

Blessings from Charis Bible College,

Thank you for your interest in Charis. We are pleased that you desire to study the Word at our Woodland Park Colorado Campus. All the necessary forms you will need to begin the process of becoming an International Student at Charis are enclosed. These will need to be completed, scanned and emailed to [Admissions@awmcharis.com](mailto:Admissions@awmcharis.com), or you may mail them to:

Admissions: Charis Bible College  
800 Gospel Truth Way  
Woodland Park, CO 80863

There are many qualifications that you will have to meet to be approved for an M1 Student Visa. You must prove that you are financially able to pay all fees and tuition, and prove that you have enough finances to support yourself and any additional family members **without working** while you are here in the States studying. The amount currently required for living expenses, tuition and fees for one academic school year is **\$20,000.00 USD**. This amount is for an individual with no dependents and fluctuates accordingly. We know what a huge commitment it is for our International Students *this amount will require sacrifice, discipline, and possible joint housing arrangements with other students and/or families to make it through the year.*

**Our Fall start date is August 30th, 2021.**

**Please note that the Spring Term start is NOT an option for International Students.**

After your Visa is approved, you may arrive in the United States no more than 30 days prior to the start of school. **Your entire year's tuition and fees are due the day of On-Campus Registration** (dates to be given closer to enrollment). Thank you for contacting us and we believe that the Lord will bless you for your desire and willingness to study His Word.

Blessings,

*Emilie Hyatt*

SEVP Designated School Official  
719-272-3360 Email: [emiliehyatt@awmcharis.com](mailto:emiliehyatt@awmcharis.com)

## Requirements for Initial Enrollment

Charis Bible College is authorized under federal law to enroll non-immigrant foreign students and is recognized as an M-1 vocational school to prepare students for the work of the ministry. The school offers a two year degree program in Biblical and Practical Studies and a third year program which offers seven different areas of study to choose from. Our desire is to provide quality biblical and spiritual instruction to Christian students who desire to:

- Enhance their spiritual growth and Christian walk
- Acquire biblical knowledge and training
- Develop necessary skills to prepare for further ministry or a ministerial calling
- Learn to walk and live a spirit-filled victorious life
- Equip the Body of Christ in the truth of the gospel and in turn teach others

**PLEASE NOTE:** due to the timely manner of processing International paperwork and scheduling appointments with U.S. Embassy/Consulate: Fall Term International paperwork will **NOT be accepted after July 1<sup>st</sup>.**

International students outside the U.S. desiring to attend Charis and receive an I-20M, [Certificate of Eligibility for Non-Immigrant M-1 Student] - For Vocational Students, must meet the following criteria to be accepted:

- Be proficient in English
- Be at least 18 years of age
- Abide by the International Student Guidelines and the Student Handbook
- Agree to attend Charis Bible College full-time day school
- Agree to not accept any type of employment while in the U.S.
- Agree to return to his/her home country immediately following completion of the academic school year at Charis Bible College.
- Complete the Financial Assurance Form by the student or person sponsoring the student. A copy of their bank statement must be attached. These funds must be in a checking or savings account and must cover the most recent **60 days** of activity.
- Provide proof of required funds:
  - \$20,000.00 USD individual student (includes tuition and fees of \$5,560.00 USD and minimal living expenses)
  - \$6,000.00 USD additional for a spouse not attending Charis
  - \$5,000.00 USD for each dependent not attending Charis
  - \$5,560.00 USD additional will be added for each spouse or dependent attending Charis.

**These amounts are for a very basic lifestyle. It does not include the purchase, maintenance, or fuel for an automobile, childcare, health insurance, cable TV, or other amenities. It also does not include the cost of home furnishings. There are very few furnished apartments or homes available.**

# International Student Guidelines

## Once Accepted

### Step 1:

Once you receive the I-20M via FedEx from Charis, go online to: [fmjfee.com](http://fmjfee.com) and pay the I-901 Fee of \$350 USD and print a receipt as proof of payment; you will need to bring this copy with you for enrollment.

### Step 2:

Schedule an appointment at the nearest U.S. Consulate or Embassy. This may also be done online. This appointment must be for an M-1 Visa. We are not certified to accept students on an F-1 Visa. Note: Regulation states that your M1 Visa cannot be issued more than 120 days prior to the start date of school.

### Step 3:

Take your Charis acceptance letter, any financial receipts, the I-901 Fee receipt, and the Form I-20M to your Visa appointment.

### Step 4:

Once approved, please email a copy of the Visa to Charis Bible College for verification. It is mandatory that this be done before you leave the country.

