



Thank you for your interest in applying to New Mexico Highlands University. We are very excited that you are considering Highlands University as your place to study.

New Mexico Highlands University is large enough to provide you with the academic and student services that you will require and, at the same time, we are small enough to provide individual attention to our students. The faculty at Highlands University is committed to helping you accomplish your educational goals. The International Education Center is here to assist international students with the process of applying to Highlands, handling issuance of I-20 and DS-2019 certificates, reporting requirements and making the most of your academic experience at Highlands. You will find that your fellow students are a diverse group of interesting and talented people.

You can obtain information about New Mexico Highlands by visiting our website at www.nmhu.edu. Once you have printed and filled out the application packet and gathered all required documents, mail them directly from the country in which you currently reside to:

New Mexico Highlands University
International Education Center
Box 9000
Las Vegas NM 87701
USA

Applicants who are applying to Highlands University from a country other than the United States, must mail their application package from that country. International student applications that have been mailed from within the United States will not be considered for admission unless you are currently living in the United States and will be transferring your SEVIS electronic record to NMHU. These documents become the property of New Mexico Highlands University and will not be returned, transferred or duplicated for any other purpose.

Please read applications instructions carefully and follow all steps in the process. Incomplete applications will not be processed until all necessary documentation has been received by the International Education Center. Generally, it is necessary to begin the application process one year in advance. The entire process of assembling your file through obtaining your visa takes many months. Before you can seek a student visa at a U.S. embassy, you will need to obtain admission, and satisfy verification of financial ability to study at New Mexico Highlands University.

You will be required to pay all of your tuition, fees, residence hall and meal plan charges at the beginning of each semester. New Mexico Highlands University reserves the right to require an advance deposit.

International students on F-1 and J-1 student visas will be charged for health insurance once enrolled at Highlands University to cover any expenses that are not covered by the student health center.

We believe New Mexico Highlands University is an excellent choice. Visit our website: www.nmhu.edu. We hope you will join us. If you need more assistance with any of your application requirements, please contact Highlands University's International Education Center at 505.454.3372 or e-mail international_ed@nmhu.edu.

Sincerely,

NMHU International Education Center
New Mexico Highlands University
Las Vegas, New Mexico 87701

International Education Center
New Mexico Highlands University, Las Vegas, NM 87701 505.454.3372 •
international_ed@nmhu.edu

INSTRUCTIONS FOR INTERNATIONAL STUDENT ADMISSION

New Mexico Highlands University offers admission to qualified international applicants. Before you apply, please review the programs of study offered at New Mexico Highlands University. www.nmhu.edu

1. Print this application packet, fill it out, sign it and mail it with all additional required documentation. (*Note: Highlands University does not accept online applications from international applicants.*)
2. Print and complete the financial certificate form and submit it along with official bank statements and or commitment letters.
3. Mail all of the above to the New Mexico Highlands University International Education Center:

If mailing through a post office:	New Mexico Highlands University International Education Center Box 9000 Las Vegas, NM 87701 USA
If mailing through a courier service:	New Mexico Highlands University International Education Center 1005 Diamond Ave. Las Vegas, NM 87701 USA

Application deadlines for students residing outside of the United States:

SUMMER SESSION: February 1

FALL SEMESTER: March 31

SPRING SEMESTER: October 15

Required Documents for Bachelor Level Seeking Applicants

1. Application form

2. High School Diploma or U.S. equivalency

3. Official transcripts from the institution that you received your secondary education from

4. Official records of previous education if you have attended any: Official transcripts, certificates, or grade records with all necessary official translations into English must be sent (in a sealed envelope) from all educational institutions attended. The records should also contain official certification of the degree conferred if you will be seeking a second Bachelor degree. The bachelor's degree is based on the equivalent of at least four years of full-time study beyond the secondary level (that is, four years beyond the first 12 years of schooling).

5. If you will be seeking to transfer credits from a foreign University: An official credential and equivalency evaluation must be conducted by an accepted organization such as World Education Services. The evaluation must be mailed directly from the organization that conducted the evaluation report.

6. TOEFL or IELTS English Scores: Applicants are expected to give evidence of an adequate command of the English language by earning a satisfactory score on the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) before they can be admitted.

Test	Written	Computer	Internet
TOEFL www.toefl.org	500	173	61
TOEFL for Business Applicants	540	207	76
IELTS www.ielts.org			5.5
IELTS for Business Applicants			6

Applicants from countries in which English is an official language, but not the language of the majority or the language of instruction will be required to submit TOEFL or IELTS test scores.

