

F-1 Lista de documentos del estudiante (Student Checklist)

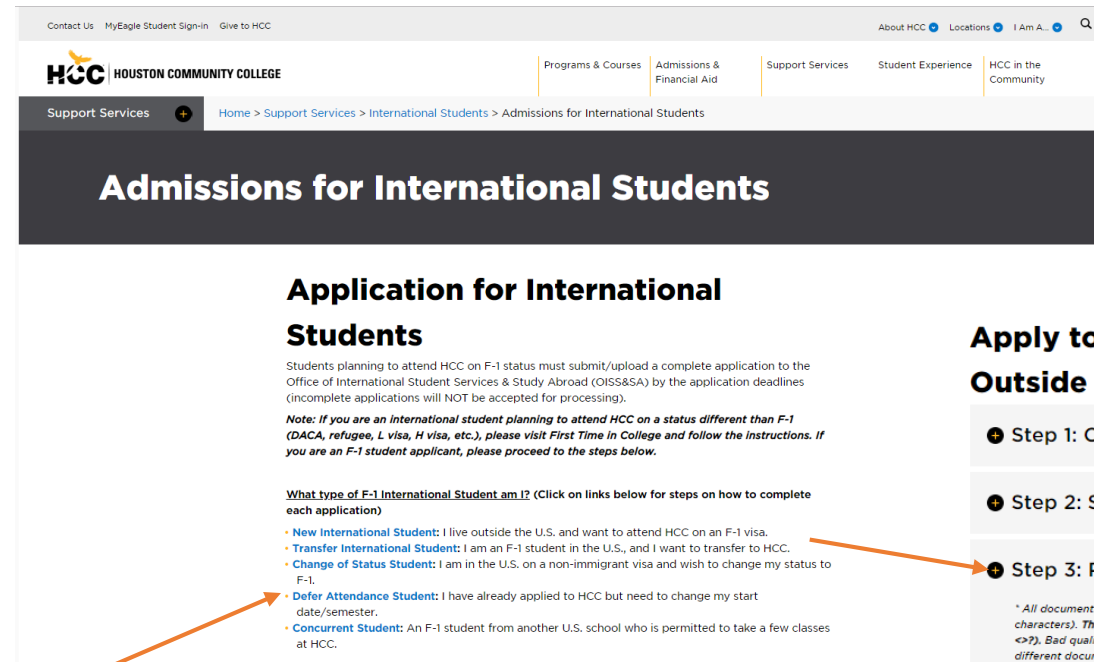
Cómo **preparar** y **cargar/subir** los documentos de la aplicación.

Si esta leyendo este tutorial...

1. Ya ha completado y enviado correctamente la aplicación en línea.
2. Ha iniciado sesión con éxito en la página de inicio del estudiante.
3. Ahora puede comenzar a preparar todos los documentos requeridos antes de cargarlos en su Lista de documentos.



¿Dónde encontrar la lista de los documentos?



Apply to HCC: New Students Living Outside the U.S.

- ➕ Step 1: Online application, W and P numbers
- ➕ Step 2: Sign in to your HCC account
- ➕ Step 3: Prepare application documents

* All documents must be saved as PDF files with short names (less than 30 characters). The file name should not contain any invalid characters such as (":" <>?). Bad quality or upside-down documents will be rejected. Please combine different document types in 1 PDF file. For example, if you have statements from different banks, save them as one file. To scan and convert a file to PDF format, you can also use free PDF scanner apps (Genius Scan - PDF Scanner, Fast Scanner: Free PDF Scan for Android, Tiny Scanner- PDF scanner, etc.) Upon uploading, the System will add automatically 3 or 4-digit code and your HCC ID number to the name of the document. Do not attempt to modify the document's name!

1. Complete the SEVIS Form I-20 Application

Note: Type the information online and then print and sign it. (This document may not show on the To Do list if we have received it via email.) *Add additional page if more than 1 dependents.

2. Passport photocopy (biometric page only) *

* Provide this document for all dependents (spouse/ children under 21) who will accompany you, as well as marriage and birth certificates.

3. Financial Documentation

Note: If you have multiple documents, save them as 1 document in PDF format.

4. Application Fee (please save a copy of the receipt)

Pay the non-refundable application fee of \$75 and save the receipt as a PDF.

How to pay the fee:

Online payments (preferred): You can pay the fee online using a credit card or funds transfer from your local bank. For online payments, refer to the [International Payment Tutorial \(Flywire\)](#) for instructions. Please note that you must have completed **Step 1** and **Step 2** before you can make a payment online. Alternatively, you can pay the fee at any HCC campus and save the receipt.

Note: The payment term and entrance term may vary when paying the fee online.

- La lista de documentos a cargar/subir es diferente para los diferentes tipos de aplicaciones.

- Vaya al siguiente link

<https://www.hccs.edu/support-services/international-students/admissions/>

- Elija su tipo de aplicación y vaya al **Paso 3**

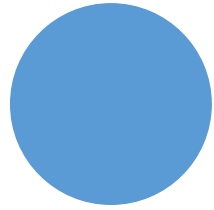
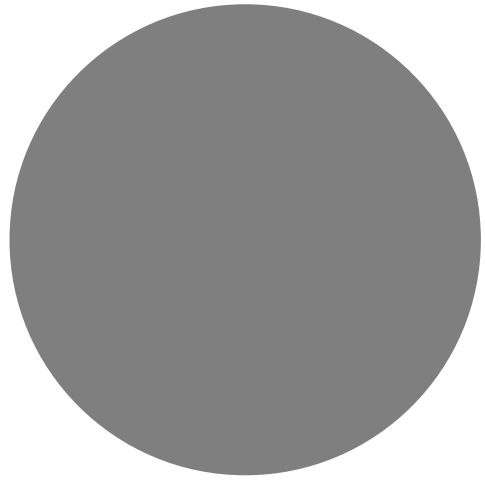
Reglas para preparar sus documentos

Todos los documentos deben guardarse como archivos de PDF con nombres cortos y simples.

Los documentos de mala calidad o al revés serán rechazados.

Combine diferentes documentos del mismo tipo en un archivo de PDF. Por ejemplo, si tiene estados de cuenta de más de un banco, guárdelos como un solo archivo.

También puede usar aplicaciones gratuitas de escáner de PDF para Windows, Android y Apple.



