



NEW MEXICO HIGHLANDS UNIVERSITY®

**International Education Center
LAS VEGAS, NEW MEXICO 87701, USA**

Thank you for your interest in applying to New Mexico Highlands University (NMHU). We are very excited that you are considering NMHU 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 NMHU 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 NMHU, handling issuance of I-20 and DS-2019 certificates, reporting requirements and making the most of your academic experience at NMHU. You will find that your fellow students are a diverse group of interesting and talented people.

You can obtain information about NMHU by visiting our website at www.nmhu.edu. Once you have printed and filled out the application form and gathered all required documents, mail them **directly, from the country you currently reside in to:**

New Mexico Highlands University
International Education Center
Box 9000
Las Vegas NM 87701
USA

Applicants who are applying to NMHU 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 USA. These documents become the property of NMHU 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 IEC. 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 NMHU.

You will be required to pay all of your tuition, fees, and 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 F-1 and J-1 student visas will be charged for health insurance once enrolled at NMHU, to cover any expenses that are not covered by the student health center.

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 further assist you with any of your application requirements please contact IEC at 505-454-3372 or email international_ed@nmhu.edu.

Sincerely,

NMHU International Education Center
New Mexico Highlands University
Las Vegas, New Mexico 87701

INSTRUCTIONS FOR INTERNATIONAL STUDENT ADMISSION

NMHU offers admission to qualified international applicants.

Before you apply, please review the programs of study offered by NMHU.

Print this application packet, fill it out, sign it and mail it with all additional required documentation. (**Note: NMHU does not accept online applications from international applicants**).

Print and complete the financial certificate form and submit it along with official bank statements and or commitment letters.

Mail all of the above to the NMHU 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 28st

FALL SEMESTER: May 31st

SPRING SEMESTER: October 31th

Required Documents for Undergraduate Applicant

1. **Application form:**
2. **Official records of previous education:** Official transcripts, certificates, or grade records with all necessary official translations into English must be sent (in a sealed envelope) from all educational institutions attended. Credentials must be in English and grades converted to U.S. equivalent. Both the actual transcript and the translation must be verified as official by an appropriate seal and signature. The record should show courses or list of subjects studied, evaluated ratings or grades (preferably course by course), and time period and duration of courses. The record should also contain a certificate of completion (diploma). Undergraduate applicants must also include secondary level transcripts showing the most recent four years of study.

If seeking a second Bachelor's degree the applicant must provide official transcripts from all universities attended and certification of degree, in addition to the secondary transcripts and certification of completion of secondary education. Individuals seeking a second bachelor's degree will be assessed the tuition fee at the Graduate Student level.

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.

Minimum English Test Admission Requirement

	Written	Computer	Internet
TOEFL www.toefl.org	500	173	61
TOEFL for Business Applicants	520	190	68
IELTS www.ielts.org			5
IELTS for Business Applicants			6

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, non-refundable \$15 application fee** (not required of returning students)
4. **Financial Certificate form, official bank statements and letters.**



Application for Undergraduate Admission

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

1-800-338-NMHU
(505) 454-3434
E-mail: admissions@nmhu.edu
www.nmhu.edu

Please include a one-time \$15 non-refundable application fee. Please also have official transcripts and ACT/SAT scores sent to the NMHU Admissions Office.

For Official Use Only:
Generated ID: @

Print or Type All Information (please print clearly)

Male Female

Social Security Number _____ Date of Birth (MM/DD/YY)(required) _____

Last Name (Legal) _____ First and Middle _____

Preferred Name _____ Other Names on School Records _____

Mailing Address _____ City _____ State _____ Zip _____

Permanent Address _____ City _____ State _____ Zip _____

Daytime Telephone Number _____ Evening/Cell Phone Number _____ E-mail Address _____

Parent(s)/Guardian(s) Name(s) _____ Emergency Contact Number _____

Ethnicity

In compliance with the US Department of Education for Title IV federal requirements, please indicate your ethnic origin.