Exceptions for providing evidence of adequate command of the English language are:

- Persons holding citizenship in English-speaking countries.
- Applicants holding citizenship in a country where the English language is an official language and the means of instruction.

7. A one-time, nonrefundable \$15 application fee (not required of returning students).

8. Financial Certificate Form, official bank statements and letters.

Mailing address where Admission packet should be mailed to:

Admission and visa document will be mailed through U.S. postal Services.

If you prefer to have admission and visa documents mailed to an address other than that of your home country, provide the mailing address below:

Name of Receiver: _____

Address _____

City _____ State or Province _____

Postal Code: _____ Country _____

☐

I prefer to have my admission packet to be mailed through the United States Postal Service. (This method can take several days to weeks depending on the address listed above.)

Courier Service

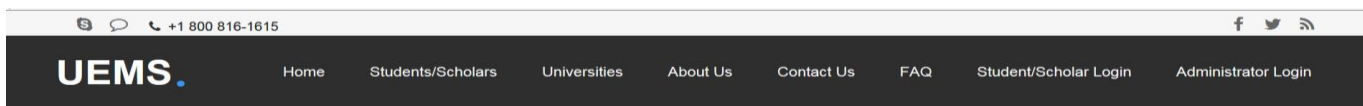
If you prefer to have your packet mailed to you through courier service (DHL/UPS/Federal Express) you can Arrange to pay for a shipping label through UEMS.

Once you have received notice from the International Education Center of admission, you can create and pay for a shipping label.

The International Education Center will be notified by UEMS that you have created and paid for the shipping label. The shipping label will be printed and your documents will be mailed to you using this service.

NOTE: You are financially responsible for payment if you choose to use a courier service.

Link to EUMS: <https://study.eshipglobal.com/home/?q=s>



Students and Scholars

If you need to send application materials to your university and/or are expecting critical time sensitive documents, such as acceptance letter, immigration documents like I-20, DS-2019, OPT card/ travel authorization, transcripts, financial affidavit, UEMS is your one stop shop for all your shipping needs.

It is a hassle free way to send and receive documents anywhere in the world within 3-5 business days! *

Simple, secure and available 24/7.

☐

I prefer to have my admission packet to be mailed through EUMS. I agree and understand that I am financially responsible for payment to EUMS.



Application for Undergraduate Admission

New Mexico Highlands University
Student Recruitment & Admissions
Box 9000
Las Vegas, NM 87701-9000

1-800-338-NMHU
(505) 454-3394
E-mail: admissions@nmhu.edu
www.nmhu.edu

Please include a one-time \$15 nonrefundable application fee. Please also have official transcripts and ACT/SAT scores sent to the NMHU Admissions Office.

For Official Use Only:
Generated ID: @

Print or Type All Information (please print clearly)

Academic Term

Please indicate the academic term for which you are applying: ☐ Fall ☐ Spring ☐ Summer Year: _____

NMHU campus (Note: Centers marked with * are for Transfer students only)

Please indicate your place of attendance: ☐ Las Vegas-Main Campus ☐ Albuquerque (Social Work Only)*
☐ Full-time ☐ Part-time ☐ Farmington* ☐ Rio Rancho* ☐ Santa Fe*

-

Social Security number

/ /

Date of Birth (MM/DD/YYYY)(required)

Last name (Legal)

First and Middle

☐ Male

☐ Female

Other names on school records

Mailing address

City

State

Zip

Permanent address

City

State

Zip

Daytime telephone number

Evening/Cell phone number

Email address

Parent(s)/Guardian(s) name(s)

Parent email address

Emergency contact number

Ethnicity

Please indicate your ethnic origin. Information you provide will not be used in a discriminatory manner.

☐ Hispanic or Latino

☐ Non Hispanic or Latino

Race

Please indicate how you identify yourself (select one or more):

☐ 1 White

☐ 5 Asian

☐ 2 Black/African American

☐ 8 Native Hawaiian or Other Pacific Islander

☐ 4 American Indian or Alaska Native

☐ 9 I do not wish to report this information.

Citizenship-must be indicated (choose only one)

☐ U.S. Citizen

☐ Foreign (If transferring from a U.S. institution, please submit a copy of the passport Form I-94 showing appropriate current student visa status.)
Country and City of birth: _____ Country of Citizenship: _____

☐ Alien resident (An official copy of Form I-551 is required.)