Cargar/Subir





Abra su navegador y vaya a
www.hccs.edu

The screenshot shows the Houston Community College website. At the top, there is a navigation menu with links for "Contact Us", "MyEagle Student Sign-in", and "Give to HCC". Below this is the HCC logo and the text "HOUSTON COMMUNITY COLLEGE". To the right of the logo are several menu items: "Programs & Courses", "Admissions & Financial Aid", "Support Services", "Student Experience", and "HCC in the Community". The main content area features a large banner image of five diverse students sitting around a table, looking at a laptop. Overlaid on this image is the text "GET AHEAD. GET AN EDGE." and "Registration is now open." Below this text are two buttons: "NEW STUDENTS APPLY NOW" and "CURRENT/FORMER STUDENTS ENROLL NOW". At the bottom of the page, there is a yellow section with the word "Discover" in large letters, followed by the text "Discover the right program for you!". Below this are two buttons: "BROWSE ALL PROGRAMS" and "CHOOSE YOUR PATHWAY".

Haga click en
[MyEagle Student Sign-in](#)

MyEagle

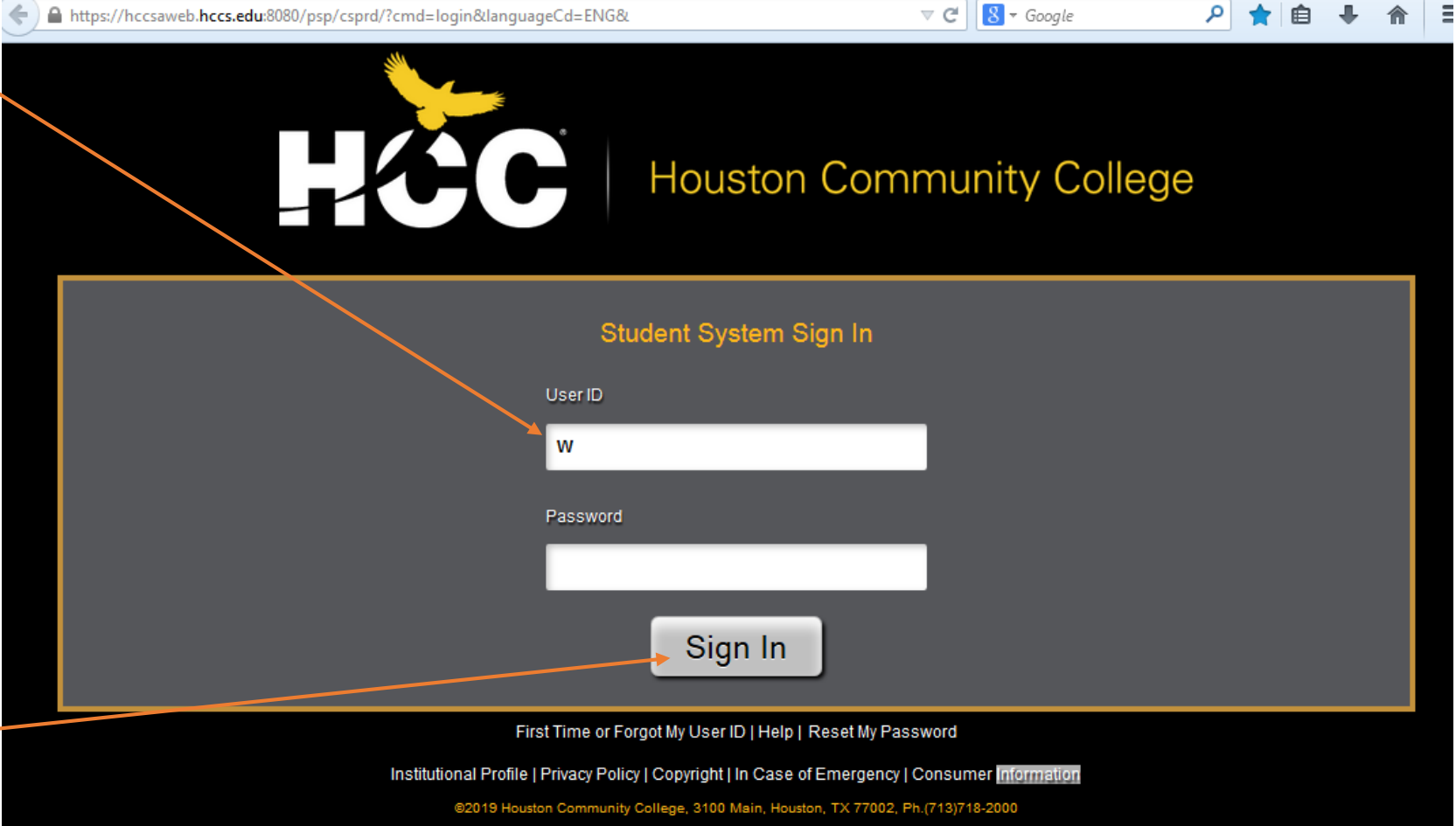
myeagle.hccs.edu

HCC MyEagle

Current/Former Students Enroll Now	Student Sign-In	Class Search	Campus Map	Calendar	Course Catalog	
Eagle Online Canvas	Email	ART at Eastside - Guest Artist Jan Knight 6815 Rustic St 77087 HCC Felix Morales Building Foyer Monday, October 21, 2019 Public Events	hccs.edu	Learning Web	Library	
The Egalitarian	Student Help	Student Life	Change Password	In case of Emergency	Find a Tutor	HCC Blog Zone
HCC EduTube	Faculty Resources	Email Student Contact Center	EGLS3	Search HCC	HCC Facebook	HCC Twitter
HCC Photo Album	HCC YouTube	Call Student Contact Center	Career and Job Placement	Student Complaints	HCC Career Hub	
Campus Open						

Haga click en Student Sign-In

Escriba su numero de estudiante
en:
User ID (W2_-----)
Y la Contraseña (Password)

A screenshot of a web browser displaying the HCC Student System Sign In page. The browser's address bar shows the URL: https://hccsaweb.hccs.edu:8080/psp/csprd/?cmd=login&languageCd=ENG&. The page header features the HCC logo and the text 'Houston Community College'. The main content area is titled 'Student System Sign In' and contains two input fields: 'User ID' with the value 'W' and 'Password'. Below the fields is a 'Sign In' button. At the bottom of the page, there are links for 'First Time or Forgot My User ID', 'Help', and 'Reset My Password', along with a footer containing 'Institutional Profile | Privacy Policy | Copyright | In Case of Emergency | Consumer Information' and the copyright notice '©2019 Houston Community College, 3100 Main, Houston, TX 77002, Ph.(713)718-2000'. Two orange arrows point from external text boxes to the 'User ID' field and the 'Sign In' button.

