Dear Prospective Student:

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

In order to receive the I-20 form, which gives you acceptance at the IELI, you must first prepare several documents for admission. The IELI’s upcoming semesters are listed below for your reference. Review the application deadlines and the school reporting dates very carefully. Note: Deadlines may vary depending upon country of citizenship.

All initial F-1 students must be available to take the placement test the week of the reporting date(s) listed below. Placement test dates will be posted on the website the week before your reporting date.

When your admission to the IELI is approved, you will receive your new I-20 form, acceptance letter, 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 visit the American Embassy with your documents. Note: If you would like your spouse or child to be with you in the U.S. while you study, you must complete a separate F-2 application form for them.

### Semesters and Reporting Dates

<table>
<thead>
<tr>
<th>Semester</th>
<th>Program Dates</th>
<th>Application Deadlines</th>
<th>Report to School By</th>
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</thead>
<tbody>
<tr>
<td><strong>Spring 2016</strong></td>
<td></td>
<td></td>
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<tr>
<td>Spring II</td>
<td>March 28th to May 21st, 2016</td>
<td>February 22nd, 2016</td>
<td>March 7th, 2016</td>
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<tr>
<td><strong>Summer 2016</strong></td>
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<tr>
<td>Summer</td>
<td>June 6th to July 29th, 2016</td>
<td>May 2nd, 2016</td>
<td>May 16th, 2016</td>
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<td><strong>Fall 2016</strong></td>
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<tr>
<td>Fall II</td>
<td>October 31st to December 23rd, 2016</td>
<td>September 26th, 2016</td>
<td>October 10th, 2016</td>
</tr>
</tbody>
</table>

*Note: You can still apply after the application deadline. However we can't guarantee that the U.S. Embassy/Consulate will grant your student visa for the upcoming semester in time.*

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

Sincerely,

Hunter College- IELI
Website: [www.hunter.cuny.edu/ieli](http://www.hunter.cuny.edu/ieli)
E-mail: ieliss@hunter.cuny.edu
Telephone: 1-212-772-4208

IELI International Student Office
695 Park Avenue
Room 1022E
New York, NY 10065
INSTRUCTIONS FOR PREPARING 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.

STUDENT’S ESTIMATED EXPENSES FOR A 9-MONTH ACADEMIC YEAR (4 Semesters): **Total $20,000.00**

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, and the Bank Statement or Bank Letter very carefully.

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

The application fee is **$175.00**. The cost of the placement test is **$25.00**. The tuition for a full-time course is **$2,000**. The course registration fee is **$25.00**. The total is **$2,225**. You can make your payment in two ways:

- **ONLINE 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](http://www.hunter.cuny.edu/ieli) → Step #4: "Register Now".
  - Next, Select “Courses/New Students” to open the screen for semesters and program choices.
  - Check the box, “YES- I plan to get an I-20 from your school/ 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 **$2,225**. 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 online registration, you can e-mail the Registration Office at ieli@hunter.cuny.edu.

- **BANK CHECK or MONEY ORDER PAYMENT**: Obtain a bank check or money order for **$2,225** made payable to: Hunter College, IELI and send it with your admission documents. **Personal checks and cash will not be accepted.**

- **NOTE**: Registration in the program time of your choice will be determined by space availability.

Mailing Your Payment:
Mail your bank check/money order and your online transaction receipt along 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 via **International Express Mail** (additional $50) or **Domestic Express mail** (additional $20), please specify to the application form. **The student or sponsor must pay all balances before classes begin.**
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. IELI International Student Office must receive this form.

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 F-2 Application Form (If Applicable) and Copy of the Biographical Page of Passport (must be valid for at least 6 months)

☐ **Original** Complete Affidavit of Support Form (If you have a financial sponsor)  
** Section B must be stamped or signed by the Bank or Notary Public

☐ **Original** Bank Statement or Bank Letter  
** MUST be in English and stamped or signed by the Bank

☐ Complete Payment of $2,225 for the First Semester

☐ Complete Payment of $50 International Express Mail Fee or $20 Domestic (within the U.S.) Express Mail Fee (If Applicable)

☐ Copy of the Biographical Page of the Passport (must be valid for at least 6 months)

☐ Copy of Any Previous F-1 Status Document (If Applicable)

☐ IELI International Student Office Must Receive This Form

*Scanned, e-mailed or faxed documents will not be accepted.*

--For Office Use Only--

DSO Initial: ___________________________ Date: ___________________________

Comments:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
Instructions for the Student: Please carefully write in the information that is requested in the boxes below. Additionally, answer the questions about your admission to the International English Language Institute. Sign your name and enter the date. The 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 _______/_______/__________ Check One:  ☐ Female  ☐ Male

U.S. Address: This is an immigration requirement. Application will not be accepted without a U.S. address. *Family member/Friend address will be accepted.

Foreign/Home Country Address: Application will not be accepted without home country address.

Intended Program and Semester:
When do you want to begin your studies at the IELI?
Semester: ☐ Spring I ☐ Spring II ☐ Summer ☐ Fall I ☐ Fall II
Year: ☐ 2016 ☐ 2017
Check one: ☐ Day ☐ Evening

*For Online Registration Students Only – Student 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.