☐ Other Immigrant status _____

Residency-must be indicated

If you are claiming New Mexico residency for in-state tuition classification, you must complete the following section. Failure to provide complete information will result in automatic non-resident status.

State of legal residence: _____ New Mexico county of legal residence: _____

How long have you lived continuously in the state of New Mexico? _____ / _____ / _____
Yrs Mos Days

Educational history and records

High school last attended or GED taken

City

State

Date of graduation

/ or Date when GED was taken

STARS ID # (NM high school students only)

Previous colleges or universities attended:

List all colleges/universities you have attended, if any. Please begin with the most recent and have official transcripts sent from each.

Name	Location	Dates of attendance/Degree, if any	Official Use:
1			
2			
3			
4			

Select the statement below that best describes your entry status:

- ☐ A New freshman, completed high school or GED
- ☐ B Dual credit or concurrent-enrollment freshman (planning to take courses while still in high school)
- ☐ C Transfer student with fewer than 16 transferable college credits (high school transcripts and ACT/SAT scores are necessary to be considered for admission)
- ☐ D Transfer student with 16 or more transferable college credits or who has completed an associate's degree prior to admission.
List degree: _____
- ☐ E Student seeking a second bachelor's degree
- ☐ F Student seeking readmission to NMHU

Intended major field of study: _____ (refer to attached list)

Have either of your parents earned a bachelor's degree?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you a Veteran of the U.S. Armed Forces?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Self-Disclosure:

Have you ever been dismissed or suspended from any college/university for any reason? ☐ Yes ☐ No

If yes:

Name of institution	Location	Date of suspension
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Have you ever been charged with or convicted of a felony offense? * ☐ Yes ☐ No

*If yes, you must attach a detailed explanation. Specify the crime, case number, date(s) of crime and include state and location of court jurisdiction. If applicable, provide the name and phone number of your parole or probation officer.

You are under a continuing obligation to immediately update your response to this question if your circumstances change after you submit this application. Your application will be considered by an admissions committee when all documents are received.

I certify that the information given on this application is true and complete to the best of my knowledge. As requested, I have listed all high schools, colleges and universities that I have attended. I understand that misrepresentations on this application may be considered grounds for denial of admission, cancellation of registration or suspension from the university.

Signature: _____ Date: _____

For Official Use Only:

HS cum GPA: _____ GED: _____ College cum GPA: _____

Application fee status: ☐ Paid ☐ Deferred ☐ Waived

Residency: Y N Residency code: _____ Admissions status: _____

In accordance with the Student Right-to-Know and Campus Security Act, Public Law 101-542, New Mexico Highlands University publishes the graduation/persistence rates of its student body. For specific information on persistence and graduation rates, please contact the Registrar's Office (505-454-3233). Information concerning athletes' graduation rates is available from the Athletic Director's Office (505-454-3351). Information on campus security programs and statistics is available from the Campus Security Office (505-454-3278). Above information may also be found in "College Portrait" at www.nmhu.edu.

New Mexico Highlands University provides educational and employment opportunities to qualified persons without discriminatory regard to race, sex, disability, age, marital status, religion, color, ethnic and national origin or other non-merit factors.

If you are an individual who is in need of auxiliary aids or services in order to participate in our programs, please contact the University at (505) 454-3252 or disabilities@nmhu.edu or in writing to the Registrar's Office, New Mexico Highlands University, Box 9000, Las Vegas, New Mexico 87701.

List of Majors offered at NMHU*:

Anthropology/Sociology (BA, BS)

With concentrations in:

American Indian Studies
Anthropology
Criminology
Sociology

Biology (BA, BS)

With optional concentration in:

Teaching (BS only)

Business Administration (BBA)

With concentrations in:

Accounting
Finance/Managerial
Management
Marketing
Marketing/Media Arts

Chemistry (BA, BS)

For BA select an optional concentration in:

Biochemistry (BA only)

Computer Science (BA, BS,)

With concentrations in:

Individualized Program (BA, BS)
Information Systems (BA)
Software/Hardware Systems (BS)

Conservation Management (BA)

Criminal Justice Studies (BA)

Early Childhood Multicultural Education (BA)

With concentrations in:

Age 3—Grade 3
Birth—Age 4 (non-license option/NLIC)
Birth—Age 4 (license option)

Elementary Education (AA, BA)

English (BA)

