



Rhema Bible Training College

International Student Admission Packet

For International Students who wish
to apply to Rhema Bible Training College
using an F-1 student visa

NOTE: We receive international applications for the Spring Semester between August 1 and November 1. Applications for the Fall Semester are received between January 1 and July 1.

**School Address: P.O. Box 50126
Tulsa, OK 74150-0126**

**Phone: (918) 258-1588, ext. 2465
Fax: (918) 251-0685**

Email: rbtc@rhema.org

Thank you for your interest in attending Rhema Bible Training College. Applying to RBTC is a two-part process for international students. **The first part is to complete the online application for admission.** The second part is to download, complete, and sign all forms in the International Student Admission Packet, and mail completed originals to:

Rhema Bible Training College | Admissions Department
P.O. Box 50126 | Tulsa, OK 74150-0126

Phone: (918) 258-1588, ext. 2465 | Fax: (918) 251-0685 | Email: rbtc@rhema.org

Applying for RBTC Is a Two-Part Process

1. Apply for admission online at **rbtc.org**—All parts of the application must be completed and submitted (including photo). **A non-refundable application fee of \$150 USD must be paid to submit the application.**
2. Complete and sign ALL forms listed below, and mail to RBTC with the required documentation listed:
 - F-1 Student Immigration Responsibilities form (attached)
 - Personal Data form (attached)
 - Financial Work Sheet form (attached)
 - Financial Guarantee—Financial Guarantees in the form of a letter or affidavit of support, equal to the total cost of estimated expenses on the International Student Financial Worksheet form, must be submitted along with the Application for Admission and other documents. **An original bank statement from each Guarantor must be submitted to verify the amount of support to be provided.** If the student has dependents coming to the United States, please note the breakdown on the Financial Statement form.
 - International Requirements form
 - First-Year Statements of Consent
 - Three (3) Recommendations (1 pastoral, 2 personal). Your references must return the forms to you in a sealed envelope as soon as they have been completed.

Additional required documentation to accompany this packet:

- Copy of passport for you and your dependents
- Transcripts of completed schooling
- Transfer form is needed if transferring from another school within the U.S. You may obtain this form by contacting the International Student Advisor at RBTC.

All documents must be received in the RBTC office before an I-20 can be created.

Upon receipt of all the above documents, prospective students will be considered for admission and notified of the decision regarding their acceptance.

Admission to RBTC is determined by an objective evaluation of the applicant without regard to race, color, or national origin in accordance with Title VI of the Civil Rights Act of 1964.

An "Acceptance Packet" will be sent to accepted students. This packet includes everything necessary for the visa interview, including the form I-20. The prospective student will present the acceptance packet documents to the United States Embassy in the country of his/her citizenship to apply for the F-1 student visa along with their receipt for the SEVIS I-901 fee of \$200 (as explained in the packet). A current student visa is required for all international students to enroll in RBTC. Acceptance into RBTC does not guarantee the Consulate will grant you an F-1 student visa. Those who meet the criteria are approved by the U.S. Department of Justice, Immigration and Naturalization Service to enroll as international students.

If you need assistance, call Rhema Bible Training College (918) 258-1588, ext. 2465, and ask for the International Student Advisor.

F-1 VISA STATUS

RBTC has the ability to produce an **F-1** I-20.

F-1 status is issued for a minimum period of two years.
F-1 status can be continually renewed or transferred to another school as long as you remain a full-time student.
F-1 allows for 20 hours a week to be worked at Rhema Bible Training College, aka, Rhema Bible Church.
F-1 status covers all of our 2-, 3-, and 4-year programs of study.



Rhema Bible Training College

F-1 Student Immigration Responsibilities

1. Attend the school that issued the I-20 you used to enter the U.S. for at least 6 months prior to applying for transfer to another school. You must apply for a request to transfer with SEVIS.
2. Maintain a full course of study for the entire academic year. Successfully meet academic and financial responsibilities of school.
3. Maintain a valid passport for at least 6 (six) months into the future.
4. Meet with the International Student Advisor at least 5 days before you plan to leave the U.S. for any reason. The advisor must update your I-20 prior to your departure so you may re-enter the U.S.
5. Do not accept any off-campus employment unless you receive permission from immigration and through the International Advisor at Rhema Bible Training College.
6. If employed by RBTC/Rhema Bible Church, you may work no more than 20 hours per week while school is in session, and no more than 40 hours per week during an official school break.
7. You may apply as a volunteer in any capacity within Rhema with required approval.
8. Notify the International Advisor of any change of address within 10 days of your move. You are also required to notify both SEVIS and Immigration. (See ISA for forms.)
9. Your I-20 is your identification card in the U.S.; you must carry it with you at all times. (Your I-20 and your I-94 are your main validations that you have a legal right to be here.)
10. Copies of any license, certifications, change of status, tickets, fines, court judgments, or any other document that affects you must be provided to your International Student Advisor.