- Hispanic or Latino Non Hispanic or Latino

Race

Please select one or all that apply:

- 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)

- U.S. Citizen
 Foreign (If transferring from a U.S. institution, please submit a copy of the passport Form I-94 showing appropriate current student visa status.)
Country and City of birth: _____ Country of Citizenship: _____
 Alien Resident (An official copy of Form I-551 is required.)
 Undocumented

Residency-Must be indicated

If you are claiming New Mexico residency for in-state tuition classification, you must complete the following section. Failure to provide complete information will result in automatic non-resident status.

State of legal residence: _____ If a New Mexico resident, what is your county of legal residence? _____
As of the date of this application, how long have you lived continuously in the state of New Mexico? _____ / _____ / _____
Yrs Mos Days

If you are 23 years of age or younger, were you reported as a dependent on your parent's or guardian's federal income tax return last year?

Yes _____ No _____ If yes, please provide the following:

Names of parents or guardians: _____

Current Address: _____

Street City State Zip

Educational History and Records

Last High School attended or GED taken _____ City _____ State _____

Date of graduation _____ or Date when GED was taken _____

List all colleges/universities you have attended, if any. Please begin with the most recent and have official transcripts sent from each.

Name	Location	Dates of Attendance/Degree, if any
1 _____	_____	_____
2 _____	_____	_____
3 _____	_____	_____
4 _____	_____	_____



NMHU Campus

Please indicate your place of attendance: Albu Site (Social Work Only) Rio Rancho Center NMHU/SFCC
 Las Vegas-Main Campus Raton Site NMHU/SJC

Please indicate the academic term and the year in which you plan to enroll at NMHU: Full-time Part-time
 Fall _____ Spring _____ Summer _____

Intended major field of study: _____ (click here to view list)

Select the statement below that best describes your entry status:

- A New Freshman, completed high school or GED
- B Dual Credit or Concurrent-enrollment freshman (planning to take courses while still in high school)
- C Transfer student with fewer than 16 transferable college credits (high school transcripts and ACT/SAT scores are necessary to be considered for admission)
- D Transfer student with 16 or more transferable college credits or who has completed an associate's degree prior to admission.
List degree: _____
- F Student seeking a second bachelor's degree

Have you previously applied to New Mexico Highlands University? Yes No If yes, when ____/____/____

Have you previously attended New Mexico Highlands University? Yes No If yes, please provide dates: _____

Have you ever been dismissed or suspended from any college/university for any reason? Yes No
If yes:

Name of institution	Location	Date of suspension

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 misrepresentations on this application may be considered grounds for denial of admission, cancellation of registration or suspension from the university.

Signature: _____ Date: _____

For Official Use Only: HS Cum GPA: _____ GED: _____ College Cum GPA: _____
Application Fee Status: Paid _____ Deferred _____ Waived _____
Residency: Y N Residency Code: _____ **Admissions Status:** _____

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.

List of Majors offered at NMHU*:

Anthropology/Sociology (BA, BS)

With concentrations in:

Anthropology
American Indian Studies
Criminology
Sociology

Biology (BA, BS)

With concentration in:

Teaching

Business Administration (BBA)

With concentrations in:

Accounting
Finance/Managerial
Finance/Personal
General Business
International Business
Management
Management Information Systems
Marketing
Marketing/Media Arts

Chemistry (BA, BS)

With concentration in:

Forensics (BA)

Computer and Mathematical Modeling (BS)

Computer Science (BA, BS)

With concentrations in:

Individualized Program (BA, BS)
Information Systems (BA)
Software/Hardware Systems (BS)

Criminal Justice Studies (BA)

Early Childhood Multicultural Education (BA)

Elementary Education (AA/BA)

English (BA)

Environmental Geology (BS)

With concentrations in:

Geology
Watershed Management

Fine Arts (BA, BFA)

With concentrations in:

Interdisciplinary
Pre-Professional
Liberal Arts

Forestry (BS)

With concentrations in:

Forestry
Wildland Fire

General Science for Secondary Tchrs (BA)

With concentrations in:

Biology
Chemistry
Geology

Health (BA)

With concentrations in:

Health Education
Health Promotion and Wellness
Pre-Professional Athletic Training
Pre-Professional Health

History (BA)

With concentrations in:

Law Emphasis
Liberal Arts

Human Performance and Sport (BA)

