

# HUNTER COLLEGE INTERNATIONAL ENGLISH LANGUAGE INSTITUTE

Web Information Packet For The I-20 Form: Applicants Outside the U.S.

Dear Student:

Thank you for your interest in the Hunter College, International English Language Institute (IELI).

In order to receive the I-20 form to study at the IELI, you and your sponsor must prepare several documents for your admission. For your information, the IELI upcoming semesters are listed below. Check very carefully the application deadlines and the school reporting dates. If you cannot complete your admission documents or travel to the United States before these dates, you must contact the school immediately. We can give you an extension (more time) if there is still space available in the semester you want to begin classes.

When your admission to the IELI is approved, you will receive your new I-20 form and more information about applying for the Student Visa (F-1). Follow the steps for applying for the F-1 Visa very carefully before you go to the American Embassy with your documents. If you plan to travel to the U.S. with your wife/husband and/or children, you must complete a separate F-2 application form for them. You can contact us directly for this special application. To learn more about the F-1 and other Immigration regulations visit the IELI website <http://eslnyc.hunter.cuny.edu> in the section "Getting Your Visa".

## NEW SEMESTERS & REPORTING DATES

YEAR	DATES OF SEMESTER ↓	APPLICATION DEADLINES ↓	REPORT TO SCHOOL BY: ↓
<b>SUMMER 2009</b>			
Summer	June 8 to July 30, 2009	April 17, 2009	<b>May 18, 2009</b>
<b>FALL 2009</b>			
Fall I	September 1 to October 23, 2009	June 20th, 2009	<b>August 14, 2009</b>
Fall II	October 28 to December 22, 2009	August 7, 2009	<b>October 5, 2009</b>
<b>Spring 2010</b>			
Spring I	January 25 to March 19, 2010	November 3, 2009	<b>January 5, 2010</b>
Spring II	March 29 to May 21, 2010	January 20, 2010	<b>March 2, 2010</b>

We look forward to having you as a student at the Hunter College, IELI. If you have any questions, please contact us.

Sincerely,

**IELI Student Services**

[ieliss@hunter.cuny.edu](mailto:ieliss@hunter.cuny.edu)

Telephone: 1-212-772-4208

Fax#: 1-212-772-5722

# INSTRUCTIONS FOR PREPARING THE DOCUMENTS FOR THE I-20 FORM

This page explains the steps that the student and the sponsor must follow in order to apply for the form I-20 and admission to the IELI. Please read the information below and follow the steps to prepare your admission documents.

## STEP 1: HOW TO DETERMINE IF YOU CAN BE A SPONSOR

In order to sponsor a student, you must present proof to the school and the American Embassy that you can pay for the student's educational and living expenses in the United States. The IELI requires that all sponsors show proof of financial support for the first academic year (9 months). **PLEASE NOTE:** Students can become their own sponsors if they have sufficient funds (money) to pay for their expenses. The school estimate below can help you decide if you can become a sponsor.

### IELI STUDENT'S ESTIMATED EXPENSES FOR A 9-MONTH ACADEMIC YEAR (4 Semesters)

Tuition and Fees*	\$ 7,280.00	*tuition subject to change without prior notification
Books and Materials	\$ 660.00	
Living Expenses	\$ 7,520.00	
Insurance	<u>\$ 540.00</u>	
<b>Total</b>	<b>\$ 16,000.00</b>	

## STEP 2: HOW TO PREPARE YOUR ADMISSION & I-20 DOCUMENTS

Follow very carefully the step-by-step instructions to prepare the I-20 application form, Affidavit of Support, Job Letter and the Bank Statement. Also, read the information about the school transcripts and the immunization requirement.