Haga click en
Sign In













MyEagle Homepage

hccsaweb.hccs.edu:8080/psc/csprd/EMPLOYEE/SA/c/NUL_FRAMEWORK.PT_LANDINGPAGE.GBL?

Apps

Student Homepage

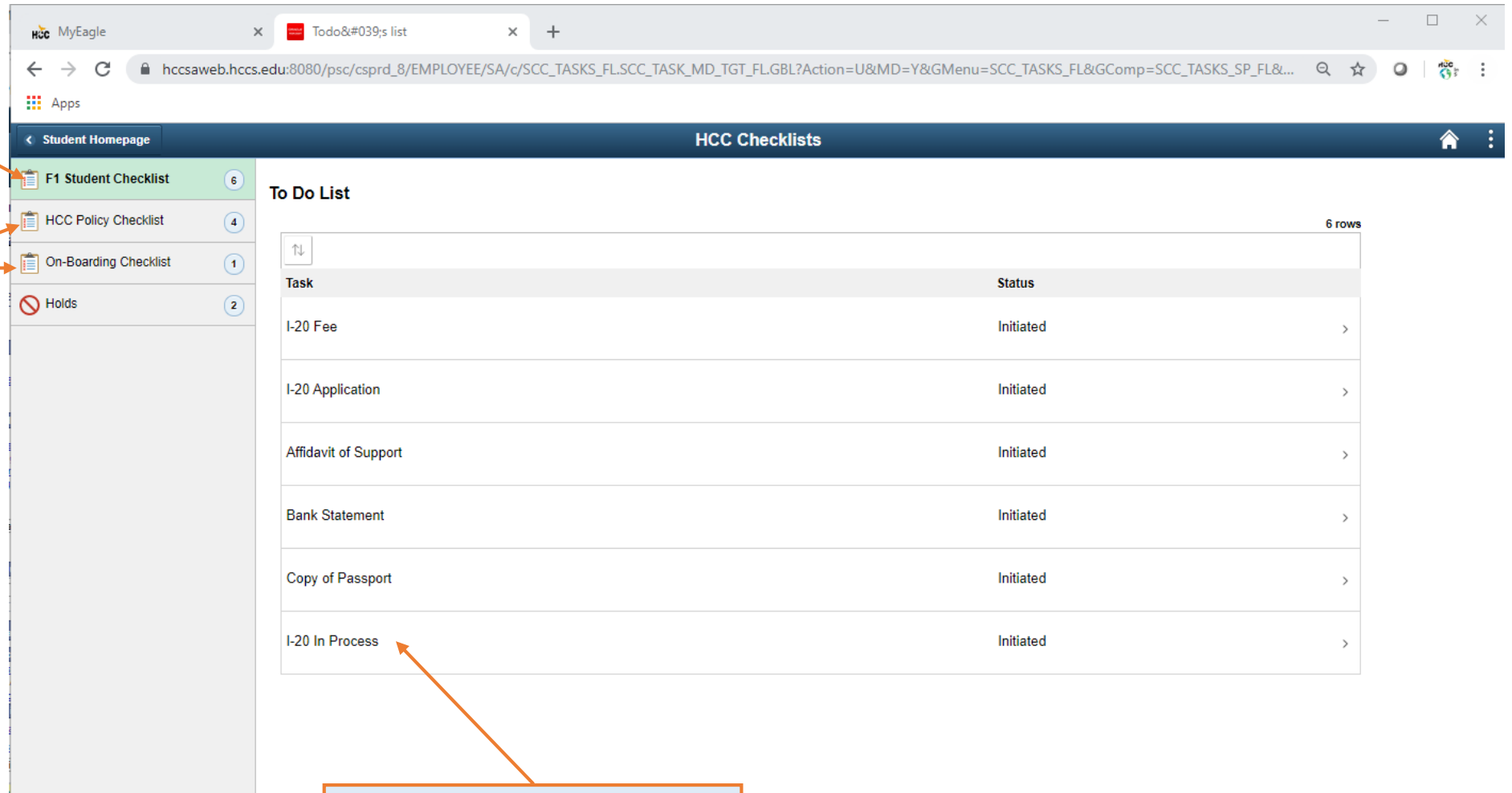
Checklists  11 To Do's	Message Center  0 Unread Message(s)	Manage Classes  <i>Go to Checklists, complete required items.</i>
Continuing & Adult Ed Classes  Register for CEU Courses	Academic Progress  The Academic Requirements report is not available.	
Academic Records 	Profile  W212360690	Financial Account 
Financial Aid 	Eagle Resources 	

Haga click en
Checklists

La **F1- Student Checklist** muestra los documentos en su "Lista para hacer" (**To Do List**)

Además, hay otras listas (tareas) que deben completarse antes de registrarse a las clases.

- New Item List (Possible)**
 - Affidavit of Support
 - Bank Statements
 - Copy of Passport
 - I-20 Application Form
 - I-20 Fee
 - HS Transcript for below 18
 - Dependent Information
 - Employment Letter/ Sponsor
 - Tax Return Form
 - Deferment Fee
- Tran Item List (Possible)**
 - Affidavit of Support
 - Bank Statements
 - Copy of Passport
 - Copy of Previous I-20,
 - Copy of Visa,
 - I-20 Application Form
 - I-20 Fee
 - Copy of I-94,
 - Orientation Fee,
 - Transfer Stud Advisor Report,
 - Dependent Information
 - Employment Letter/ Sponsor
 - Tax Return Form
 - Deferment Fee



Task	Status
I-20 Fee	Initiated
I-20 Application	Initiated
Affidavit of Support	Initiated
Bank Statement	Initiated
Copy of Passport	Initiated
I-20 In Process	Initiated

