



Thank you for your interest in applying to New Mexico Highlands University as a non-degree seeking student. 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 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 and as required by the United States Student Exchange and Visitor Program.

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 Non- Degree Seeking Applicants

1. Non-degree seeking Application form

2. 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	540	207	76
TOEFL for Business Applicants	540	207	76
IELTS www.ielts.org			6.5
IELTS for Business Applicants			6.5

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.

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

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

Mailing address where Admission packet should be mailed to:

Admission and visa documents 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

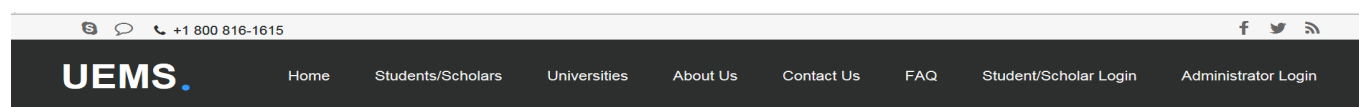
If you prefer to have your packet mailed to you through courier service (DHL/UPS/Federal Express) you can arrange to pay for a shipping label through UEMS.

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 or Graduate Non-Degree Admission

Non-degree status enables individuals to take one or more courses at NMHU without intending to complete a degree at the University. Application for non-degree status may be made at the time of registration. Non-degree students are not eligible for financial assistance from NMHU.

Non-degree status is appropriate for a number of types of applicants, including the following:

- Those wishing to take university courses for personal interest or professional development
- Visiting students who are seeking a degree at another institution

NOTE: Students signing up for off-campus courses or institutes may submit the Off-Campus and Admission/Registration form in lieu of this form.

Credits completed in non-degree status may not be applied toward a graduate or undergraduate degree at NMHU unless regular admission status is obtained. Credits earned in non-degree status will require the same quality and quantity of work as credits earned in degree status, and students will be required to meet any stated course prerequisites. At the graduate level, a maximum of 12 hours taken in non-degree status may be used toward a degree-seeking program, if the student was eligible for regular or provisional status when the credits were earned. The same regulations apply regarding tuition, grades, and registration for classes and other academic matters.

First time non-degree applicants must pay the University's \$15 non-refundable application fee, as well as the University's one-time matriculation fee of \$5 upon registration. Please include payment with your application and send to:

For Official Use Only:

Generated ID: @ _____

**New Mexico Highlands University
Office of Admissions
Box 9000
Las Vegas, NM 87701**

Please check status for which you are applying: ☐ Undergraduate ☐ Graduate

Social Security Number: _____ - _____ - _____

Date of Birth: _____

☐ Male ☐ Female

(Required)

Last name (legal family name)

First and middle names (as they appear on school records)

Current address

City

State

Zip

E-mail address: _____

Phone Number: _____ / _____

Ethnicity: Race/Ethnicity information is optional. 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

Citizenship-Must be indicated: (choose only one)

- ☐ United States Citizen
☐ Alien Resident --please submit a copy of your I-551 form (green card)
☐ Other--Currently hold another status that makes you eligible to enroll for study as a non-degree student in the U.S. *If you are claiming this eligibility, please submit a copy of the passport Form I-94, showing an appropriate current visa status.*

Residency-Must be indicated: Incomplete 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

High School - last high school attended:

Name	City	State
Date of graduation		or Date when GED was taken

College/University: This information is required of all applicants who have been enrolled at any college/university, including NMHU.

Colleges/Universities attended:

Name	Location	Dates of Attendance	Degrees, if any

If not currently enrolled, are you eligible to return to the last college/university that you attended? ☐ Yes ☐ No
(If not, please explain on a separate sheet.)

Please indicate your place of attendance:

- | | | |
|---|--|------------------------------------|
| <input type="checkbox"/> Albq Site (Social Work only) | <input type="checkbox"/> Rio Rancho Center | <input type="checkbox"/> NMHU/SFCC |
| <input type="checkbox"/> Las Vegas-Main Campus | <input type="checkbox"/> Raton Site | <input type="checkbox"/> NMHU/SJC |

Please indicate the year and academic term for which you plan to enroll at Highlands:

☐ Fall ☐ Spring ☐ Summer 20_____

Self-Disclosure:

Have you ever been convicted of a crime involving harm by you to a person or property of others, or have you been subject to incarceration for any crimes? ☐ Yes ☐ No

If yes, please supply a complete letter of explanation specifying the crime, docket or case number, courts of jurisdiction and sentence or other remedy imposed. 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 misrepresentation on this application may be considered grounds for denial of admission, cancellation of registration, or suspension from the university.

Signature:_____ **Date:**_____

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 TTY# 454-3003 or in writing to the Registrar's Office, New Mexico Highlands University, Box 9000, Las Vegas, New Mexico 87701.

For Official Use Only:

Application Fee Status:_____ Residency: Y N Residency Code:_____

Admissions Status:_____ Date:_____



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 photocopies and 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 \$5,000.00 for spouse and \$2,500.00/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	<u>Graduate</u> Based on 9 credit hours/semester
Tuition and Fees	\$4,250.00	\$3,375.00
Room & Board (estimate)	\$4,912.00	\$4,912.00
Health Insurance	\$500.00	\$500.00
Student Activity Fee (Mandatory)	75.00	75.00
Total	<u>\$9,737.00/ semester</u>	<u>\$8,862.00/ semester</u>
Amount required for issuance of I-20 or DS-2019	<u>\$19,474.00/ year</u>	<u>\$17,724.00/ 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 \$5,000 per academic year for your spouse and \$2,500 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 Official Loan Approval Form
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

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) ☐ \$19,474.00 (Undergraduate)
☐ \$17,724.00 (Graduate)
☐ \$ _____ (Other)

Printed Name

Signature

Month/Day/year

Affidavit of support (To Be Completed by Family or Relative Sponsor Only):

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 in 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**