Immigration is a dynamic field with laws that may change throughout the application process and your enrollment at Rhema Bible Training College. RBTC and its International Student Advisor will aid you in complying with immigration requirements during the application process and enrollment. However, it is the student's responsibility to comply with applicable United States immigration laws and the laws of the student's home country. Rhema Bible Training College will not be liable for any damages whatsoever arising out of a failure to comply with either United States or international laws, regulations, or procedures.

I have read and understand my obligations as an F-1 student at Rhema Bible Training College.

Applicant/Student Signature: _____

Printed Name: _____

Date Signed: _____

International Student Advisor: _____



Rhema Bible Training College

International Student Financial Worksheet

As an international student applicant, you are required to certify that you will have adequate financial support for your first year at Rhema Bible Training College, as well as estimated support for the following year. This form must be completed and returned to the International Student Advisor prior to the issuance of the I-20 document needed to obtain your student visa. **Rhema Bible Training College reserves the right to increase the cost of tuition and fees at any time.**

Name (Surname) _____ First _____ Middle _____

Please check which semester you plan to enroll: _____ September _____ January

The current estimated expenses for one year are as follows:

	1st & 2nd Year Programs	3rd & 4th Year Programs
Tuition for 4 (four) quarters:	\$ 2,100	\$ 2,100
Books for 4 (four) quarters:	\$ 400	\$ 400
General/Activities fee:	\$ 550	\$ 665
Living expenses for 1 (one) year:	\$ 12,950	\$ 12,835
TOTAL	\$ 16,000	\$ 16,000

If you have dependent family members, use formulas below to calculate additional required expenses:

Living expenses for a spouse for 1 (one) year: \$ 3,000 \$ _____

Living expenses for a child for 1 (one) year: \$ 2,000 x _____ \$ _____

Total cost of estimated expenses (\$16,000 + spouse + children): \$ _____

My financial support is coming from:

Personal savings \$ _____

Sponsor \$ _____

(Enter this amount on the Financial Guarantee for Admission form.)

If your sponsor is a private agency or church, please enclose the letter or award.

My total financial support is: \$ _____

By signing this form, I certify that all the information I have given is a correct statement of my arrangements for financing my education at Rhema Bible Training College. I understand that I must have proof of my financial arrangements before I receive an I-20 document. If my guarantee of expenses is not met, I will have to return to my home country.

Applicant's Signature: _____ Date Signed: _____



Rhema Bible Training College

First-Year Statements of Consent

**1. Consent
of Spouse**

I, the undersigned, am in full agreement for my spouse to attend Rhema Bible Training College. I also confirm that I (including children) will be living with my spouse in the Tulsa, Oklahoma area, while he/she attends Rhema Bible Training College.

Spouse's Signature: _____ **Date:** _____

2. We believe for a person to assume a leadership role in the Christian ministry, the highest standards of personal conduct are expected. This includes abstinence from the use of tobacco, alcohol (including wine), or illegal drugs *while attending Rhema and after graduation*. **This is a requirement for all Rhema students.**

Understanding our position on the matter, please indicate below your decision concerning our policy.

I will abide by this policy. I cannot abide by this policy.

I understand if Rhema is notified that I have violated the above-stated policy, it will be grounds for immediate dismissal.

Signature: _____ **Date:** _____

If any changes occur after you sign this application, you must inform Rhema with details and an explanation in writing.

3. I, the undersigned, do hereby state that on the date indicated, I do grant full and complete permission to Rhema Bible Training College, its employees or designate, or any related or consulting physician to render or give emergency medical aid, care, treatment, or assistance that could or would be deemed required or necessary. I also state that should extended or required hospitalization be required, I grant full and complete permission for such care and treatment. This consent I give freely and voluntarily, fully knowing and understanding all the above and its relation to and effect upon me.

