



800 Gospel Truth Way/Woodland Park, CO/80863

719-635-6029/info@charisbiblecollege.org

Blessings from Charis Bible College,

Thank you for your interest in Charis. We are pleased that you desire to study the Word at our Woodland Park Colorado Campus. The first step in the process of becoming an International Student at Charis Bible College is to complete this International Student Packet. Enclosed you will find an Application to the College, the International Student Guidelines, International Student Questionnaire, Financial Assurance form. We will also need in addition to these forms a copy of a 60-day bank statement, and a copy of your identification page of your passport. These will need to be completed and can be scanned and emailed to Admissions@awmcharis.com, or you may mail them to Admissions at Charis Bible College, 800 Gospel Truth Way, Woodland Park, CO 80863.

Due to the currency exchange, we are only able to accept the application fee via credit card from foreign countries. The fee is \$100 USD. **Please note that this fee is non-refundable and is not a guarantee of admission to our school.**

There is a financial payment form in the application packet included to provide your payment information. If you prefer, you may also call our Accounting Assistant and make a payment by phone. Her direct line is 1-719-272-3352. **We are unable to process applications without the application fee payment.**

There are many qualifications that you will have to meet to be approved for an M1 Student Visa. You must prove that you are financially able to pay all fees and tuition, and prove that you have enough finances to support yourself and any additional family members **without working** while you are here in the States studying. The amount currently required for living expenses, tuition and fees for one academic school year is **\$20,00.00 USD**. This amount is for an individual with no dependents and fluctuates accordingly. **The required amounts will require sacrifice, discipline, and possible joint housing arrangements with other students and/or families to make it through the year on this amount of money.**

If you qualify for the above requirements, we encourage you to get your application to us. There are two potential start dates for **First Year students in the 2019-20 school year: September 3, 2019 or January 9, 2020** and **Second and Third Year students must begin school on September 3, 2019.** After your Visa approval, you may arrive in the United States 30 days prior to the start of school. Your entire years tuition and fees are due at on campus registration (dates to be given closer to registration). Thank you for contacting us and we believe that the Lord will bless you for your desire and willingness to study His Word.

In His Service,

Sharris Johnson

Sharris Johnson

SEVP Designated School Official

719-531-3041 Direct Line / sharrisjohnson@awmcharis.com

International Student Guidelines

Charis Bible College of Colorado is authorized under federal law to enroll non-immigrant foreign students and is recognized as an M-1 vocational school to prepare students for the work of the ministry. The school offers a two-year degree program in biblical and practical study and a third-year certificate program in seven different areas. Our desire is to provide quality biblical and spiritual instruction to Christian students who desire to:

- Enhance their spiritual growth and Christian walk
- Acquire biblical knowledge and training
- Develop necessary skills to prepare for further ministry or a ministerial calling
- Learn to walk and live a spirit-filled victorious life
- Equip the Body of Christ in the truth of the gospel and in turn will teach others

PLEASE NOTE due to the timely matter of processing international paperwork and scheduling appointments with U.S. Embassy/Consulate:

Fall Term international paperwork will NOT be accepted after ***July 1st***

Spring Term international paperwork will NOT be accepted after ***November 1st***

Guidelines for Initial registration

International students outside the U.S. desiring to attend Charis and receive an I-20 M, Certificate of Eligibility for Nonimmigrant (M-1) Student Status - For Vocational Students, must meet the following criteria to be accepted:

- Be proficient in English
- Be at least 18 years of age
- Make or have made a written request to attend Charis
- Be willing to abide by the Student and International Student Guidelines
- Agree to attend Charis Bible College full-time day school
- Agree to not accept any type of employment while in the U.S.
- Agree to return to his/her home country immediately following completion of the academic school year at Charis Bible College

- Have proof of financial ability to pay all fees and tuition, as well as support themselves and any dependents without working while in the United States. The amount required presently for living expenses, tuition and fees for one academic year for an **individual student is \$20,000.00 USD**. An **additional \$6,000.00 USD for a spouse not attending Charis** should be added. An additional **\$5,000.00 USD for each dependent** to accompany the student to the United States. The amount required presently for living expenses, tuition and fees for one academic year for **a couple both attending Charis Bible College is \$30,640.00 USD**. **These amounts are for a very basic lifestyle. (It does not include the purchase, maintenance, or fuel for an automobile; childcare or extra- curricular activities for children; purchasing health insurance, cable TV, or other amenities. It also does not include the cost of home furnishings. There are very few if any Furnished apartments / homes.)** *these required amounts will require sacrifice, discipline, and possible joint housing arrangements with other students and/or families to make it through the year on this amount of money.*
- The **Financial Assurance Form** must be completed by the student or person sponsoring the student. A copy of their bank statement must be attached. These funds must be in a checking or savings account, and must cover the most recent **60 days** of activity.
- Tuition and fees – Current prices are listed on the website <http://www.charisbiblecollege.org/apply-to-charis/tuition-and-fees-20110302113916> and have been included in your student application.
- Turn in the following items to the school office:
 - Application for admission (to include a current picture, completed essays, friend recommendation and **translated (English) transcript** of highest level of education achieved from school of origin)
 - \$100.00 non-refundable registration fee
 - Signed International Student Guidelines
 - International Student Questionnaire
 - Financial Assurance Form with a 60-day bank statement
 - Written notification of how student intends to pay the academic years' tuition and fees
 - Photocopy of the student's passport and any passports of spouse or dependents identification page that will be traveling with them