El **I-20 in Process** desaparecerá una vez que procesemos su formulario SEVIS I-20

hccsaweb.hccs.edu:8080/psc/csprd_17/EMPLOYEE/SA/c/SCC_TASKS_FL.SCC_TASK_MD_TGT_FL.GBL?Action=U&MD=Y&GMenu=SCC_TASKS_FL&GComp=SCC_TASKS_SP_FL&GPage=SCC_START_PAGE_FL&cname=CS_TASKS

Student Homepage HCC Checklists

F1 Student Checklist 6
HCC Policy Checklist 4
On-Boarding Checklist 1

To Do List

Task	Status
I-20 Fee	Initiated
I-20 Application	Initiated
Affidavit of Support	Initiated
Bank Statement	Initiated
Copy of Passport	Initiated
I-20 In Process	Initiated

Task Details

Affidavit of Support

If your sponsor is residing in the US, an Affidavit of Support (I-134) is required. The Affidavit of support can be downloaded from HCC website or directly from www.uscis.gov >Forms> I-134. If your sponsor is residing outside of U.S., an Affidavit of Support (International) is required. It can be found on Step. 3 on the Application: Prepare Required Documents> Financial Requirements. Please upload document as .PDF file. If more than one sponsor, provide Affidavit from each sponsor.
If self-sponsoring, no Affidavit is required.

Upload

Haga click en el documento que desea empezar a cargar/ subir y luego haga click en **Upload**

MyEagle Checklist Document Upload

hccsaweb.hccs.edu:8080/psp/csprd_8/EMPLOYEE/SA/c/HCC_CUSTOM_MENU_FL.HCC_CHECKLIST_VACC.GBL?Page

Tasks Checklist Document Upload

Attach Record

Empl ID 212360690
Item: Affidavit of Support

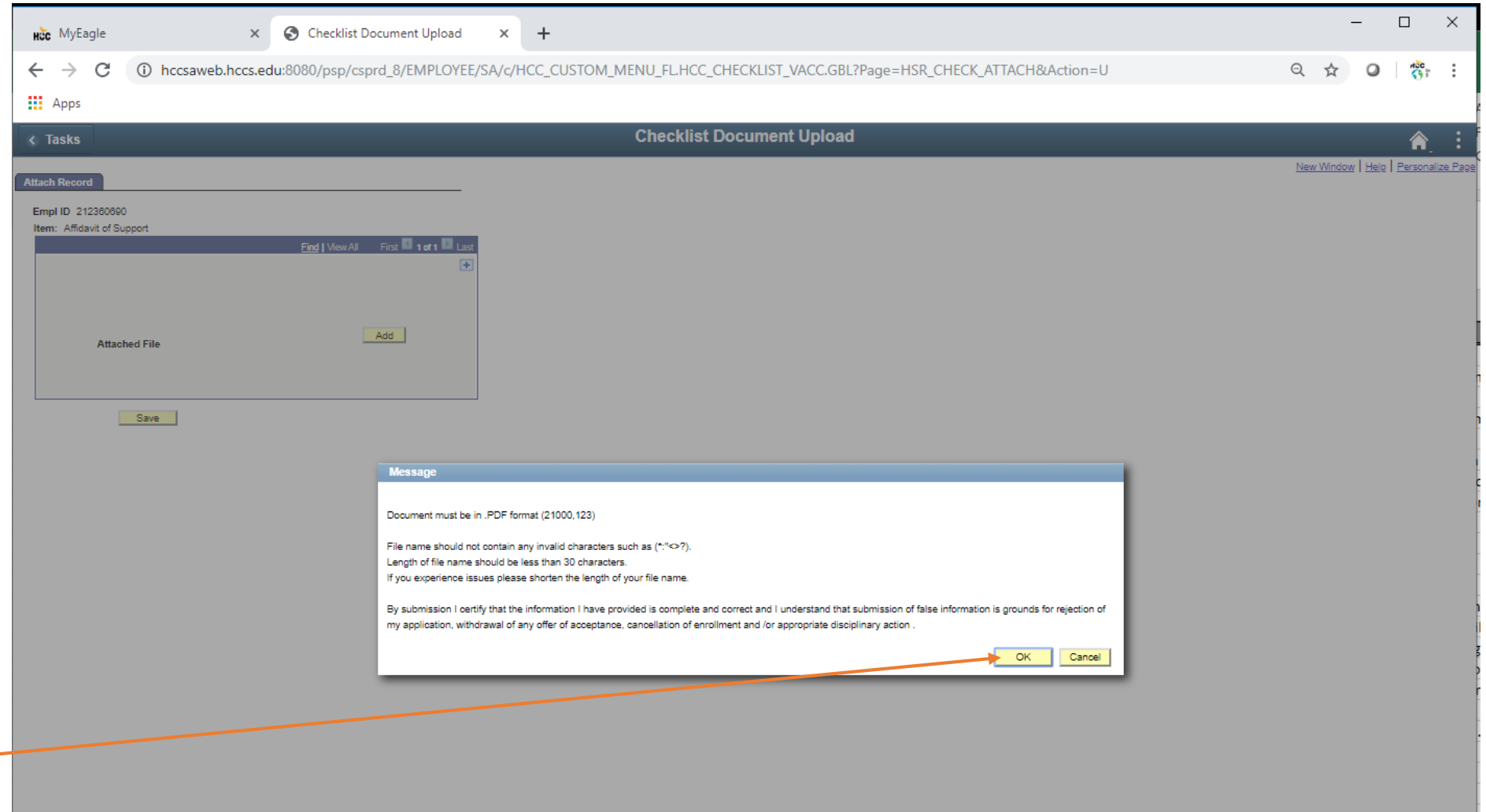
Attached File

Add

Save

New Window | Help | Personalize Page

Haga click en
Add



The screenshot shows a web browser window with the URL `hccsaweb.hccs.edu:8080/psp/csprd_8/EMPLOYEE/SA/c/HCC_CUSTOM_MENU_FL.HCC_CHECKLIST_VACC.GBL?Page=HSR_CHECK_ATTACH&Action=U`. The page title is "Checklist Document Upload". Under the "Attach Record" section, the user's Empl ID is 212380090 and the item is "Affidavit of Support". There is a table with one row labeled "Attached File" and an "Add" button. A "Save" button is located below the table. A "Message" dialog box is open in the foreground, displaying the following text:

