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.

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.

**Transfer students** - In order to officially transfer to the IELI, the International Student Advisor/DSO of your previous school must, first, verify that you do not have any Immigration violations. If your advisor informs you that you are eligible to transfer, next, you must prepare the required documents for your admission to our program.

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**Semesters and Reporting Dates**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Program Dates</th>
<th>Abroad Student Application Deadline</th>
<th>Transfer student Application Deadline</th>
<th>Abroad Student Report School by</th>
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<tr>
<td>Summer 2017</td>
<td>May 30th to July 31st</td>
<td>April 24th</td>
<td>May 26th</td>
<td>May 8th</td>
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<tr>
<td>Fall I 2017</td>
<td>August 21st to October 21st</td>
<td>July 17th</td>
<td>August 18th</td>
<td>July 31st</td>
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<tr>
<td>Fall II 2017</td>
<td>October 30th to December 23rd</td>
<td>September 25th</td>
<td>October 27th</td>
<td>October 9th</td>
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<tr>
<td>Spring I 2018</td>
<td>January 8th to March 3rd</td>
<td>December 4th</td>
<td>January 5th</td>
<td>December 23rd</td>
</tr>
<tr>
<td>Spring II 2018</td>
<td>March 19th to May 11th</td>
<td>February 12th</td>
<td>March 16th</td>
<td>February 26th</td>
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</table>

*Note: If you have questions regarding the application deadlines, you may contact our office using the contact information below.*

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
International Student Office
INSTRUCTIONS FOR PREPARING DOCUMENTS FOR THE I-20 FORM

Please read the information below and follow the steps.

STEP 1: HOW TO DETERMINE IF YOU or SOMEONE ELSE CAN BE A SPONSOR

All students coming to the United States for study must demonstrate that they have sufficient funding for their program of study. Please submit the Original Financial Certification separately. All financial documents must be less than three months old. If you are sponsored by someone other than yourself, please include the Affidavit of Support and Proof of Finances for each sponsor. IELI requires proof of financial support of **$20,000.00** for the first academic year (9 months). (see page 5 for the financial documents)

STEP 2: HOW TO PAY THE I-20 APPLICATION AND TUITION FEE

The application fee is **$175.00**. The cost of the placement test is **$25.00**. The tuition per semester for a full-time is **$2,100**. Registration fee is **$35.00**. The total is **$2,335**. 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/iei](http://www.hunter.cuny.edu/iei)  "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 / 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 **$2,335**. (Complete Credit Card Authorization form page 7)
  - **Print a copy of your on-line transaction** for your records
  - PLEASE NOTE: If you have any problems with your online registration, you can e-mail the Registration Office at ileis@hunter.cuny.edu.

- **U.S. BANK CHECK or MONEY ORDER PAYMENT**: Obtain an U.S. bank check or money order for **$2,335** made payable to: Hunter College, IELI and send it with your admission documents.

**We do not accept international check, money order or cash**

**Mailing Your Payment:**
Mail your payment with you original financial support Attention to: IELI International Student Office. Hunter College, IELI; 695 Park Avenue Room 1022E; New York, New York 10065.

If you would like to receive your approved I-20 form and admission documents via International Express Mail **(additional $61)** or Domestic Express mail **(additional $23)**, please specify to the application form. **I-20 will be issued when the full payment is made.**
I-20 APPLICATION CHECKLIST

In order to receive the I-20 form to study at the IELI, you must submit the following documents:

☐ Complete the **IELI Online I-20 Application** (Copy of passport must be attached)

☐ If your are self-sponsor, please submit the Original Bank Statement or Bank Letter in English **stamped or signed by the Bank**

Scanned, e-mailed or faxed bank statements will not be accepted.

☐ If someone else is your financial sponsor, please submit his/her Original Bank Statement or Bank Letter in English stamped or signed by the Bank (Complete **Affidavit of Support** form on page 4)

Scanned, e-mailed or faxed affidavit of support forms will not be accepted.

☐ Complete Payment of $2,335 for the First Semester

☐ Complete Payment of $61 International Express Mail Fee or $23 Domestic (within the U.S.) Express Mail Fee (If Applicable)

☐ Transfer Student - **Complete Verification Form**

☐ Transfer Student - Copy of All Three Pages of All I-20 Forms From All Schools Attended in the U.S.

☐ Transfer Student - Copy F-1 Visa

☐ Transfer Student - Copy of the I-94 arrival stamp or card (blue and red stamp in your passport)

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

**Transfer students will receive an acceptance letter when the international student office receives a complete application.**

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*For Office Use Only*

DSO Initial: ___________________________ Date: ___________________________

Comments:

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