## STEP 3: HOW TO PAY THE APPLICATION AND TUITION COMMITMENT FEE

The application fee is \$200.00 and it includes the cost of the placement test. The tuition for a full-time course is \$1,820. The course registration fee is \$25.00. The total is \$2,045. You can make your payment in two ways:

- **ON-LINE REGISTRATION:** Increase your chances to get in the program time of your choice! Go to the IELI website at <http://esinyc.hunter.cuny.edu> step #4 "Registering for Classes". Next, select "New Student" to open the screen for semesters and program choices. Click the box, "I plan to get an I-20 from your school/I have an I-20" before you choose your courses. Register for a full-time course of 18 hours per week and make your credit card payment of \$2,045. If you do not have a credit card, the school will accept a credit card payment from someone else on your behalf. Print a copy of your on-line transaction to mail it with your admission documents. PLEASE NOTE: If you have any problems with your on-line registration, you can email [ieliss@hunter.cuny.edu](mailto:ieliss@hunter.cuny.edu)
- **BANK CHECK or MONEY ORDER PAYMENT:** Get a bank check or money order for \$2,045.00 and send it with your admission documents. Note: **Registration in the program time of your choice will be determined by space availability. Personal checks are not accepted!**

Send your bank check or on-line transaction receipt with your admission documents to Hunter College, IELI; 695 Park Avenue Room 1022E; New York, New York 10065. Attention: IELI Student Services. If you would like to receive your approved I-20 form and admission documents by **Express Mail**, this handling service costs you an additional \$35.00. **Send a separate bank check or money order for \$35. The student or sponsor must pay all balances before classes begin. NO CASH!**

# INTERNATIONAL ENGLISH LANGUAGE INSTITUTE

## I-20 APPLICATION FORM: STUDENTS OUTSIDE THE UNITED STATES

**Instructions for the Student:** Please write in the information that is requested in the boxes below. Then answer the questions about your admission to the International English Language Institute. Sign your name and enter the date.

### PHOTOGRAPH

(Application will not be approved without picture)

**NOTE:** Also please attach a copy of your passport pages that have your picture, name and date of birth.

<input type="text"/>		<input type="text"/>	
Family Name		First Name	
<input type="text"/>		<input type="text"/>	
Country of Birth		Country of Citizenship	
Telephone:	<input type="text"/>		
Date of Birth	<input type="text"/>	Female <input type="checkbox"/>	Male <input type="checkbox"/>
	Month Day Year		

Address of the Applicant in the U.S.A. **(This is an Immigration requirement! If you do not have your address yet, you can use the temporary address of a family member or close friend. Application not accepted without U.S. address!)**

Address of the applicant in his/her native country **(Application will not be accepted if you do not write your address.)**

When do you want to begin your studies at the IELI? (Check semester and year.)

Fall I     Fall II     Spring I     Spring II     Summer     2009     2010

In which program would you like to study?     Morning\*     Afternoon\*     Evening

**ID#** \_\_\_\_\_ Approximate time (8:30 – 12:30)    (12:30pm – 5:00pm)    (5:30pm – 9:30pm)

For online registration students

**\*Registration in the program time of your choice will be determined by space availability and is not guaranteed. Applicants who submit their application after the deadline will need to understand that Evening classes may be the only option.**

What level of education did you complete in your country? \_\_\_\_\_

How long do you plan to study at the IELI?     6 months or more     1 year or more     \_\_\_\_\_  
Other

Why do you want to study English at the IELI? How will our English courses help you?

I want to apply to an American college (please include a copy of your transcript).

I need English for my present job or future career.     Other reason for studying English: \_\_\_\_\_

If you apply to an American college, what would you like to study? \_\_\_\_\_

How did you get your information about the International English Language Institute?

IELI Website     an IELI student     a friend     the newspaper     other: \_\_\_\_\_

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date

Please remember to include your full payment of \$2,045

**By signing and obtaining an I-20 you agree to the terms and conditions set forth by the Institute.**

**To All Students:** Please write your email address here \_\_\_\_\_

Please provide an **alternative** email address for the student if available: \_\_\_\_\_

**To Students, Sponsors and Agencies:** Please give us the name of the person we can contact if the school needs more information from you. The school will return all incomplete applications if you do not provide the name of a contact person. **Note:** We can confirm that the school received your documents only if we have your email address.

**If there is a problem with this application, please contact the:**  Student  Sponsor  Agency

Name of Contact Person or Agency: \_\_\_\_\_

Email Address: \_\_\_\_\_

Fax#: \_\_\_\_\_ Telephone#: \_\_\_\_\_

**If the I-20 is approved, please mail it to:**  Student  Sponsor  Agency

Name : \_\_\_\_\_ Address: \_\_\_\_\_  
(Please print your address clearly and include your zip code for mailing purposes).

