

HUNTER COLLEGE

INTERNATIONAL ENGLISH LANGUAGE INSTITUTE

Web Information Packet for the I-20 Form: F-1 Transfer Students.

Dear Transfer Student:

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

In order to receive the I-20 form to transfer officially to the IELI, the foreign student adviser of the last school you attended must verify that you do not have any Immigration violations. The next step is for you and your sponsor to prepare the required documents for your admission to our program.

For your information, the IELI upcoming semesters are listed below. Check very carefully the semester starting dates. If you cannot complete your documents for the school transfer by 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. Finally, if you would like your spouse (wife/husband) and/or children to remain with you in the U.S. while you study, you must complete a separate F-2 application form for them. You can contact us directly for this special application.

NEW SEMESTERS & REPORTING DATES

YEAR	DATES OF SEMESTER ↓	APPLICATION DEADLINES ↓
SUMMER 2009		
Summer	June 8 to July 30, 2009	April 17, 2009
FALL 2009		
Fall I	September 1 to October 23, 2009	June 20, 2009
Fall II	October 28 to December 22, 2009	August 7, 2009
Spring 2010		
Spring I	January 25 to March 19, 2010	November 3, 2009
Spring II	March 29 to May 21, 2010	January 20, 2010

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

Sincerely,

IELI Student Services

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 I-20 form and school transfer to the IELI. Please read the information below carefully 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 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	\$ 540.00	
Total	\$ 16,000.00	

STEP 2: HOW TO PREPARE YOUR SCHOOL TRANSFER & I-20 DOCUMENTS

In order to transfer to the IELI, you must be in good Immigration status (F-1). First, the foreign student adviser in the last school you attended must complete the attached IELI Transfer Verification Form (page 7). Next, you must follow very carefully the step-by-step instructions for preparing the I-20 application form, Affidavit of Support, Job Letter and the Bank Statement.

STEP 3: HOW TO PAY THE APPLICATION PROCESSING FEE AND TUITION

The application fee is \$200 and it includes the cost of your 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://eslnyc.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 have an I-20 /I plan to get an I-20 from your school" 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 or bring with your admission documents. **PLEASE NOTE:** If you have any problems with your on-line registration, you can email ieliss@hunter.cuny.edu.
- **BANK CHECK or MONEY ORDER PAYMENT:** Get a bank check or money order for \$2,045 to pay to: **Hunter College, IELI** 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 check or on-line transaction receipt with your admission documents to: Hunter College, IELI 695 Park Avenue #1022E; New York, New York 10065. Attention to: IELI Student Services. You can also bring your documents to the IELI Student Services Department in the Hunter College East Building, 10th Floor.

INTERNATIONAL ENGLISH LANGUAGE INSTITUTE

WEB I-20 APPLICATION FORM: TRANSFER STUDENTS

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 processed without picture)

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

--	--

Family Name

First Name

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Country of Birth

Country of Citizenship

Telephone:

Date of Birth / /

Month Date Year

Female

Male

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 : (8:30am – 12:30pm)

(12:30pm – 5:00pm)

(5:30pm – 9:30pm)

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 is the name of the current school you are attending? _____

When was/will be your last day of attendance at the current school? _____
(enter approximate date)

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.

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?

an IELI student

a friend

the newspaper

other: _____

Signature of Applicant

Date

**Please remember to
include your full tuition
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 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 an email address.

If there is a problem with my application, please contact the: ()Student ()Sponsor ()Agency

Name of Contact Person or Agency: _____

Email Address: _____

Fax#: _____ Telephone#: _____

If the I-20 is approved, please give it to the: ()Student ()Sponsor

Name: _____

REMINDERS:

- Make a copy of your documents before you mail or bring them to the school.
- **Send us a copy of your passport pages that have your picture, name and date of birth.**
- Your request for the I-20 form generally takes 2 weeks to be completed.
- **All new transfer students must come to the school to sign their new I-20 and complete their transfer. Once your transfer is completed, you are required by Immigration to begin full-time classes in the next available semester.**
- Make sure that you read very carefully the Hunter College, IELI refund policy.
- You must complete an F-2 application if you plan to bring your family to the U.S.

IELI REFUND POLICY FOR F-1 TRANSFER STUDENTS

- 100% refund if the Institute cancels a class
- Full tuition less \$200 admissions processing fee if F-1 student cancels application before first day of classes
- 75% refund if student stops attending classes during the first week of the term
- 50% refund if student stops attending classes during the second week of the term
- **NO REFUND REQUESTS WILL BE ACCEPTED AFTER THE SECOND WEEK OF THE SEMESTER!!**
Approved "tuition credits" are valid for one academic year (12 months) from the date they are issued.

Attention Students, Sponsors & Agents: **Refund checks will be made in the name of the person who paid the tuition 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 fee with a check or 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 1 to 2 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 receive also 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 that 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.

The 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 _____, 200 ____ 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 self-employed, you must show the school proof of your 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. 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 ieliss@hunter.cuny.edu. NOTE: No special form is necessary. A doctor's note or a hospital record is acceptable proof.

HUNTER COLLEGE

International English Language Institute

695 Park Avenue, East Bldg; 10th Floor, New York, NY 10065

F-1 STUDENTS: Transfer Verification Form

This student would like to register for full-time English courses at the IELI. Please use the section below to verify the student's attendance and immigration status at your school. You can return the form to the student or mail it to the address listed above. For your convenience, our fax number is **(212) 772-5722** and we can also be reached by phone at **(212) 772-4208**. Please release the SEVIS record to: **The City University of New York - Hunter College (IELI)-NYC214F00812019 after you receive the letter of acceptance.**

Family Name: _____ First Name: _____ Date of Birth: ____/____/____
Month Date Year

U.S. Address: _____
City State Zip Code

Phone#: _____ Email Address: _____

Address in your home country: _____

I would like to transfer for the _____ session, which is scheduled to begin on: ____/____/____
Month Date Year

Student's Signature: _____ Date: _____

TO BE FILLED OUT BY THE CURRENT SCHOOL:

1. To the best of your knowledge, is the student maintaining F-1 status as defined by USCIS regulations and eligible to transfer? Yes No If no, please explain: _____
2. Would the student be eligible to continue at your Institution? Yes No
If no, please explain: _____
3. Did student complete the program at your school? Yes No
Dates attended: From: ____/____/____ to: ____/____/____
4. Program/Degree pursued at your Institution _____
5. Has the student used any OPT or CPT time? _____
6. Student's SEVIS ID#: _____ release date: _____ **(Do not release the SEVIS record if the student does not submit a letter of acceptance from our school).**

Please use the lines below if you would like to share any additional information about this student.

Name of Institution: _____

Phone#: _____ Fax# _____ Email address: _____

Name and Title: _____

Signature: _____ Date: _____

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

X _____
Signature of Credit Card Holder