Message

Document must be in .PDF format (21000,123)

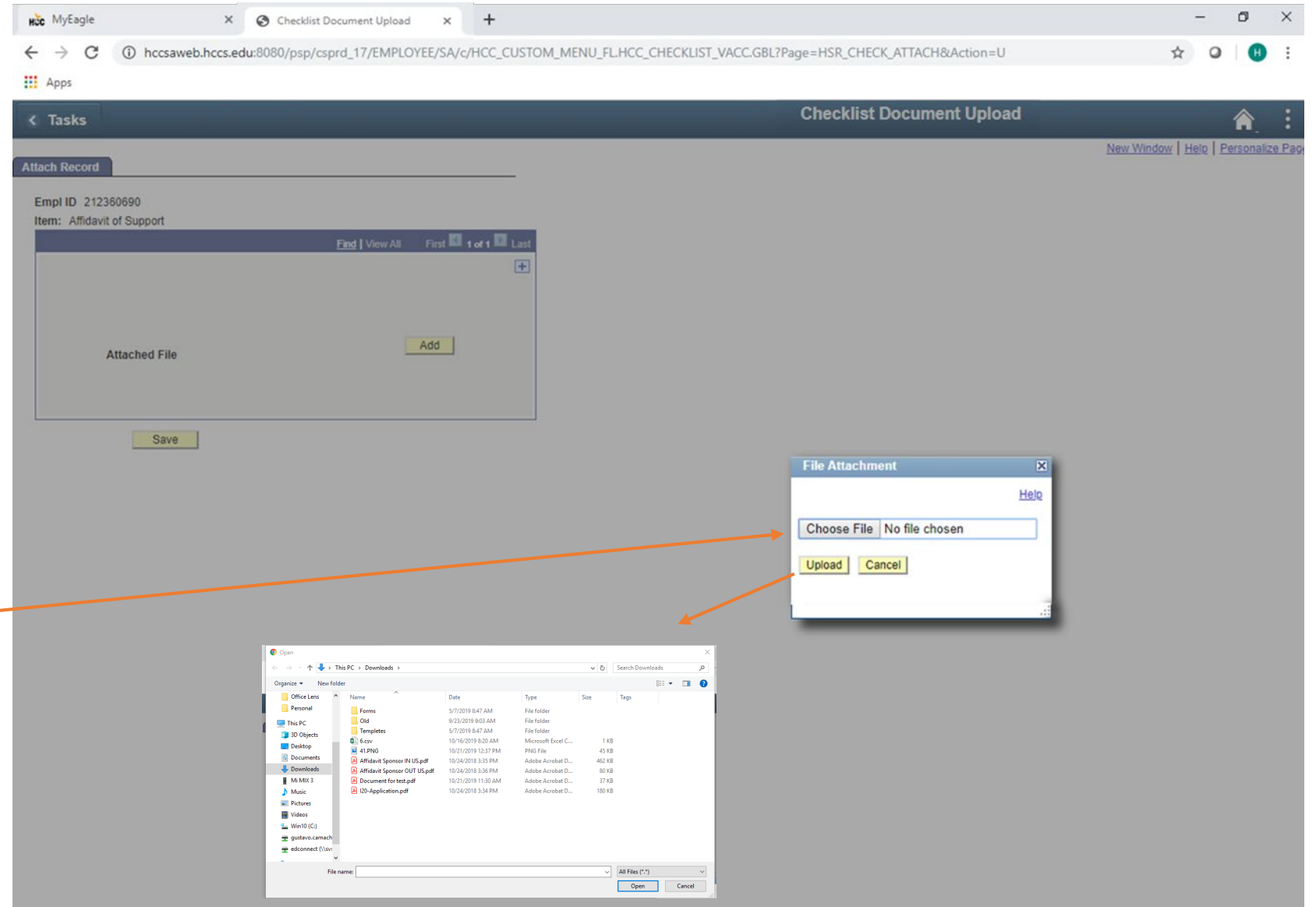
File name should not contain any invalid characters such as (*:"<>?).
Length of file name should be less than 30 characters.
If you experience issues please shorten the length of your file name.

By submission I certify that the information I have provided is complete and correct and I understand that submission of false information is grounds for rejection of my application, withdrawal of any offer of acceptance, cancellation of enrollment and /or appropriate disciplinary action .

Buttons: OK, Cancel

An orange arrow points from the "OK" button in the dialog box to a text box on the left side of the image.

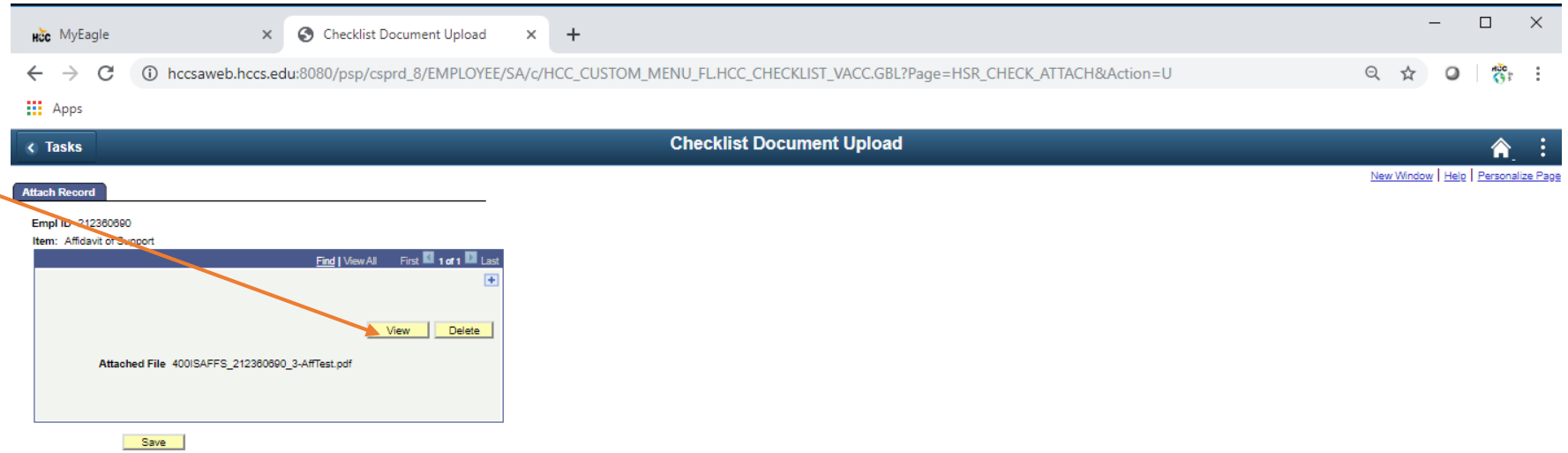
Lea las instrucciones y haga click en **OK**



