person is included in the passport, each person desiring a visa must make an application.
- 4) One photograph 1 and 1/2 inches square (37x37mm) for each applicant, showing full face, without head covering, against a light background.
- 5) Form I-20A-B.
- 6) Evidence of sufficient funds (private sponsor's affidavit of support and bank statement, or letter from sponsoring agency).
- 7) Proof of additional funding for family members (\$3,000 for spouse and \$2,000 for each dependent child) who will enter the U.S. on the F-2 visa.
- 8) Evidence of English ability sufficient for course of study (the TOEFL).
- 9) Marriage or birth certificates of family members applying for the F-2 visa.

*****Other Documentation – Very Important**

Student visa applicants must establish to the satisfaction of the consular officer that they have binding ties to a residence in a foreign country, which they have no intention of abandoning, and that they will depart the United States when they have completed their studies. It is impossible to specify the exact form the evidence should take since applicants' circumstances vary greatly.

Canadian citizens can view information on entering the United States of America at this site:

<http://www.cbsa-asfc.gc.ca/whti-ivho/menu-eng.html>

Arrival Information at the U.S. Port of Entry

Upon arrival at the U.S. port of entry, the student must present to the immigration official:

- 1) Passport with a validity date at least 6 months beyond the applicant's intended period of stay in the United States.
- 2) Currently valid F-1 Visa Stamp.
- 3) Evidence of financial support. Bring the same financial support information used to obtain the F-1 Visa.
- 4) I-20 A-B that has been signed by the Designated School Official (DSO) at item 10, and by the student at item 11.

Issuance of Form I-94

Upon admitting the student to the United States, the immigration office issues the student the departure portion of Form I-94 (Arrival/Departure Record), marked with the date and place of entry, the alien's status as an F-1 student, a unique 11-digit admissions number. The initial admissions number is intended to be an individual alien's identifying number while studying in F-1 status. ***An F-1 Student keeps Form I-20 ID in his or her possession at all times and does not surrender it upon leaving the United States.***

Travel Arrangements

Students should plan to arrive on the campus of Trinity College the day prior to New Student Orientation. Flight arrangements should be made to arrive at Tampa International Airport or St. Petersburg/Clearwater International Airport. Transportation arrangements from the airport to the college need to be made by each individual student. Please communicate your travel itinerary to the director of Admissions (admissions@trinitycollege.edu) at least two weeks prior to your anticipated arrival.

Trinity College Arrival Information

Upon arrival to campus, students should check in at the Office of Admissions, located on the first floor of the W.T. Watson Administration Building. At this time, the following will occur:

1. The Director of Admissions will review your passport and I-20. Please make sure these items are in your possession.
2. If you are an international student who has transferred to Trinity College from another U.S. college or university, the advisor will certify your transfer and notify the U.S. Immigration and Naturalization Service of the transfer.
3. If needed, you can receive information about housing.
4. You will review the Orientation Schedule and will receive information about the mandatory orientation sessions of New Student Orientation.

TRINITY COLLEGE OF FLORIDA INTERNATIONAL STUDENT FILE COMPLETION CHECK LIST

STEP ONE

Complete the Application for Student Admission and return it to the Office of Admissions or complete the Application for Student Admission on-line at www.trinitycollege.edu

STEP TWO

Print your three blank reference forms (one church and two personal) from the www.trinitycollege.edu website. Give these to the respective individuals to fill out; instruct each one to mail his/her completed form **directly to Trinity College. These forms should not be given to you.**

STEP THREE

Arrange to have your **official final** high school and/or college transcripts sent directly to the Office of Admissions. Send your TOEFL scores if required (see page 2).

STEP FOUR

Complete and send the **Confirmation of Financial Resources** forms certifying available funding in the amount of **\$22,423 (US)**.

STEP FIVE

Complete and send the **Deposit Form** (with non-refundable **\$200 (US)** payment), **Medical Form**, **Insurance Approval Form**, **International Student Form**, and **Visa Clearance Form** (if necessary) to the Office of Admissions.

STEP SIX

Complete and return the Trinity College Financial Aid Application.

STEP SEVEN

Apply for F-1 Student Visa up to 120 days prior to arrival date. Arrange travel to arrive at Trinity College on the day that the residence halls open (see Trinity College calendar).



TRINITY COLLEGE

Visa Clearance Form for International Transfer Students

As part of the admissions process at Trinity College of Florida, the certificate below must be completed by your present International Student Advisor (or proper Designated School Official). The Immigration and Naturalization Service regulations, effective May 22, 1987, require confirmation that you have been pursuing a full course of study. This form must be returned and approved before you can register for classes at Trinity College.