Environmental Geology (BS)

With concentrations in:

Environmental Science
Geology
Water Resources

Fine Arts (BA, BFA)

With concentrations in: Interdisciplinary (BFA)

Liberal Arts (BA)

Pre-professional (BFA)

Forestry (BS)

With concentrations in: Forestry Management
Wildland Fire

General Science for Secondary School Teachers (BA)

General Engineering (AS)

Health (BA)

With concentrations in:

Health Education
Health Promotion and Wellness
Pre-Professional Allied Health

History (BA)

Human Performance and Sport (BA)

With concentrations in:

Exercise Science
Physical Education
Recreation and Sport Management

Mathematics (BA, BS)

Math/Computer Science for Secondary Sch Tchrs (BA)

Media Arts (BA, BFA)

With concentrations in:

Video and Audio
Interactivity & Multimedia
Photographic Imaging
Visual Communication

Music (AA, BA, BFA)

With concentrations in:

General Music (AA)
Music Composition (BFA)
Music Education (BA)
Music Production (AA, BFA)
Music Technology & Composition (BA)
Musical Theater (AA)
Universal Music (BA)
Vocal Performance (BFA)

Nursing (BSN) (available to licensed RN's only)

Political Science (BA)

With concentrations in: Law Emphasis
Liberal Arts

Psychology (BA, BS)

Social & Behavioral Sciences (AA)

Social Work (BSW) (CSWE accredited)

Software Systems Design (BSSD)

Spanish (BA)

Special Education (BA)

Theater (AA)

University Studies (BA)

***For complete listing of degree offerings refer to the NMHU catalog at: <http://www.nmhu.edu/highlands-university-catalogs/>.**

NMHU reserves the right to change its instructional and other programs at any time.

Revised 3/22/17



Certification of Financial Responsibility

This form is valid during your course of study. This form is not an application for admission, but is require supplementary information regardless of financial source. A form I-20 (for the issuance of the F visa) cannot be issued to you until you have been admitted to New Mexico Highlands University AND have completed this form to our satisfaction. We require you to certify that you will have the estimated sum to cover the expenses for you and any accompanying dependents each and every year of study at New Mexico Highlands University exclusive of travel expenses.

The purpose of this form and the accompanying documentation is to verify that sufficient financial resources are available to support the applicant during the entire period of study at this university.

The documentation must be original and not a photocopy. It must be signed by original signatures and/or accompanied by official seals or stamps.

NAME (as it appears on your passport):

Family name/ Surname _____ First/ Given Name: _____

Country of Citizenship _____ City of Birth _____

Country of Birth _____ Date of Birth _____

Current Mailing Address: _____

City: _____ State/ Region/ Province: _____ Country: _____

Home Country Address _____

Telephone, with country Code _____ Email Address _____

Check one and fill in requested information:

☐ I plan to come alone.

☐ I plan to bring one or more qualifying dependents (a spouse and/or children) Additional financial verification of \$6,000.00 for spouse and \$3,000.00/child.

Copies of all dependent's passports are required.

Name	Date of Birth month/day/year	Country and City of Birth	Country of Citizenship	Relationship

The applicant must document support (in US Dollars) equal to or greater than the estimated costs below. These figures are per academic calendar year (9 months) and are subject to increase without notice.

➤ **Students receiving athletic scholarships, contact the International Education Center to determine your educational expenses.**

Estimated Expenses

(Does not include Course lab fees, cell phone, or other personal expenses)

	<u>Under Graduate</u> Based on 12 – 18 Credit hours/ semester	<u>Graduate</u> Based on 9 credit hours/semester
Tuition and Fees	\$4,568.75	\$3,703.13
Room & Board (estimate)	\$5060.00	\$5060.13
Health Insurance	\$600.00	\$600.00
Student Activity Fee (Mandatory)	75.00	75.00
Total	<u>\$10,303.75/ semester</u>	<u>\$9,438.13/ semester</u>
Amount required for issuance of I-20 or DS-2019	<u>\$20607.50/ year</u>	<u>\$18,876.26/ year</u>

United States laws do not permit international students to work off campus. On campus employment is extremely limited and highly competitive. **In the event that you are employed by NMHU, do not expect the employment to serve as your sole means of support. You should not expect to be employed by NMHU.**

If you are an applicant who plans to be accompanied by a spouse and/or children, a proportionately larger amount must be certified on the basis of at least an additional \$6,000 per academic year for your spouse and \$3,000 for each child. Spouses of F1 student visa holders are not permitted to work under any circumstances.

