

# HUNTER COLLEGE

## INTERNATIONAL ENGLISH LANGUAGE INSTITUTE

IELI International Student Office Information Packet for the I-20 Form: Applicants Outside of 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 must prepare several documents for your admission. The IELI upcoming semesters are listed below for your reference. Check the application deadlines and the school reporting dates very carefully; note that the deadlines may vary depending upon country of citizenship.

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. Finally, if you would like your husband, wife, or child to be with you in the U.S. while you study, you must complete a separate F-2 application form for them. You can contact IELI International Student Office directly for the F-2 application.

Semesters and Reporting Dates			
Year	Dates of Semester	Application Deadlines	Report to School By
<b>Spring 2013</b>			
Spring II	April 8 <sup>th</sup> to June 1 <sup>st</sup> , 2013	January 28, 2013	March 18, 2013
<b>Summer 2013</b>			
	June 10 <sup>th</sup> to August 1 <sup>st</sup> , 2013	April 1, 2013	May 20, 2013
<b>Fall 2013</b>			
Fall I	August 28 <sup>th</sup> to October 22 <sup>nd</sup> , 2013	June 24, 2013	August 7, 2013
Fall II	October 28 <sup>th</sup> to December 21 <sup>st</sup> , 2013	August 19, 2013	October 7, 2013

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

Sincerely,

IELI International Student Office  
[ieliss@hunter.cuny.edu](mailto:ieliss@hunter.cuny.edu)  
Telephone: 1-212-772-4208  
Fax#: 1-212-772-4302

IELI International Student Office  
695 Park Avenue  
Room 1022E  
New York, NY 10065

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

This page explains the steps that the student 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

If you will be financially sponsored your financial sponsor must provide proof that they can pay for your 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:** You can be your own sponsor if you have sufficient funds (money) to pay for your expenses.

IELI STUDENT'S EXPENSES FOR A 9-MONTH ACADEMIC YEAR (4 Semesters): **Total \$ 16,000.00**

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

You must follow the step-by-step instructions to prepare the I-20 application form, Affidavit of Support, Job Letter and the Bank Statement very carefully.

## STEP 3: HOW TO PAY THE I-20 APPLICATION AND TUITION COMMITMENT FEE

The application fee is **\$140.00**. The cost of the placement test is **\$60.00**. 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://www.hunter.cuny.edu/ieli> 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 [ieli@hunter.cuny.edu](mailto:ieli@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 and cash 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 International Student Office. If you would like to receive your approved I-20 form and admission documents by **Express Mail**, this handling service costs you an additional **\$42.00**. **Send a separate bank check or money order for \$42.** **The student or sponsor must pay all balances before classes begin. NO CASH OR PERSONAL CHECK!**

# ABROAD APPLICATION CHECKLIST

When your admission to the IELI is approved, you will receive an I-20 form and more information about applying for the Student (F-1) visa. Follow the steps for applying for the F-1 Visa very carefully before you go to the American Embassy with your documents. Finally, if you would like your husband, wife, or child to be with you in the U.S. while you study, you must complete a separate F-2 application form for them. You can contact IELI International Student Office directly for the F-2 application. IELI International Student Office must receive this form.

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***In order to receive the I-20 form to study at the IELI, you must prepare several documents for your admission.  
The following must be submitted:***

- ☐ Original Complete Page Four and Five of the Application Form
- ☐ Original Complete Affidavit of Support Form Including Stamp or Signature From a Bank or Notary Public
- ☐ Original Bank Statement or Bank Letter in English With a Stamp or Signature From the Bank
- ☐ Complete Payment of \$2,045 for the First Semester
- ☐ Complete Payment of \$42 Express Mail Fee (If Applicable)
- ☐ Copy of the Biographical Page of the Passport
- ☐ Copy of Any Previous F-1 Status Document (If Applicable)
- ☐ IELI International Student Office Must Receive This Form

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**\*For Office Use Only\***

DSO Initial: \_\_\_\_\_

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

Comments:

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# INTERNATIONAL ENGLISH LANGUAGE INSTITUTE

## IELI INTERNATIONAL STUDENT OFFICE I-20 APPLICATION FORM: STUDENTS OUTSIDE THE UNITED STATES

**Instructions for the Student:** Please CLEARLY 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. IELI International Student Office must receive this original form.

Family Name

First Name

Country of Birth

Country of Citizenship

Email Address

Telephone Number

Date of Birth

/	/
Month	Day
	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 address of a family member or close friend. Application will not be accepted without a U.S. address!)