\_\_\_\_\_

\_\_\_\_\_

**How should the school mail your approved I-20?**  By Express Mail  By Regular Air [3 or more weeks]

**REMEMBER:** Express Mail handling service will cost you an **additional \$35**. You can pay this extra fee with a Bank check/money order.

**REMINDERS:**

1. Make a copy of your documents before you mail them to the school
2. Send us a copy of your passport page that has your picture, name and date of birth.
3. Your request for admission and the I-20 form generally takes 3 weeks to be completed and I-20 will be mailed after the 3<sup>rd</sup> week.
4. You must complete a separate F-2 application if you plan to bring your family to the U.S.
5. Read the Hunter College, IELI form I-20 renewal and refund policy.
6. **Students are required to report in person to Student Services Department with their passport and I-20 within 1 week of their arrival.**

**I-20 RENEWALS:** If your student visa is not approved in time for you to attend the semester you have chosen, you can request a new I-20 for the next available session. You are permitted two I-20 renewals within 6 months. After 6 months, you must present new financial documents. Or, you may request a tuition refund.

**REFUND POLICY:** If you must cancel your admission application, you will receive a full refund of your tuition commitment payment minus the **application, testing and registration fees**. NO REFUNDS WILL BE APPROVED AFTER ONE YEAR FROM THE REPORTING DATE ON YOUR FIRST I-20. All refund requests must be made either in person or in writing and must be accompanied by the student's paid receipt and original SEVIS I-20.

**Attention Students, Sponsors & Agents:** Refund checks will be made in the name of the person who paid the tuition commitment fee. If you would like the refund check to be paid to another person, you must give the school permission to do so in writing. Credit card refunds will go into the account of the person who used his/her card to make the tuition payment.

**ATTENTION:** If you paid your tuition commitment fee with a money order, your refund check will take approximately 6 to 8 weeks to be processed. If you made your registration payment on-line, your refund transaction will show in your credit card statement approximately 4 to 6 weeks later.

# Affidavit of Support Form

**Instructions:** Complete section (A) and (C) if you are sponsoring a student. Complete section (B) and (C) if you will be your own sponsor. **NOTE:** If there is more than one sponsor, each sponsor must complete a separate affidavit of support.

## SECTION A: SPONSORS WHO WILL SUPPORT A STUDENT

- 1) I hereby certify that I am willing and able to support \_\_\_\_\_ with no less than \_\_\_\_\_ (name of student)  
\$ \_\_\_\_\_ \* per year while he/she studies in the United States. My financial support is for the student's:  
( ) educational and living expenses ( ) educational expenses only ( ) living expenses only  
**\*Note:** Students need a minimum of **\$16,000** to cover their expenses for the first academic year (9 months).
- 2) My relationship to the student is: ( ) father ( ) mother ( ) other \_\_\_\_\_
- 3) I am \_\_\_\_\_ years old and presently I ( ) live ( ) do not live in the United States.
- 4) I am employed or own a business in \_\_\_\_\_ and my annual salary is \$ \_\_\_\_\_
- 5) I have on deposit in the bank a savings/checking account which totals \$ \_\_\_\_\_
- 6) I also receive other income from \_\_\_\_\_ which totals \$ \_\_\_\_\_
- 7) I have (2, 4, etc.) \_\_\_\_\_ family members that also depend on me for financial support.

## SECTION B: STUDENTS WHO WILL SUPPORT THEMSELVES

- 1) I hereby certify that I, \_\_\_\_\_, am able to support myself with no less than \_\_\_\_\_ (name of student)  
\$ \_\_\_\_\_ \* per year while I study in the United States. It will cover my educational and living expenses.  
**\*Note:** Students need a minimum of **\$16,000** to cover their expenses for the first academic year (9 months).
- 2) I am \_\_\_\_\_ years old and presently I ( ) live ( ) do not live in the United States.
- 3) I have on deposit in the bank a savings/checking account which totals \$ \_\_\_\_\_
- 4) I receive also other income from \_\_\_\_\_ which totals \$ \_\_\_\_\_
- 5) I have (2, 4, etc.) \_\_\_\_\_ family members who also depend on me for financial support.