SOURCE OF FUNDS

REQUIRED VERIFICATION

PERSONAL or FAMILY SAVINGS	Signatures of sponsors on this form or a separate letter stating the name of the individual, the student, and the amount of funds the sponsor will provide for the student PLUS bank verification in a separate statement of account. Bank verification must demonstrate the funds already available (in U.S. dollars) for the first year of study. Investment portfolios, mortgage appraisals, and similar statements are not acceptable.
SCHOLARSHIP	Official scholarship award letter from the organization awarding the scholarship. The letter must contain a comprehensive detail about the awardee and the terms of the scholarship. Name of New Mexico Highlands University as the institution to which the award is applicable should be clearly stated.
GOVERNMENT FUNDING	Official letter indicating amount of support and containing the same information as for "Scholarship" Described above.
LOANS	Official letter from the financial institution indicating approval of the loan and the amount that will be approved (in U.S. Dollars) when the student is fully admitted to the institution.
NMHU ASSISTANTSHIP	Please provide the name of the NMHU academic department that offered you the assistantship. <i>(The Department may provide the International Education Centre with the details of the assistantship.)</i>

You will also need to provide this documentation to the United States Consulate and Customs and Border Patrol officials upon entry to the U.S. to prove that you have sufficient funds to study under the visa classification you are seeking. We suggest you request additional sets of originals of all these financial documents for this purpose.

Source of Funds	Required Verification
Personal Savings Name of Bank: _____	Bank Statement/Letter
Family/Individual Sponsor Name: _____ Relationship to Applicant: _____	Bank Statement/Letter
Government/Employer/Other Name of Sponsor: _____	Letter of Support describing the amount of the award and/or what will be covered <u>Official Loan Approval Form</u>
NMHU Academic Department Name of Academic Department: _____	Award will include: Tuition: Number of credit hours per semester Monthly Stipend
Scholarship Awarded by (check one of the following): <input type="checkbox"/> Fulbright <input type="checkbox"/> Athletic <input type="checkbox"/> Other	Award letter describing the amount of the award and/or what will be covered and duration of award

Affidavit of support (This Section to be completed by sponsor only):

This is to certify that I, the undersigned, have agreed to provide the funds indicated below to the applicant for the purpose of full-time study at New Mexico Highlands University, and that I am submitting the required verification indicating the availability of these funds through the duration of his/her studies. I am also aware that tuition, fees, and cost of living expenses may increase each year and will provide the required funds for these increases as well.

The amount of funds in U.S. dollars checked below will be available for each and every year of the student's studies at New Mexico Highlands University.

(Check one box) ☐ \$20,607.50 (Undergraduate)
☐ \$18,876.26 (Graduate)
☐ \$_____ (Other)

Printed Name

Signature

Month/Day/year

I further attest to the following:

1. I have made contingency plans such that the unexpected financial difficulties created by unfavorable exchange rates, increases in educational costs, or other business or economic conditions will not reduce or stop the flow of monies to the student. **Initial:** _____
2. I have received assurance from the student that he/she will be adequately insured against accident or illness, emergency medical, and repatriation expenses while in the United States. **Initial:** _____
3. Should the student face a financial crisis or unforeseen hardship while at New Mexico Highlands University, I will be responsible for aiding the student through the difficulty. I understand that should the student appeal to the university, the appeal will be referred to me for assistance **Initial:** _____
4. I have attached certified bank or other financial documentation to this form verifying the availability of the funds indicated above. **Initial:** _____

Sponsor's Signature: _____ Date: _____

Applicant declaration of accuracy

By my signature, I attest that all information provided on this form is complete and accurate and that I am ultimately responsible for all anticipated expenses for the length of my stay in the U.S. Any omission or falsification may result in my being denied registration or action leading to dismissal from New Mexico Highlands University.

Student's Signature: _____ Student's Name (Printed) _____

Date: _____

NOTE: New Mexico Highlands University may require additional appropriate documentation, as circumstances warrant.

NOTE: Although applicants may receive a preliminary screening on the basis of photocopied documents, actual admission and the issuance of an I-20 or DS-2019 form can occur only after the receipt of official documentation.

Print and submit this form with the required documentation and your application forms to:

**The International Education Center
New Mexico Highlands University
Box 9000
Las Vegas, New Mexico 87701 USA**