Note: The application fee must be paid before any paperwork will be processed. Tuition for the first year as well as all fees including book fee must be paid before the school start date, during an on-campus registration event.

Once the above criterion have been met, Charis Bible College will process and submit an I-20M (for initial registration) on-line with Student and Exchange Visitor Information System (SEVIS). If accepted, a copy will be issued, signed by the appropriate school official and mailed to the prospective student along with a formal acceptance letter from the school.

If Accepted

When the actual I-20M **is received** by the student in the mail, the student must go online to: **fmjfee.com** and pay a \$200USD fee for the I-20 and print a receipt as proof of payment. He/she must then schedule an appointment at the nearest U.S. Consul or Embassy. This may also be done online. This appointment must be for an **M-1 visa NOT an F-1 visa**. (Note: We are not certified to accept and will not accept students on F-1 visas at this time.) For the Embassy appointment, the prospective student should take the acceptance letter, any financial receipts, especially the I-20 fee receipt, and the Form I-20M [Certificate of Eligibility for Non-Immigrant (M-1) Student]. Once approved, **the student must either scan and email or send a copy of the visa to Charis Bible College** to verify that the correct visa type has been obtained. It is mandatory that this be done before leaving the student's country of residence. **Note: Students may not change classification from an M-1 student to that of an F-1 student at a later date. You will need to present proof of purchase of a round trip ticket.**

Admittance to the United States

A student is allowed to enter the United States on an M-1 up to thirty days prior to the official start date for school as indicated on the I-20. Prospective students are not eligible for admission to the U.S. unless the student presents the following items at the time of entry to the U.S.

- Form I-20M properly filled out by the student and by a designated school official of Charis Bible College.
- Documentary evidence of the student's financial ability as required by that form.
- Documented Proof that the student is destined to and intends to attend Charis Bible College.

Upon admittance to the U.S., the inspecting officer will verify and electronically clear the student's paperwork, stamp the Form I-20 M and should designate class as M-1 in writing. The officer will also issue an I-94 form [Department of Homeland Security Departure Record] that is usually electronically filed by the officer. The student must have the Form I-20 ID with him/her at all times. If the form is lost, a new I- 20 ID must be requested on Form I-102 from the BICS office having jurisdiction over the school.

Upon Arrival to School

Once the student has arrived for registration, the student must enroll at Charis and make a full year's payment of tuition and fees. The following items must be turned in to the Designated School Official during registration:

- Copy of stamped I-20 document
- Copy of I-94 issued at port of entry (usually electronically filed). Can be obtained by going to this site <https://i94.cbp.dhs.gov/i94/#/home> then you can print form or copy and paste it into an email to sharrisjohnson@awmcharis.com
- I-901 SEVIS Payment receipt
- Any other outstanding or pertinent paperwork
- Student's U.S. address and phone number (if not previously known)

Once these documents are received, the Designated School Official will enroll the student online with SEVIS to confirm their status as an active student. Once the student has arrived in the country if they feel that they need help in getting everything that they need to be ready for school, we have an international care team that can help you get prepared for school life. An International Student Orientation Meeting will also be scheduled to further assist in this process and to enable the student to meet other international students.

Charis Bible College Reporting Requirements

The student is responsible to know and to follow the Student Handbook as well as the International Student Guidelines while attending school. Please be informed that Charis is required to re-register all foreign students each term to confirm their active status and to report the following to SEVIS:

- Any disciplinary action taken against a student as a result of the student being convicted of a crime.
- Failures to enroll, maintain status or complete the program.
- Date of termination of registration and the reason for termination.
- Graduation prior to the program end-date on the I-20 Form.
- Any special events that would substantially affect the student's attendance or registration such as a major illness, accident, etc. The student should immediately contact the school office regarding anything that would interrupt their attendance so that a determination may be made if the student will need to file for an extension of stay and/or if the courses will be able to be completed.
- Change of address (The student must immediately inform CBC of any address change.)