Haga click en **Choose File** en PDF y luego haga click en **Upload**

Navegue en su computador hasta la ubicacion donde haya guardado los documentos que desea subir, seleccione(Click una vez) y haga click en **Open**

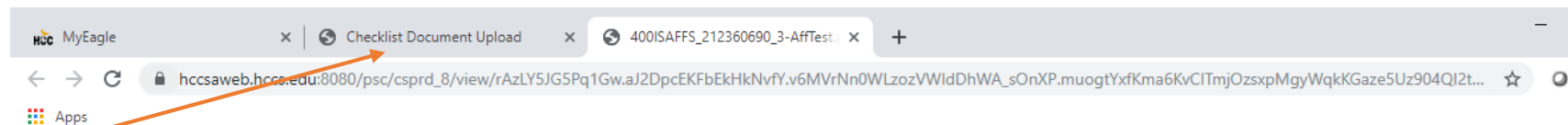
Haga click en **View** para revisar el documento que ha cargado/ Subido.



The screenshot shows a web browser window with the URL `hccsaweb.hccs.edu:8080/psp/csprd_8/EMPLOYEE/SA/c/HCC_CUSTOM_MENU_FL.HCC_CHECKLIST_VACC.GBL?Page=HSR_CHECK_ATTACH&Action=U`. The page title is "Checklist Document Upload". Below the title bar, there is a "Tasks" section and an "Attach Record" section. The "Attach Record" section displays the following information:

- Emp ID: 212360890
- Item: Affidavit of Support
- Navigation: End | View All | First | 1 of 1 | Last
- Buttons: View, Delete
- Attached File: 400ISAFFS_212360890_3-AffTest.pdf
- Save button

An orange arrow points from the text box on the left to the "View" button in the "Attach Record" section.



Después de ver su documento, haga click en la **Checklist Document Upload** ventana para volver a la ventana anterior.

400ISAFFS_212360690_3-AffTest.pdf 1 / 1

HCC ID: _____

**Affidavit of Financial Support
(For Non-US Citizen/ Non-US Resident Sponsor)**

This is to certify that I will assume financial responsibility for the student's duration of study at Houston Community College (and dependents, if applicable).

Full Financial Responsibility* [] Tuition and Fee Expenses* [] Living Expenses* [] Dependent Expenses** []

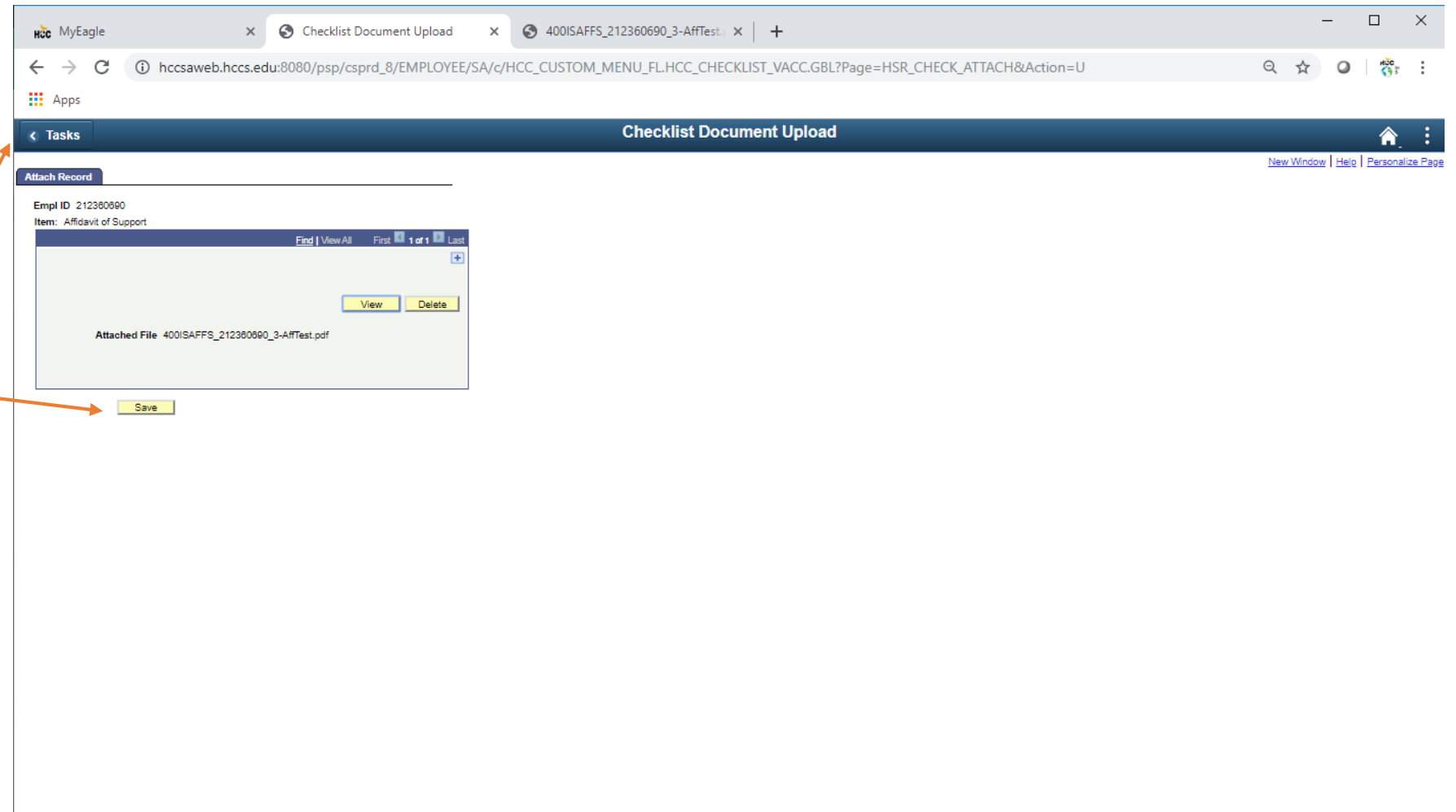
NOTE: *You must include additional supporting financial documents showing assets in the amount of **\$22,980 USD** (given this is the estimated cost for a full year of study at HCC). **Additional financial support required: **\$4,400 USD** per dependent. These figures are subject to change without notification.

