



# Student Help Guide:

## Admission & Enrollment Checklist for F-1 Students

### **STEP 1. APPLY FOR ADMISSIONS AS AN F-1 STUDENT**

- Apply to Collin College at: <https://www.applytexas.org/>
- To be admitted, F-1 applicants must submit additional records, prior to the F-1 application deadline: [www.collin.edu/advising/international/](http://www.collin.edu/advising/international/). Instructions on required documents, & details on how to access the secure Collin Applicant Portal to upload documents, are emailed within 3 business days of submitting your application through Apply Texas. Documents that may be requested include:
  - TOEFL **OR** IELTS scores to demonstrate English Proficiency
  - Documents demonstrating you have sufficient funding to cover tuition, fees, & living expenses
  - Your Foreign/Non-U.S. Address to initiate your I-20
  - New F-1 applicants must have a valid passport with at least 6 months of validity from first day of classes
  - Current F-1 applicants transferring their I-20 must provide their passport, Visa, current I-20, **AND** an unofficial transcript from their U.S. institution
 Review more details instructions here: [www.collin.edu/advising/international](http://www.collin.edu/advising/international)
- Once the additional documentation is reviewed & approved through the Applicant Portal, you will receive a welcome/acceptance email with your Collin Wide ID (CWID), instructions on how to sign into OneLogin to access your workday student account, & next steps on the F-1 student process, within 3 business days.

### **STEP 2. VIEW & COMPLETE YOUR ADMITTED STUDENT ACTION ITEMS & TASKS**

*Once admitted, view & complete all action items below from your Workday student account: <https://collin.onelogin.com/portal>*

- F-1 Requirements – I-94, F-1 Visa, & local U.S. address will need to be provided prior to term start
- Campus Safety Training (All students) – fosters a safe & supportive learning environment for all students
- New Student Orientation – (New F-1 students) – Learn about campus resources, supports, & registration
- TSI Assessment (All students) – Students are required to show college readiness through Texas Success Initiative (TSI) or qualified exemptions. Visit [www.collin.edu/studentresources/testing/availabletesting/tsi](http://www.collin.edu/studentresources/testing/availabletesting/tsi) for a list of exemptions, how to sign up, testing center hours, & sample test questions
- Bacterial Meningitis Vaccination – Proof of immunization is required for all students under 22 years old.
- Official Transcripts (only U.S. institutions) – Request transcripts to be sent to [transcripts@collin.edu](mailto:transcripts@collin.edu).

### **STEP 3: CHOOSE CLASSES & REGISTER**

- View your personalized semester-by-semester list of recommended courses for your program/major. From your [Profile](#) select [Academics](#) > [Plan](#) to view. The Degrees & Pathways website includes course plans for any program: [www.collin.edu/academics/](http://www.collin.edu/academics/).
- Register for classes online through your Workday student account by signing into <https://collin.onelogin.com/portal>.
  - Go to your [Academics Hub](#) from your home page. Select [Planning and Registration](#) > [Find Course Sections](#) to find the class sections & register. There are many filter options (Campus Location, Subject, Delivery Mode, etc.). View Enrolled/Capacity, any course requirements/prerequisites, etc. Note: You must complete (or be exempt from) the bacterial meningitis requirement to enroll in courses with reserved seats for the Meningitis Met Cohort.
  - Click [Start Registration](#) to enroll in that course OR [Add to Saved Schedule](#) to enroll in a group of courses later.
  - Check the box next to the course section(s) you choose & click [Register](#). Select [View Registered Courses](#) to review your current schedule or [View Student Account](#) to review account activity.

### **STEP 4: PAY FOR YOUR CLASSES**

- Tuition & fee charges will be reflected on your account the day after you register in a course. All courses must be paid for by the payment deadline ([https://www.collin.edu/bursar/payment\\_deadline](https://www.collin.edu/bursar/payment_deadline)). Payment is then due the day after you register.
- View & pay your bill from your *Workday student account* by signing into <https://collin.onelogin.com/portal>. Go to the [Financials Hub](#) from your home page. Here you can view & make payments, as well as review any financial aid.