Causes for Expulsion

The student will be considered to not be maintaining status and registration will be interrupted for any of the following reasons:

- Failure to attend classes.
- Excessive absences or tardiness.
- Acceptance of employment.
- Failure to comply with the Student and/or International Student Guidelines.
- Failure to pay tuition and fees.
- Any criminal activity.
- Student falling out of status for any reason.

Requirements to Attend Second Year or Third Year

Sixty days before the expiration of the student's I-20, the Designated School Official will give the student a Letter of Intent to complete regarding the student's plan for the next school year.

The student must choose one of the following two options:

- 1) Not returning for second or third year
- 2) Returning for second or third year and leaving the U.S. during summer break.
This Letter of Intent must be returned to the Designated School Official by the due date.

One Head and shoulders recent Photo. May be emailed/uploaded.

Passport:

Charis Bible College requires that a copy of your signed valid passport ***must be received within the first week of starting your second year for inclusion in your foreign missions trip, which is required for graduation.*** If you do not currently have a US passport please visit www.travel.state.gov for more information, locations to apply, and to download application forms. The US passport application process requires 6 weeks. Please plan accordingly and remember to provide adequate postage when sending application.

Visa:

If you are not a U.S. citizen, you must provide a copy of your M1 visa or permanent residence card (green card) or other valid visa which allows you to legally reside here in the U.S. and attend Charis Bible College of Woodland Park, Colorado.

AFTER YOU APPLY:

When the Admissions Office has received all your forms, fully completed, and the \$100 application fee, your application for admission will be evaluated. You will then be notified by the Admissions Office as to the status of your application. Please allow up to four (4) weeks to review and process your application.

Upon satisfactory progress in the first year, Charis Bible College will process and resubmit the new Form I-20 M on-line with SEVIS on behalf of the student. The following requirements must be met for the student to make the transition to the second year or third year:

- Tuition and fees must be paid in full for the entire year up front. Please see the fee sheets attached by school year. (Note fees are broken down by term, but international students must pay \$760 at the beginning of the school year)
- Completed all assignments from first or second year.
- Have been compliant with Student and International Student Guidelines.
- Not have accepted employment during first or second year.
- Completed and submitted Letter of intent to Designated School Official.
- Submitted verification of finances for living expenses for following year.

Depending on the student's plans, the following course of action must be taken by the student:

1) Returning for second or third year and leaving the U.S. during summer break -

- A new I-20M must be updated and reissued prior to departure.
- Student must depart country within thirty days of previous I-20 expiration date.
- Student must pay additional SEVIS fee prior to reentry into the United States online at the following website: fmifee.com where student will enter the new SEVIS ID and pay the I-901 fee of \$200.00 to obtain new I-20 for the new school year.
- Student must renew M-1 visa while in country.

Completion of Program

When a student completes their course of study or elects not to return for second or third year, the student must return to their home country within thirty days of the I-20 expiration date. Prior to doing so, all outstanding balances should be paid to Charis Bible College.

Questions or Concerns Regarding International Student Guidelines

Should a student have any questions or concerns regarding these International Student Guidelines or if an issue arises, the student will contact the Designated School Official at Charis Bible College as soon as possible.

Website to be familiar with:

<http://studyinthestates.dhs.gov/>

Make sure you are aware of travel restrictions and requirements:

<http://www.state.gov/travel/>

US Embassy list:

<http://www.usembassy.gov>

Student Guidelines

Completion of Program

When a student completes their course of study or elects not to return for a second or third year, that student must return to their home country within thirty days of the I-20 expiration date. Prior to doing so, all outstanding balances should be paid at Charis Bible College.

Questions or Concerns Regarding International Student Guidelines

Should a student have any questions or concerns regarding these International Student Guidelines or if an issue arises, the student will contact the Designated School Official at Charis Bible College as soon as possible.

Acknowledgement of International Student Guidelines

I, _____ (Print Name), hereby acknowledge that I have received, understand and will comply with this letter.

Student's Printed Name

Student's Signature

Date

Witness Signature

Charis Bible College of Woodland Park, Co.

800 Gospel Truth Way, Woodland Park, CO 80863

Phone (719) 635-6029 Fax (719) 635-2223

**International Student
Questionnaire**

Date _____

Please print neatly or type

Write your name exactly as it appears on passport and submit a copy of passport(s) for verification.

