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.

### 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>
</tr>
</thead>
<tbody>
<tr>
<td>Fall I 2018</td>
<td>August 20th to October 20th</td>
<td>July 16th</td>
<td>August 17th</td>
<td>July 30th</td>
</tr>
<tr>
<td>Fall II 2018</td>
<td>October 29th to December 22nd</td>
<td>September 24th</td>
<td>October 26th</td>
<td>October 8th</td>
</tr>
<tr>
<td>Spring I 2019</td>
<td>January 7th to March 2nd</td>
<td>December 3rd</td>
<td>January 4th</td>
<td>December 17th</td>
</tr>
<tr>
<td>Spring II 2019</td>
<td>March 18th to May 10th</td>
<td>February 11th</td>
<td>March 15th</td>
<td>February 25th</td>
</tr>
<tr>
<td>Summer 2019</td>
<td>May 28th to July 19th</td>
<td>April 22nd</td>
<td>May 24th</td>
<td>May 6th</td>
</tr>
</tbody>
</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 English Language Institute at Hunter College
695 Park Avenue, East Building; 10th Floor, New York, NY 10065. Room E1022
Website: [www.hunter.cuny.edu/iei](http://www.hunter.cuny.edu/iei)  E-mail: [ieliss@hunter.cuny.edu](mailto:ieliss@hunter.cuny.edu)  Tel: 1-212-772-4208
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 $22,500 for the first academic year. (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 placement test is $25.00 and the Registration fee is $35.00

The tuition per semester for a full-time is below;

<table>
<thead>
<tr>
<th>Program</th>
<th>Hours per Week</th>
<th>Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Skills Day Time</td>
<td>18</td>
<td>$2,100</td>
</tr>
<tr>
<td>Academic Skills Evening</td>
<td>18</td>
<td>$1,500</td>
</tr>
<tr>
<td>Intensive English Program 4 week Session</td>
<td>22.5</td>
<td>$1,500</td>
</tr>
<tr>
<td>(Abroad applicants can not apply for the 4 week session)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Intensive English Program 8 week Session</td>
<td>22.5</td>
<td>$2,700</td>
</tr>
<tr>
<td>Intensive English Program 12 week Session</td>
<td>22.5</td>
<td>$4,000</td>
</tr>
</tbody>
</table>

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) ➔ “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 (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 ieli@hunter.cuny.edu.

- **U.S. BANK CHECK or MONEY ORDER PAYMENT**: Obtain an U.S. bank check or money order made payable to: Hunter College, IELI and send it with your admission documents.
- **We do not accept international check, money order or cash**

**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 you 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 for the First Semester

☐ Complete Payment of $65 International Express Mail Fee or $25 Domestic (within the U.S.) Express Mail Fee (If Applicable)

☐ Transfer Student - Complete Verification Form (Page 6)

☐ 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.

*For Office Use Only*

DSO Initial: _____________________________ Date: _____________________________

Comments:

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695 Park Avenue, East Building; 10th Floor, New York, NY 10065. Room E1022
Website: www.hunter.cuny.edu/iei  E-mail: ieliss@hunter.cuny.edu  Tel: 1-212-772-4208
Affidavit of Support Form

Instructions: The financial sponsor must complete Part A and B of 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).

SECTION A: SPONSORS WHO WILL SUPPORT A STUDENT

1) I hereby certify that I am willing and able to support ______________________________ (Name of student) 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 $22,500 to cover their expenses for the first academic year. An additional $8,000 must be added to this amount for a spouse or $8,000 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 $22,500.

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: AFFIRMATION OR OATH

By completing this affidavit, you are swearing to the U.S. government that you will provide this student with a specific amount of money from your own financial resources to study at the IELI, Hunter College. You are also proving that you can afford the support you are promising with the supporting financial documents. Statement indicates that there are sufficient funds to cover at least one year of study.

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 ______________________

**Application will not be accepted if the section B is not endorsed by a bank or notary public**
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.

- Abroad students must obtain two original and official financial documents. (transfer students need one original)
  - One copy for the school
  - One copy for the U.S. Embassy in your home country
- 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:
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 $22,500 USD.

*** You can mail your payment with your 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 $65) or Domestic Express mail (additional $25), please specify to the application form.
Transfer Verification Form: (NOT A RELEASE FORM)

To be filled out by the PDSO/DSO: Please complete the section below to VERIFY the student’s attendance and immigration status at your school. DO NOT release the SEVIS record until the student provides a letter of acceptance from Hunter College- International English Language Institute.

You can return the form to the student or mail it to Hunter College IELI to the address listed above. For your convenience, our email address is ieliss@hunter.cuny.edu. We can also be reached by phone at (212) 772-4208.

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 the 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. Has the student met all financial obligations at your institution? □ Yes □ No

7. Student’s SEVIS ID#: _______________________

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: ________________________

To be completed by the student:

Family Name: ____________________ First Name: ___________________ Date of Birth:_____/_____/_____

U.S.Address: __________________________________________________________________________________
Phone#: ____________________________ Email Address_________________________________________________
I am interested in transferring for the _______ session, which is scheduled to begin on: ______/ _____ /______

Additional Questions:
A. What is the name of the current school you are attending? ____________________

B. How many levels does your current school have? ___________ What is your current level? ___________

C. When was/will be your last day of attendance at the current school? ____________________

D. How long do you plan to study at the IELI? □ 6 months or more □ 1 year or more □ ________(Other)

Student’s Signature: ________________________ Date: ________________________

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Credit Card Authorization Form

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 an U.S. Bank Check/Money Order.

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 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.