## SECTION C: AFFIRMATION OR OATH (Sponsor declares that all the information on the affidavit is true and correct.)

This Affidavit of Support is a legal document. Therefore, the Sponsor's name and signature must be verified by a Notary Public.

### All sponsors must complete this part and sign below.

I hereby affirm or swear that the information I have listed above is true and correct.

Sponsor's name (printed): \_\_\_\_\_

Sponsor's signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Notary Public must complete this part and sign below.

Subscribed and sworn before me this \_\_\_\_\_

day of \_\_\_\_\_, 20 \_\_\_\_ in \_\_\_\_\_

My commission expires on \_\_\_\_\_

\_\_\_\_\_  
Signature of Notary

## **PROOF OF FINANCIAL SUPPORT FROM THE SPONSOR AND STUDENT**

**Instructions for the Sponsor and Student:** You must show the school proof that the information you provided on the Affidavit of Support is true and correct. Please read below how you must prepare your financial documents.

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**I. EMPLOYMENT VERIFICATION** (from the Sponsor): If you indicated on the Affidavit of Support that you are presently working for a company or that you have your own business, you must show the school proof of your annual salary. The school will accept one of the documents from the list below.

a) **Job Letter:** You can request an official job letter from your employer with the following information:

- *your present position or title; date you began employment; your annual salary in American dollars*

b) **Income Tax Return:** You can provide the school with a copy of the income tax you completed last year. The income tax form must show the following information:

- *your complete name; the name of your employer or business; your annual salary in American dollars*

c) **Letter from Accountant:** If you have a certified accountant or bookkeeper that helps you with your business accounts, he/she can prepare a statement for you with the following information:

- *your complete name; the name of your business; amount of money you make annually in U.S. dollars*

**II. BANK STATEMENT** (from Sponsor or Student): If you indicated on the Affidavit of Support that you presently have money in the bank, you must send the school proof of the amount you have in the bank. PLEASE NOTE: Students who are sponsoring themselves **must** prepare a bank statement and an Affidavit of Support. The official bank statement or letter must include the following information:

- *your name on the account; type of account (checking/savings); the exact amount in American dollars*

**III. FREE ROOM & BOARD** (for the student): Free room & board means that a person in the U.S. will allow you to live with them for free while you study at the IELI. This can help you with your living expenses. If someone will offer you free room & board, you must get a letter from that person with the following information:

- *the name and address of the person with whom you will stay; your complete name; how long he/she will give you free room and board; a notary stamp or seal next to the person's signature*
- =====

### **IMMUNIZATION RECORD FROM STUDENT**

All I-20 applicants must provide proof of immunization for the measles, mumps and rubella (**MMR**) with their admission documents **or** when they report to the school for testing and orientation. Some applicants may be excused from this requirement because of health, religion or other reasons. To learn if you can be excused from the immunization requirement, please contact us at [ieliss@hunter.cuny.edu](mailto:ieliss@hunter.cuny.edu). **NOTE:** No special form is necessary. A doctor's note or a hospital record is acceptable proof.

# Credit Card Authorization Form

**If you have paid your tuition with a credit card online, you must fill out this Credit Card Authorization Form and return it with your I-20 application form. Your I-20 request will not be processed until this form is received. (You DO NOT need to fill this form out if you are paying with a Money Order or Bank Check)**

I certify that I have authorized a charge of \$ \_\_\_\_\_ to my AMEX, MC, VISA, DISCOVER  
Amount Paid Please Circle One

credit card for \_\_\_\_\_ . The last 5 digits of my credit card is \_\_\_\_\_  
Name of Student

and the expiration date is \_\_\_\_/\_\_\_\_/\_\_\_\_.  
Month Date Year

I, \_\_\_\_\_ certify that my billing address for the credit card is:  
Print Name of Credit Card Holder

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**X** \_\_\_\_\_  
Signature of Credit Card Holder