

## HOW TO PREPARE AND SEND APPLICATION DOCUMENTS

### The Undergraduate Application form

Please include as much information as possible, and as clearly as possible.

**Make sure to sign and date the back of the application form!**

### The Certificate of Financial Responsibility

The issuance of visa paperwork requires proof of adequate funding. **The grid on the back of the form must be completed** so that we can see the sources and amounts of support for *each year* you will be at New Mexico Tech (e.g., at least four years for a full BS program). Any personal or family support for the first year must be in liquid assets (money in the bank). Personal or family support for subsequent years may come from the future sale of property, income from relatives' employment, income from a business, etc. Family sponsors must sign under "Verification" near the bottom of the Certificate, signifying their willingness to contribute the stated amounts to your support.

**You, the student, must also sign and date this certificate!**

We need to see supporting documentation of all the funding that you and your sponsors declare on the Certificate. Bank statements and bank transaction statements must come directly from the bank, certification of yearly income must come from the employer, business profits should be shown on copies of tax returns, etc., to verify the amounts stated on the Certificate. If a government, agency, or corporation will sponsor you, their letter of scholarship/sponsorship is all the documentation we require.

**Why do we require such complete financial documentation?** Because we want (and the law requires us) to be sure that you will have adequate resources to complete your education in the United States. By state law, international undergraduate students cannot qualify for the lower in-state tuition. Scholarships are rare, and it is extremely difficult (usually impossible) to arrange for legal off-campus employment. On-campus employment (although legal, helpful, and usually available) is insufficient to cover your tuition and fees. In summary, your experience will be far less stressful if you and your family make a financial plan that guarantees your being able to finish your degree program.

### Proof of Insurance

NMT requires all international students provide proof of insurance before enrolling in classes. See requirements on International Insurance page.

### Proof of English competency

If English is not your native language, an official TOEFL score of at least 540 (paper-based), 207 (computer-based), or 76 (internet-based) is required for admission. Request that your score be sent directly to New Mexico Institute of Mining and Technology. ***We must receive the official scores directly from the testing service.***

### Proof of academic competency

**Secondary school records ("transcript"):** Your secondary school coursework must include four years of instruction in your native or national language plus a minimum of (a) **three** years of instruction in algebra, geometry, trigonometry, or more advanced mathematics; (b) **two** years of instruction in laboratory sciences such as biology, chemistry, physics, and earth sciences; and (c) **three** years of instruction in the social sciences, including one year of history. ***We must receive a Document-by-Document report from World Education Services, an independent credential evaluation provider. Contact WES at [www.wes.org](http://www.wes.org) for instructions on submitting your credentials. WES requires a fee for processing applications.***

**College transcripts from outside the United States:** If you have attended or are attending college-level courses, ***we must receive a Comprehensive Course-by-Course Report from World Education Services. Contact WES at [www.wes.org](http://www.wes.org) for instructions on submitting your credentials. WES requires a fee for processing applications.***

If you want credit for university-level courses taken outside the United States, ***please submit a syllabus, in English, of each course*** to this office. Your transfer credits will be evaluated if all materials are received before the deadline.

**College transcripts from inside the United States:** If you have attended college or university within the United States, ***we must receive an official transcript from that school.*** Again, transfer credits will be evaluated if all materials are received before the deadline.

### DEADLINES

**May 1 – for fall semester**

**October 1 – for spring semester**

Your file must contain your application, fees, and all supporting documents as described herein, by these dates in order to be considered for admission.