Additional Questions:
A. What level of education did you complete in your country? __________________________________________
B. How long do you plan to study at the IELI? ☐6 months or more ☐1 year or more ☐ Other  ___________

C. Why do you want to study English at the IELI? ☐I want to apply to an American college ☐I need English for my present job or future career, or ☐Other reason for studying English: ____________
D. 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

Your application will not be processed without your original signature and date.

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

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

Name of Student or Sponsor: ____________________________________

Email Address: ____________________________________ Telephone #: ____________________________________

If the I-20 is approved:

**I-20 Pick Up**

Name: ______________________________ is authorized to pick up my I-20. (ID required if not the student).

**International/Domestic Express Mail Service**

Name: ____________________________________

Address: ____________________________________

__________________________________________

__________________________________________

How should we mail your approved I-20? □ Int’l Express Mail ($50) □ Domestic Express Mail ($20)

(Within the U.S.)

REMINDER: The express Mail handling service will cost you an additional $50 or $20.

You can pay this extra fee with a Bank check/money order.

<table>
<thead>
<tr>
<th>Signature of applicant</th>
<th>Date</th>
</tr>
</thead>
</table>

**REMINDERS:**

- Make a copy of all your application documents before you mail/submit them to the IELI.
- Send us a copy of your passport page that has your picture, name, date of birth, and passport expiration date.
- You must complete an F-2 application if you plan to bring your husband, wife or child to the U.S.
- Students are required to report in person to IELI International Student Office with their passport and I-20 within 1 week of their arrival.

**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 back 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 $175 application, registration fees and drop fee. 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. *Note: If you take the placement test but request a refund, you will be charged $25 USD for the placement test.

**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.

**NOTE:** 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.

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Abroad rev 03/16
To All F-1 Students: If you are applying for an F-2 visa for your spouse (husband/wife) and/or children, you must show proof to the American embassy officials that you can support yourself and your dependents. The additional costs for your dependents per year are estimated to be as follows:

Requirements: Spouse: $8,000; Per Child: $5,000.

Please complete the Student information below:

Name of F-1 Student ____________________ Date of Birth __________
Country of Birth ____________________ Country of Citizenship ________________
IELI Student Id # _______________ SEVIS I-20 # (if known) __________________

Please complete the following information about the F-1 student’s dependents:

<table>
<thead>
<tr>
<th>Family Name, First Name</th>
<th>Date of Birth</th>
<th>Country of Birth</th>
<th>Relationship to Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family Name, First Name</td>
<td>Date of Birth</td>
<td>Country of Birth</td>
<td>Relationship to Student</td>
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<td>Family Name, First Name</td>
<td>Date of Birth</td>
<td>Country of Birth</td>
<td>Relationship to Student</td>
</tr>
</tbody>
</table>

Note: Please submit copy of passport for each dependent (Must be valid for 6 months)
Affidavit of Support Form

Instructions: **If you have a financial sponsor,** they must complete this form. 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).

**To Be Completed By the Sponsor**

**SECTION A:** SPONSORS WHO WILL SUPPORT A STUDENT

1) I hereby certify that I am willing and able to support ___________________________ with no less than ______________ per year for educational and living expenses while he/she studies in the United States.

   *Note: Students need a minimum of $20,000 to cover their expenses for the first academic year (9 months). An additional $8,000 must be added to this amount for a spouse or $5,000 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 $20,000.*

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.

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**SECTION B: 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 in ENGLISH (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
INSTRUCTIONS FOR AFFIDAVIT OF SUPPORT & BANK STATEMENT

PROOF OF FINANCIAL SUPPORT FROM THE SPONSOR or STUDENT

Instructions for the Sponsor or Student:

You must provide the school with proof that the information you provided on the Affidavit of Support is true and correct. Please read the instructions below on how you must prepare your financial documents.

- You must obtain **two (2)** sets of **original** and **official** financial documents.
  - One copy for your IELI I-20 Application
  - One copy for the U.S. Embassy in your home country (visa interview).
- Please make copies of all documents before mailing your application.
- Both documents must have an **original stamp** or **original signature** from the bank and/or notary public.

SUBMIT AN ORIGINAL BANK STATEMENT/LETTER

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 bank account balance. 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:

- Student name/Sponsor’s name on the account,
- Type of account, i.e. checking/savings (**stocks, bonds not accepted**),
- And a minimum balance of **at least $20,000 USD**.
Credit Card and Bank Check Authorization Form

Credit Card:

**If you already paid** your tuition with a credit card online, you need to complete this section and mail it with your application.

Note: You do not need to complete 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)

\[ \text{Amount Paid} \]

credit card for ____________________________. The last 5 digits of my credit card is __ __ __ __ __

\[ \text{Name of Student} \]

and the expiration date is _____ / ______.  

\[ \text{Month} \]        \[ \text{Year} \]

I, ______________________________________, certify that my billing address for the credit card is:

Print Name of Credit Card Holder

_____________________________________

_____________________________________

_____________________________________

X ____________________________

Signature of Credit Card Holder

Note: We will not process a credit card payment with this form. Please make all credit card payments on our Registration site.

Bank Check:

If you are paying your tuition with a bank check, you need to complete this section and mail it with your application.

Note: You do not need to complete 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