With concentrations in:

Exercise Science
Physical Education
Recreation and Sport Management

Mathematics (BA, BS)

Math/Computer Science for Secondary Sch Tchrs (BA)

Math/Computer Science for Elementary Sch Tchrs (BA)

Media Arts (BA)

Media Arts (BFA)

With concentrations in:

Communication Design
Digital Filmmaking
Interactivity & Multimedia

Music (BA)

Music (BA)

With concentration in:

Music Education

Music (BFA)

With concentrations in:

Music Composition
Vocal Performance

Nursing (BSN) (For licensed RN's only)

Political Science (BA)

With concentrations in:

Law Emphasis
Liberal Arts

Pre-Engineering

Psychology (BA, BS)

Spanish (BA)

Special Education (BA)

Social Work (BSW)

University Studies (BA)

***NMHU reserves the right to change its instructional and other programs at any time.**

If you prefer to have admission and visa documents mailed to another address other than that of your home country, provide the mailing address below:

Name

Street or P O Box **Apt. #**

City

State or Province

Zip Code

Country

International Education Center
NEW MEXICO HIGHLANDS UNIVERSITY
LAS VEGAS, NEW MEXICO 87701, USA

All applicants holding or intending to seek and F1 or J1 Student visa must complete this form and submit it with required documents for application and admission purposes. Neither a Certificate of Eligibility (form I-20 or DS-2019) nor an application decision will be released until the information and required documentation is provided. The purpose of this form and the accompanying documentation is to verify that sufficient financial resources are available to support the applicant during the period of study at this university.

The documentation must be original instead of photocopies and must be signed by original signatures and/or accompanied by official seals or stamps.

Family name/ Surname _____ First/ Given Name: _____

Current Mailing Address: _____

City: _____ State/ Region/ Province: _____ Country: _____

Telephone, with country Code: _____

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.

Name	Date of Birth month/day/year	Country 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.**

	<u>Under Graduate</u> Based on 12 – 18 Credit hours/semester	<u>Graduate</u> Based on 9 credit hours/semester
Tuition and Fees	\$3,096.00	\$2,439.00
Living expenses (estimate)	\$4,374.50	\$4,374.50
Health Insurance	\$315.00	\$315.00
Total	<u>\$7,785.50/ semester</u>	<u>\$7,128.50/ semester</u>
Amount needed for issuance of I-20 or DS-2019	<u>\$15,571.00/ year</u>	<u>\$14,257.00/ 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, you should not expect the employment to serve as your sole means of support. You should not expect to be employed by NMHU.**

SOURCE OF FUNDING	REQUIRED DOCUMENTS FOR VERIFICATION
Personal funding Name of Bank _____ Account Holder _____ Amount of funding in USD _____	Original Bank Statement bearing the account holder's name and amount of funding available in the account. Funds must be converted to the equivalent of U.S. Dollars
Family/ Relative/ Sponsor Name _____ Funds in USD _____ Relation to Applicant _____ Name _____ Funds in USD _____ Relation to Applicant _____	Original Bank Statement bearing the account holder's name and amount of funding available in the account. Letter of commitment binding the sponsor to support the applicant in the amount needed for the full duration of study should include the following : <ul style="list-style-type: none"> • Amount of funding • Sponsor's signature • Date (If sponsor is residing in a different country, the sponsor should mail the letter of commitment along with official bank statements, directly to NMHU).
Government/Employer/ Other Name _____ Funds in USD _____ Name _____ Funds in USD _____	Official letter of support Official bank statement, affidavits, or sworn statements
Scholarships, awards or loans: Awarded by: _____	Official award letter Official Loan approval form Official Scholarship acceptance All should contain the amount of funding in USD and the length of time the funding will be available to the applicant.

The amount of _____ (in U.S. Dollars) will be available for each and every semester of my studies at New Mexico Highlands University.

STUDENT CERTIFICATION ---- Required of all applicants

My signature certifies that I have available for my first academic year of study at New Mexico Highlands the amount of \$ _____ (including funds for spouse and children, if applicable.)

I certify that the information provided on both sides on this form is correct and complete and that I shall not require additional financial assistance from NMHU.

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