Surname (Last Name)	Given Name (First Name)	Middle Name
_____	_____	_____

What name do you go by? _____ Date of Birth _____

 Month/Day/Year

Country of Birth _____ Country of Citizenship _____

Gender (Please Circle One): Male Female
 Marital Status (Circle): Single Married
 Separated Divorced Widowed

Phone _____
Fax _____
Email _____

Permanent Physical Address (no P.O. Box)
Please write as to appear on an addressed envelope

Mailing Address
Please write as to appear on an addressed envelope

List all dependents to accompany you to the United States:

Entire full names (as appears on passport)	Birthdates (Month/Day/Year)	Birth Country	Gender

What languages do you speak? _____

List the highest degree, if any, you have earned: _____

Are you able to provide a copy of transcript(s) translated into English? Yes or No

Where are your plans for housing? _____

In case of emergency, who should be notified in (1) the U.S. and if necessary, (2) in your home country? Name Relationship Phone Number Address or Email

1			
2			

Charis Bible College of Woodland Park, Colorado

800 Gospel Truth Way, Woodland Park, CO 80863

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Financial Assurance Form

According to the U.S. Citizenship and Immigration Services (formerly the Department of Immigration and Naturalization), Charis Bible College, and its representatives, have the right and is required to inquire concerning the financial provisions for _____ to ascertain his/her ability to live in the United States while attending school at CBC. A bank statement copy or proof of financial responsibility from the sponsoring party must be attached.

What is the total amount available to this student for educational and living expenses for the first year in the U.S.? _____

Person(s) providing financial support: (Please print)

Name	Address	Phone number	Email

Bank or Financial Institution Name: _____

Bank or Financial Institution Address: _____

Account Number	Type of Account: (Specify Checking/Savings/Other)	Amount

Are figures shown on statement in U.S. dollars or another currency? _____

If another currency, please give current exchange rate to U.S. dollars: _____

I verify that the above information is true and correct and have attached bank statements to verify this information.

Student's Signature

Sponsor's Signature (if other than student)

Date

Date

Charis Bible College of Woodland Park, Co.

WHEN TO APPLY:

Please apply as soon as possible to ensure your registration in the next class. Review and processing of your application can take up to eight (8) weeks. *****This application is not for those individuals choosing to study by correspondence or online. Please go to www.charisbiblecollege.org, or call (719) 635-6029 for more information on our distance learning programs. <https://www.charisbiblecollege.org/distance-education>

NOTE: First year students only have two possible start dates. The beginning of Fall or Spring terms. Students entering in the spring will complete the Fall courses during the summer day school term.

Second year students have one start date – Fall term. This applies to new incoming students and transfer students from other Charis locations.

REQUIREMENTS:

Character:

Students will be expected to live in accordance with godly principles as stated in the Student Handbook and the Dress Code and the Code of Conduct Information.

Age:

Applicant must be a minimum of 18 years of age.

Fee:

A one-time, nonrefundable \$100 application fee must be sent with your application. Your application will not be processed without payment. (A husband and wife may share this fee, i.e. \$100 total, not \$100 each.)

Completed Application:

Information Needed for application approval process:

1) Application Form

All questions on the application must be completed. If a question does not apply to you, write "N/A" (not applicable) in the space provided.

2) Essay Question Form

Complete this form in your own words. Your statements will be held in confidence.

3) Personal Recommendation

This form should be completed by a high school or college teacher or counselor, an employer, or a friend. This person may not be a relative, and must have known you for at least 3 months.

Additional Information needed by registration:

4) Proof of Highest Level of Completed Education Received

Please order an official sealed transcript from the school in which you completed your **highest level** of completed education, whether that is high school diploma or college degree. If you have received a G.E.D. please provide us with your official certificate. Original transcripts will not be returned to the student. Whatever level of completed education you have when you start school will be the level that will be used to award your degree earned at graduation of your Second year.

Checklist for Completed Application:

The following items must be submitted at least eight (8) weeks prior to your start date before acceptance for admissions will be granted:

- _____ Completed application form
- _____ Completed essay questions form
- _____ Signature and date on application
- _____ Application fee of \$100 (one-time, nonrefundable)
(A husband and wife may share this fee, i.e. \$100 total, not \$100 each.)
- _____ M1 Visa or copy of your Permanent Residence Card– if not a U.S. Citizen
- _____ Request Official College or High School Transcripts (for highest level of completed education)
be sent to school or send copy of G.E.D. certificate – Originals will not be returned.
- _____ Copy of Certificate of Completion for First Year
(if applying for Second Year program from our correspondence or online program)
- _____ One recent, passport (2"x2") photograph
- _____ Completed Personal Recommendation Form (recommendation may not be filled out by a family member, individual must also have known the applicant for a minimum of 3 months.)

The following must be received within the first week of starting your second year for inclusion in your foreign missions trip, which is required for graduation:

- _____ Copy of signed valid passport (please see passport paragraph on previous page.)

All paperwork in languages other than English must be translated and notarized before submission.

**Charis Bible College
Attn: Admissions
800 Gospel Truth Way, Woodland Park, CO 80863
Phone: (719) 635-6029 * Fax: (719) 635-2223
OR
Scan and Email to: admissions@awmcharis.com**