STUDENT INFORMATION:

_____	_____	_____
Family (Last) Name	First Name	Date of Birth

DEPENDENT INFORMATION: (Copy of proof of relationship must be submitted in English. Additional dependents can be added on a separate sheet of paper.)

_____	_____	_____
Family (Last) Name	First Name	Date of Birth
_____	_____	_____
Country of Birth	Country of Citizenship	Relationship



MyEagle Checklist Document Upload 400ISAFFS_212380690_3-AffTest

hccsaweb.hccs.edu:8080/psp/csprd_8/EMPLOYEE/SA/c/HCC_CUSTOM_MENU_FL.HCC_CHECKLIST_VACC.GBL?Page=HSR_CHECK_ATTACH&Action=U

Tasks Checklist Document Upload

Attach Record

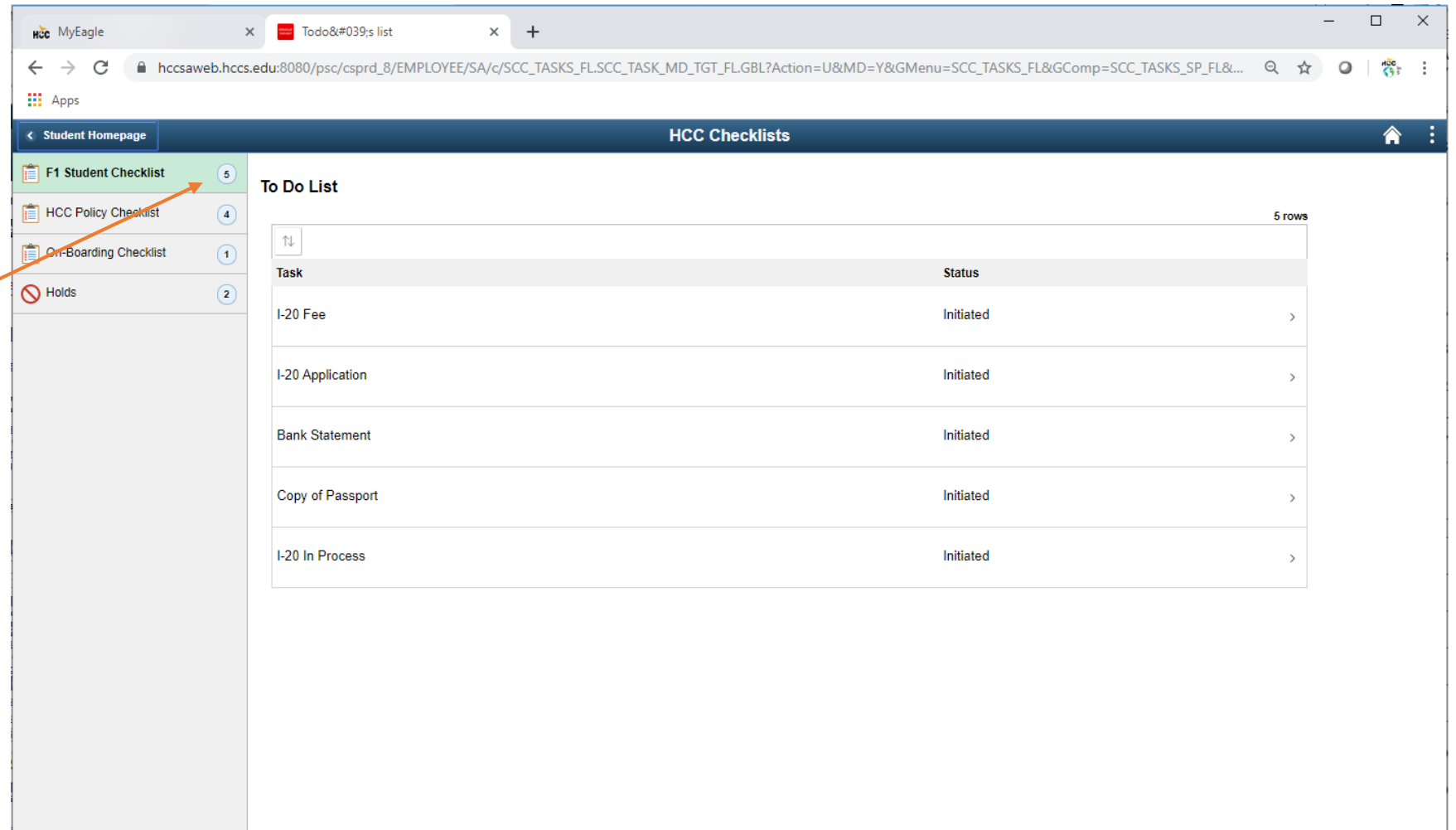
Empl ID 212380690
Item: Affidavit of Support

Find View All First 1 of 1 Last
Attached File 400ISAFFS_212380690_3-AffTest.pdf

View Delete

Save

Haga click primero en **Save**
Y luego en **Tasks**
para volver a la To Do List



MyEagle

Todo's list

hccsaweb.hccs.edu:8080/psc/csprd_8/EMPLOYEE/SA/c/SCC_TASKS_FL.SCC_TASK_MD_TGT_FL.GBL?Action=U&MD=Y&GMenu=SCC_TASKS_FL&GComp=SCC_TASKS_SP_FL&...