I authorize my present International Student Advisor (or proper Designated School Official) to provide the information requested below.

Student Name (Print)

Student Signature

Date

The Following is To Be Completed By International Student Advisor or Proper Designated School Official:

- The above named student is in good standing and has been pursuing a full course of study or has been reinstated to proper student status by INS.
- The above named student is out of status; a reinstatement to proper status was filed on _____ and is pending (copies of documents filed with INS are enclosed).
- The above named student has not been pursuing a full course of study.
- Other (please comment): _____

Last quarter/semester attended (please include dates): _____

I _____ certify that the preceding is correct and accurate to the best of my knowledge.
(print name)

Signature of ISA or DSO Name (Print) Title

Date

Print Name and Address of Institution: _____

Phone: _____ Email: _____



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TRINITY COLLEGE OF FLORIDA

INTERNATIONAL STUDENT INSURANCE APPROVAL FORM

Trinity College requires all international students to verify, in English, that they have health insurance.

PERSONAL INFORMATION

Name: _____ ID#: _____

Mailing Address: _____

IC Box: _____ Email Address: _____

Telephone #: _____ Fax #: _____

INSURANCE INFORMATION

Name of Insurance Company: _____

Name, Address, and Telephone Number of Claims/Billing Office of Insurance Co:

Policy Number: _____

Number of Dependents in the US: _____

I understand that I am required to provide proof of insurance to Trinity College before I am allowed to attend classes. I understand that I must be covered continuously while I am a student at Trinity College and in the United States. I also understand that I will not be permitted to attend classes at Trinity College until I have presented proof of adequate health insurance coverage.

I have read and understand the above policy:

Signature

Date

TRINITY COLLEGE OF FLORIDA

CONFIRMATION OF FINANCIAL RESOURCES SPONSOR FORM

STUDENT INFORMATION

Student's Name: _____

Student's Home Address: _____

Student's Phone Number: _____

Student's Email Address: _____

SPONSOR INFORMATION

"On behalf of the above named student, the Administration and Faculty of Trinity College of Florida would like to personally thank you for your willingness to help pay for this student's education. We believe that your financial support will result in eternal blessings for you, this student, and God's glorious Kingdom."

Sponsor's Name: _____

Sponsor's Home Address: _____

Sponsor's Phone Number: _____

Sponsor's Email Address: _____

Amount of Finances to be Given: _____ One-time__ Yearly__ Monthly__

Sponsor's Signature: _____ Date: _____

BANK INFORMATION

"To the best of my knowledge, the above named sponsor has the financial resources to give the amount indicated. Please find here my signature and our bank seal to validate the availability of the designated monies."

Bank Official's Name: _____

Bank Official's Title: _____

Bank Address: _____

Bank Phone Number: _____

Bank Official's Signature: _____ Date: _____

Bank Seal

Please return to:
Trinity College of Florida
Office of Admissions
2430 Welbilt Blvd.
Trinity, Florida 34655
United States of America

We must receive this form with the original signatures and bank seal for us to recognize it as an official document.
We only accept original signatures and an official seal.

**TRINITY COLLEGE OF FLORIDA
INTERNATIONAL STUDENT FORM**

Family Name (Surname): _____

First (Given) Name: _____

Country of Birth: _____

Country of Citizenship: _____

Applicant's Personal Funds \$ _____

	Name of Person(s) or Organization	Relationship	Amount
Applicant's Sponsor(s) *	_____	_____	\$ _____
	_____	_____	\$ _____
	_____	_____	\$ _____
	_____	_____	\$ _____
	_____	_____	\$ _____

Personal Resources..... \$ _____

Other Sources (attach letter of proof) \$ _____

TOTAL OF ALL RESOURCES\$ _____

The total amount must meet or exceed \$22,423 (US) for the specific school year to qualify for the issuance of the Form I-20.

TOEFL:

_____ I have taken the TOEFL on _____ and my score is _____
(Please provide Trinity College with a copy of the scores)

_____ I am planning to take the TOEFL on _____ (date).

_____ I am not taking the TOEFL because: _____

Current Student Information:

Current of most recent visa status: _____

Name of last school attended with F-1 status: _____

Expiration of this school status (date): _____

If you are in the U.S., please send a copy of your most recent I-20 form (if applicable), a photocopy of your passport indicating your visa status when you last entered the U.S., along with copies of other applicable information.

APPLICANT'S SIGNATURE

"I certify that all information provided on this form refers specifically to me and is true and correct to the best of my knowledge."

Signature of Applicant

Date

- **NOTE:** Each sponsor must sign a statement (Sponsor Form) confirming the amount for the student and a bank official from the sponsor's bank must verify it with a signature.