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

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

☐ Fall I☐ Fall II☐ Spring I☐ Spring II☐ Summer☐ 2013☐ 2014

Check one: ☐ Day ☐ Evening

**For Online Registration Students Only - ID#** \_\_\_\_\_

\*Registration for the day and evening classes may 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☐ 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  
tuition payment of \$2,045

**By signing and obtaining an I-20 you agree to the terms and conditions set forth by the Institute.  
Your application will not be processed without your original signature and date.**

To All Students: Please provide a **different** email address for the student if available: \_\_\_\_\_

**To Students and Sponsors:** Please give us the name of the person we can contact if the school needs more information. 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

Name of Student or Sponsor: \_\_\_\_\_

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

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

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

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 \$42**. You can pay this extra fee with a Bank check/money order.

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

\_\_\_\_\_  
Date

**REMINDERS:**

- Make a copy of your documents before you mail them to the school
- Send us a copy of your passport page that has your picture, name, date of birth, and passport expiration date.
- Your request for admission and the I-20 form generally takes approximately 4 weeks to be process and I-20 will be mailed after the 4th week.
- **Students are required to report in person to IELI International Student Office with their passport and I-20 within 1 week of their arrival.**
- You must complete an F-2 application if you plan to bring your husband, wife or child to the U.S.
- Make sure that you read the Hunter College, IELI refund policy very carefully.

**I-20 RENEWALS:** If your student visa (F-1) 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. In order to receive a new I-20 you must mail the original I-20 that was sent to you to the IELI International Student Office address.

**REFUND POLICY:** If you must cancel your admission application, you will receive a full refund of your tuition commitment payment minus the \$235 application, testing, drop fee 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 with written permission from the **student** or in writing from the **student** 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 fee. If the student would like the refund check to be paid to another person, the student 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 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:** If you have a financial sponsor your **financial sponsor must complete section (A) and (C)**. If you will be **sponsoring yourself complete section (B) and (C)**. **NOTE:** If there is more than one sponsor, each sponsor must complete a **separate** affidavit of support. You must submit this **ORIGINAL** form. Copies will not be accepted.

## 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 for educational and living expenses while he/she studies in the United States.  
**\*Note:** Students need a minimum of **\$16,000** to cover their expenses for the first academic year (9 months). An additional \$6,300 must be added to this amount for a spouse or \$4,600 for a child for dependent status.
- 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 have on deposit in the bank a savings/checking account which totals \$ \_\_\_\_\_  
**\*Note:** Bank statement/letter in English from financial sponsor(s) must total **\$16,000**.
- 5) I also receive other income from \_\_\_\_\_ which totals \$ \_\_\_\_\_
- 6) I have (2, 4, etc.) \_\_\_\_\_ family members that also depend on me for financial support.

## SECTION B: STUDENTS WHO WILL SPONSOR 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) and an additional \$6,300 must be added to this amount for a spouse or \$4,600 for a child for dependent status.
- 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 \$ \_\_\_\_\_  
**\*Note:** Bank statement/letter from financial sponsor(s) must total **\$16,000**.
- 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

The Sponsor declares that all the information above is true and correct.  
This Affidavit of Support is a legal document. The Sponsor's name and signature must be verified by a Bank or 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: \_\_\_\_\_

**Bank or 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 Bank or 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. ALL FINANCIAL DOCUMENTS MUST BE ORIGINAL AND OFFICIAL AND IN ENGLISH. Please read below about how you must prepare your financial documents. Please note you will need to obtain TWO sets of original and official financial documents, one for the school and one for the U.S. Embassy.

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### **YOU MUST SUBMIT AN ORIGINAL BANK STATEMENT:**

**BANK STATEMENT:** 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 that you have in the bank. The bank statement or bank letter must be **within three months** of the time that you submit this application. Bank statements or bank letters older than three months will not be accepted.

The original and official (stamped or signed) bank statement or bank letter must be in English and include the following information:

- *your name on the account; type of account (checking/savings); the exact amount of at least \$16,000 USD in U.S. dollars; an original stamp from the bank or original signature from the bank*

# Credit Card and Bank Check Authorization Form

## CREDIT CARD:

**If you already paid** your tuition with a credit card online, **you must fill out this section** and mail it with your application. Your I-20 request will not be processed until this form is received. *(You DO NOT need to fill out this section 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 (Please Circle One)  
Amount Paid

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

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

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

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

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

## Bank Check:

If you are paying your tuition with a bank check, **this section must filled out** and mailed with the application. Your I-20 request will not be processed until this form is received. *(You DO NOT need to fill out this section if you are paying with a Credit Card)*

I, \_\_\_\_\_ certify that my postal mail address is:  
Print Name of Person on the Bank Check

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

X \_\_\_\_\_  
Signature of Person on the Bank Check