Apps

Student Homepage

HCC Checklists

F1 Student Checklist 5

HCC Policy Checklist 4

On-Boarding Checklist 1

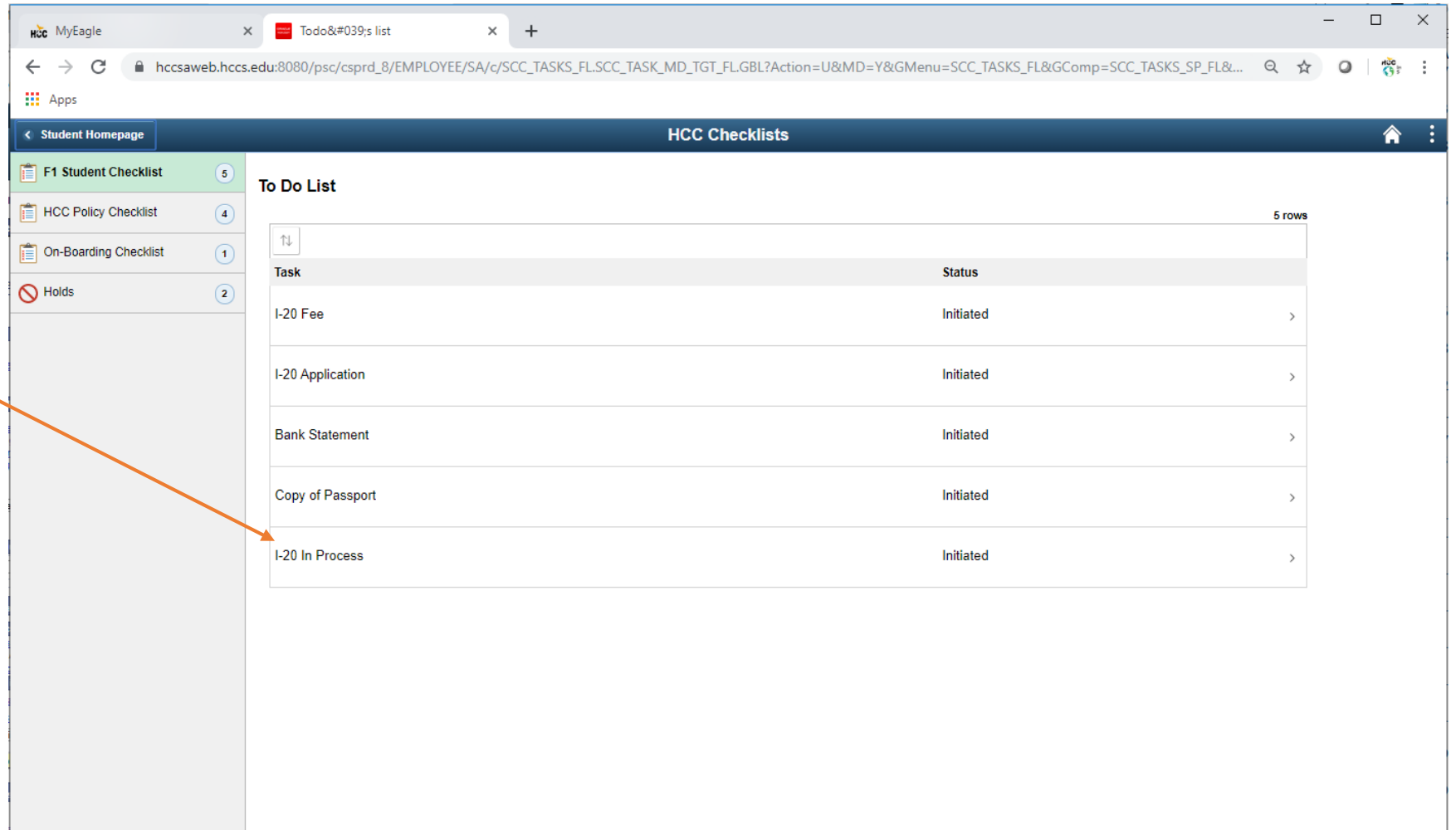
Holds 2

To Do List

5 rows

Task	Status
I-20 Fee	Initiated
I-20 Application	Initiated
Bank Statement	Initiated
Copy of Passport	Initiated
I-20 In Process	Initiated

Quando cargue/suba un documento, desaparecerá de la Lista (**Student Checklist**) y el número total disminuirá.



Student Homepage HCC Checklists

- F1 Student Checklist 5
- HCC Policy Checklist 4
- On-Boarding Checklist 1
- Holds 2

To Do List

5 rows

Task	Status
I-20 Fee	Initiated
I-20 Application	Initiated
Bank Statement	Initiated
Copy of Passport	Initiated
I-20 In Process	Initiated

Ahora puede **repetir** el mismo proceso con cada documento en su To-Do list. Cuando termine de cargar/subir todos los documentos, esta lista solo debe mostrar **I-20 In Process** y la **F1 Student Checklist** (Lista de documentos del estudiante) mostrará el número **1**.

MyEagle x Todo's list x +

hccsaweb.hccs.edu:8080/psc/csprd_17/EMPLOYEE/SA/c/SCC_TASKS_FL_SCC_TASK_MD_TGT_FL_GBL?Action=U&MD=Y&GMenu=SCC_TASKS_FL&GComp=SCC_TASKS_SP_FL&GPage=SCC_START_PAGE_FL&sname=CS_TASKS

Apps

Student Homepage **HCC Checklists**

- F1 Student Checklist 3
- HCC Policy Checklist 4
- On-Boarding Checklist 1
- Holds 2

To Do List

3 rows

Task	Status
I-20 Fee	Initiated
I-20 In Process	Initiated

Para pagar el I-20 Fee,
regrese
a **Student Homepage**.



Para pagar su Application Fee, Orientation Fee o su matrícula,
Haga click en
Financial Account

Si necesita ayuda con este proceso en
FLYWIRE International Students Payment Tutorial

MyEagle x Homepage x +

hccsaweb.hccs.edu:8080/psc/csprd/EMPLOYEE/SA/cj/NUL_FRAMEWORK.PT_LANDINGPAGE.GBL?

Apps

HCC Student Homepage

Checklists
8 To Do's 2 Holds

Message Center
0 Unread Message(s)

Manage Classes
Go to Checklists, complete required items.

Continuing & Adult Ed Classes
Register for CEU Courses

Academic Progress
The Academic Requirements report is not available.

Academic Records

Profile
W212360690

Financial Account

Financial Aid

Eagle Resources



International Services & Programs

HOUSTON COMMUNITY COLLEGE

3200 Main St, Houston, TX
P: 713.718.8521 | F: 713.718.2112
<https://www.hccs.edu/international>