## Admittance to the United States

A student is allowed to enter the United States on an M-1 Visa no more than 30 days prior to the official start date of school as indicated on the I-20. You must present the following items at the time of entry to the U.S.

- Form I-20M properly filled out by the student and by a designated school official of Charis Bible College.
- Financial Assurance Form with attached bank statements.
- Acceptance letter from Charis Bible College
- Passport with M-1 Visa

When you go through U.S. customs the inspecting officer will verify and electronically clear your paperwork, stamp the Form I-20M and should designate class as M-1 in writing. The officer will also issue an I-94 Form [Department of Homeland Security Departure Record] that is usually electronically filed by the officer. You must always have the I-20 Form with you.

*If the I-20M Form is lost, you may request a reprint from your Designated School Official (DSO).*

## Arrival to Charis

Once the student has arrived for enrollment, the student must enroll at Charis and make a **full year's payment of tuition and fees**. The following items must be turned in to the Designated School Official (DSO) during enrollment:

- Copy of stamped I-20M document: Passport, with M1 Visa and Stamp from port of entry
- Copy of I-94 issued at port of entry (usually electronically filed). Can be obtained by going to this site <https://i94.cbp.dhs.gov/i94/#/home> then you can print form and send a copy to [admissions@awmcharis.com](mailto:admissions@awmcharis.com)
- I-901 Fee Payment receipt from SEVIS
- I-20M with Student Signature
- Student's U.S. address and phone number (if not previously known)
- Copies of M-2 Visas, passports, and all supporting documents of spouse and/or dependents.

*Once these documents are received, the DSO will enroll the student on-line with SEVIS to confirm their status as an active student.*

## Requirements to Attend Second Year or Third Year

Sixty days before the expiration of the student's I-20M, the Designated School Official will give the student a Letter of Intent to complete regarding the student's plan for the next school year. The student must choose one of the following two options:

1. Not returning for second or third year:
  - When a student completes their course of study or elects not to return for second or third year, the student must return to their home country within 30 days of the I-20M expiration date.
2. Returning for second or third year and leaving the U.S. during Summer break. This Letter of Intent must be returned to the DSO by the due date.
  - Charis is an M1 school and is not authorized annual break (Summer). Therefore, Charis will no longer request M1 Extensions as we are not eligible to do so for any student. We will also not accept a student who requests an M1 Extension on their own.

The following requirements must be met for the student to make the transition to the second year or third year:

- **Tuition and fees must be paid in full for the entire year upon returning.**
- Third year program fees will be due at the start of school. (Check third year financial sheet.)
- Completion of first or second year.
- Full compliance with Student Handbook and International Student Guidelines.
- No acceptance of employment during first or second year.
- Completed and submitted Letter of Intent to DSO.
- Submitted Financial Assurance Form for tuition and fees and living expenses for the upcoming year.
- A new I-20M must be updated and reissued.
- Student must depart the country within 30 days of previous I-20M expiration date.

Before returning to the U.S.

- Student must pay additional SEVIS fee prior to reentry into the United States Online at the following website: [fmjfee.com](http://fmjfee.com) where student will enter the new SEVIS ID and pay the I-901 Fee for the new school year.
- Student must renew M-1 Visa while in home country.

## Mission Trips for 2nd Year International Students

Completion of a mission trip is required to be eligible to graduate from Charis. International Students will not be able to travel outside the U.S. therefore, their trip will be within the U.S.

## Charis Bible College Reporting Requirements

The student is responsible to know and to follow the Student Handbook as well as the International Student Guidelines while attending school.

Please be informed that Charis is required to re-register all foreign students each term to confirm their active status and to report the following to SEVIS:

- Any disciplinary action taken against a student as a result of the student being convicted of a crime.
- Failure to enroll, maintain status or complete the program.
- Date of termination of enrollment and the reason for termination.
- Any special events that would significantly affect the student's attendance or enrollment such as a major illness, accident, etc. The student should immediately contact the school office regarding anything that would interrupt their attendance so that a determination may be made.
- Change of address (The student must immediately inform Charis' DSO of any address change.)

### Causes for Expulsion

The student will be dismissed from Charis for any of the following reasons:

- Failure to attend classes.
- Excessive absences or tardiness.
- Acceptance of employment.
- Failure to comply with the Student and/or International Student Guidelines.
- Failure to pay tuition and fees by enrollment.
- Any criminal activity.
- Failure to maintain status for any reason.