Yes No **Signature:** _____ **Date:** _____

Applicant MUST sign. If under 18, the parent or guardian must also sign.

Parent/Guardian Signature: _____ **Date:** _____

4. I, the undersigned, understand that by submitting this application to Rhema Bible Training College, I am in no way guaranteed admission to the school. I understand that I must go through the approval process as do all other applicants.

Signature of Applicant: _____ **Date:** _____

5. I understand that all items submitted to Rhema as part of the application process become the *permanent property of Rhema and will not be returned or copied for applicant's use.*

Signature: _____ **Date:** _____

6. I hereby state that all the information contained on this application is correct and true. If Rhema Bible Training College is notified that any of the information contained on the application is false, it will be grounds for immediate dismissal.

Signature of Applicant: _____ **Date:** _____



Rhema Bible Training College

International Requirements

1. Can you read, write, and comprehend the English language fluently without any assistance? Be aware that you may be required to provide us with a T.O.E.F.L. score to determine your proficiency in English.

Yes, I can. **No, I cannot.**

2. I understand I must provide proof that I have the equivalent of \$16,000 in U.S. dollars on deposit in my bank if I am not married, or \$20,000 if I am married. If I have children, the amount will increase by \$2,000 for each child. I understand if my spouse is going to attend RBTC, I will need to increase my required amount by an additional tuition cost. The sponsor must provide financial documents from their bank which states my name and the amount on deposit. I understand that all financial documents must be written on bank letterhead and signed by an official in that institution.

Yes, I understand. **No, I don't understand.**

3. I understand that RBTC will not accept a husband or a wife as a student unless both spouses move together to the Broken Arrow/Tulsa area.

Yes, I understand. **No, I don't understand.**

4. I understand by submitting this application to RBTC, I am not guaranteed admission to the school. I understand that I am not being invited into the country or being offered sponsorship through RBTC. I also understand that if I do not submit the financial and recommendation requirements before July 1 (for September enrollment), or before November 1 (for January enrollment), my application will not be processed.

Yes, I understand. **No, I don't understand.**

Signature of Applicant

Date



Rhema Bible Training College

P.O. Box 50126, Tulsa, OK 74150-0126

Rhema Bible Training College requires any applicant who is not a United States citizen, nor holds a permanent resident immigrant visa at the time of application, to show they are able to pay the calculated yearly expenses based on the **International Student Financial Worksheet**. If the student does not personally have the required funds, they may be guaranteed by a sponsor using the **Financial Guarantee for Admission** form below. This signed document must be on file in the office of the International Advisor before an I-20 will be issued. Costs are subject to change without notice. **\$16,000 per year.**

Applicant's Certification

Applicant's Name: _____
(Please print) Family/Last First Middle

I understand the expenses calculated are average cost estimates. A student's actual costs may vary based on changes in tuition and fees, books and supplies, room and board, and personal lifestyle. I guarantee that I will have _____ USD available to meet the estimated educational expenses as listed above for each year I study at Rhema Bible Training College. I certify that I can make the necessary arrangements to have all funds transferred to the United States and that I will have adequate funds for my travel to and from the United States.

I UNDERSTAND THAT ALL TUITION IS PAYABLE AT THE BEGINNING OF THE SCHOOL YEAR.

These funds will be provided by (check one):
 My family My personal savings Other (specify) _____

Applicant's Signature: _____ Date Signed: _____

Guarantor's Certification

Guarantor's Name: _____ Relationship to Applicant: _____
(Please print) Family/Last First

I understand the expenses listed above are average cost estimates. A student's actual costs may vary based on changes in tuition and fees, books and supplies, room and board, and personal lifestyle.

I guarantee that I will provide _____ with _____ USD to meet actual expenses incurred, as estimated above, for each year the applicant is enrolled at RBTC. I certify that I can make the necessary arrangements to have all funds transferred to the United States. **I understand full tuition is payable at the beginning of the school year.**

I intend to make specific contributions to the support of the applicant above. Provide payment details of how much, when, and length of time you will contribute below:

I am willing to guarantee the applicant will maintain his/her nonimmigrant status, if admitted temporarily, and will depart prior to the expiration of his/her authorized stay in the United States.

This affidavit is made by me for the purpose of assuring the U.S. Government that the applicant will not become a public charge in the United States.

Signature of Guarantor: _____ Date: _____

Mailing Address of Guarantor: _____

Please enclose your bank documents showing you have sufficient funds.