### Questions or Concerns

Should a student have any questions or concerns regarding these International Student Guidelines or if an issue arises, the student will contact the Designated School Official at Charis Bible College as soon as possible.

### Acknowledgement of International Student Guidelines

I, \_\_\_\_\_ (Print Name), hereby acknowledge that I have received, understood, and will comply with this letter.

\_\_\_\_\_  
Student's Printed Name

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

## International Student Questionnaire

 Date \_\_\_\_\_ Please print neatly or type

*Write your name exactly as it appears on passport and submit a copy of passport(s) for verification.*

 \_\_\_\_\_  
 Surname (Last Name)                      Given Name (First Name)                      Middle Name

 What name do you go by? \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Month/Day/Year

Country of Birth \_\_\_\_\_ Country of Citizenship \_\_\_\_\_

City of Birth \_\_\_\_\_

 Gender (Please Circle One): Male Female  
 Marital Status (Circle): Single Married  
 Separated Divorced Widowed

|             |
|-------------|
| Phone _____ |
| Fax _____   |
| Email _____ |

 Permanent Physical Address (no P.O. Box)  
*Please write as to appear on an addressed envelope*

 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

 Mailing Address (For FedEx)  
*Please write as to appear on an addressed envelope*

 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

List all dependents to accompany you to the United States:

| Entire full names (as appears on passport) | Birthdates (Month/Day/Year) | Birth Country and City of Birth | Gender |
|--|-----------------------------|---------------------------------|--------|
|  |                             |                                 |        |
|  |                             |                                 |        |
|  |                             |                                 |        |
|  |                             |                                 |        |

What languages do you speak? \_\_\_\_\_

List the highest degree, if any, you have earned: \_\_\_\_\_

Are you able to provide a copy of transcript(s) translated into English? Yes or No

Where are your plans for housing? \_\_\_\_\_

In case of emergency, who should be notified in (1) the U.S. and if necessary, (2) in your home country?

| Name | Relationship | Phone Number | Address or Email |
|------|--------------|--------------|------------------|
| 1    |              |              |                  |
| 2    |              |              |                  |

## Financial Assurance Form

According to the U.S. Citizenship and Immigration Services (formerly the Department of Immigration and Naturalization), Charis Bible College, and its representatives, have the right and is required to inquire concerning the financial provisions for \_\_\_\_\_ to ascertain his/her ability to live in the United States while attending school at Charis Bible College. A bank statement or proof of financial responsibility from the sponsoring party must be attached.

What is the total amount available to this student for educational and living expenses for the first year in the U.S.? \_\_\_\_\_

Person(s) providing financial support: (Please print)

| Name | Address | Phone Number | Email |
|------|---------|--------------|-------|
|      |         |              |       |
|      |         |              |       |
|      |         |              |       |
|      |         |              |       |

Bank or Financial Institution Name: \_\_\_\_\_

Bank or Financial Institution Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

| Account Number | Type of Account: (Specify Checking/Savings/Other) | Amount |
|----------------|---|--------|
|                |   |        |
|                |   |        |
|                |   |        |

Are figures shown on statement in U.S. dollars or another currency? \_\_\_\_\_

If another currency, please give current exchange rate to U.S. dollars: \_\_\_\_\_

I verify that the above information is true and correct and have attached bank statements to verify this information.

\_\_\_\_\_  
 Student's Signature

\_\_\_\_\_  
 Sponsor's Signature (if other than student)

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Date

## Completed Checklist:

***The following items must be received by July 1<sup>st</sup>, 2021 before acceptance for admissions will be granted:***

- Completed Application
- Non-Discrimination & Code of Conduct Waiver (*Included in Application*)
- Signed copy of International Student Guidelines
- Completed International Student Questionnaire
- Financial Assurance Form Signed and Completed
  - A 60-day bank statement copy or proof of financial responsibility from the sponsoring party.
- If you desire to obtain a Non-Accredited degree upon graduating Charis, we will need Official Transcripts from your highest level of education that was completed with a degree or diploma.
- Copy of Certificate of Promotion for First Year
  - (If applying for Second Year program from our correspondence or Online program)
- Current copy of your passport
- Copy of passports of spouse and/or dependents traveling with you

**All paperwork in languages other than English must be translated and notarized before submission.**

**Charis Bible College**  
**Attn: Admissions**  
**800 Gospel Truth Way, Woodland Park, CO 80863**  
**Phone: 844-360-9577 Fax: (719) 457-5953**  
**OR**  
**Scan and Email to: [admissions@awmcharis.com](mailto:admissions@awmcharis.com)**