

HUNTER COLLEGE

INTERNATIONAL ENGLISH LANGUAGE INSTITUTE

IELI International Student Office 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 International Student Advisor of the last school you attended must verify that you do not have any Immigration violations. The next step is for you to prepare the required documents for your admission to our program.

All F-1 transfer 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. All students must pay for the placement test before it is taken.

For your reference, the IELI upcoming semesters are listed below. Check the application deadlines very carefully; note that the deadlines may vary depending upon country of citizenship. If you cannot complete your documents for the school transfer by these dates, you must contact IELI International Student Office immediately. 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.

Semesters and Reporting Dates			
Year	Dates of Semester	Application Deadlines	Report to School By
Spring 2015			
Spring I	January 26 th to March 23 rd , 2015	January 19 , 2015	January 19, 2015
Spring II	March 30 th to May 23 rd , 2015	March 23 , 2015	March 23, 2015
Summer 2015			
Summer	June 1 st to August 1 st , 2015	May 25, 2015	May 25, 2015
Fall 2015			
Fall I	August 24 th to October 17 th , 2015	August 17 , 2015	August 17, 2015
Fall II	October 26 th to December 23 rd , 2015	October 19, 2015	October 19, 2015
*Note: If you have questions regarding the application deadlines you can 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,

IELI International Student Office
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 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

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. The school's estimate below can help you decide if you can be your own sponsor.

IELI STUDENT'S ESTIMATED EXPENSES FOR A 9-MONTH ACADEMIC YEAR (4 Semesters): **Total \$ 17,000.00**

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 International Student Advisor in the last school you attended must complete the attached IELI Verification Form (page 7). Next, you must follow the step-by-step instructions for preparing the I-20 application form, Affidavit of Support, and the Bank Statement or Bank Letter very carefully.

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

The application fee is **\$140**. The placement test fee is **\$60**. 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> 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/ 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 \$2,225. 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 online transaction** to mail or bring with your admission documents. **PLEASE NOTE:** If you have any problems with your online registration, you can email ieli@hunter.cuny.edu.
- **BANK CHECK or MONEY ORDER PAYMENT:** Get a bank check or money order for \$2,225 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 money order and your online transaction receipt with your admission documents to: Hunter College, IELI 695 Park Avenue #1022E; New York, New York 10065. Attention to: IELI International Student Office. You can also bring your documents to the IELI International Student Office in the Hunter College East Building, 10th Floor.

TRANSFER 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. 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 the Passport (must be valid for at least 6 months)
- 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 \$2,225 for the First Semester
- Complete Payment of \$47 International Express Mail Fee or \$20 Domestic (within the U.S.) Express Mail Fee (If Applicable)
- Complete Verification Form
- Copy of All Three Pages of All I-20 Forms From All Schools Attended in the U.S.
- Copy of the Biographical Page of the Passport (must be valid for at least 6 months)
- Copy of F-1 Visa
- Copy of Both Sides of the I-94 Card (The Small White Card in the Passport) or a copy of the blue and red stamp in your passport
- Copy of F-1 Approval Notice (If Applicable)
- IELI International Student Office Must Receive This Form

For Office Use Only

DSO Initial: _____

Date: _____

Comments:

INTERNATIONAL ENGLISH LANGUAGE INSTITUTE

IELI INTERNATIONAL STUDENT OFFICE I-20 APPLICATION FORM: TRANSFER STUDENTS

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

***Submit a copy of your passport page with picture and expiration date, F-1 visa page, and both sides of your I-94 card (the small white card in your passport) or a copy of the blue and red arrival stamp in your passport.**

***Submit copies of all of your previous I-20 forms from all schools that you have attended in the United States.**

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 address of a family member or close friend. Application will not be accepted without an 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.)

Spring I

Spring II

Summer

Fall I

Fall II

2014

2015

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

How many levels does your current school have? _____ What is your current level? _____

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: _____

How did you get your information about the International English Language Institute?

an IELI student

a friend

the newspaper

other: _____

Signature of Applicant

Date

**DO NOT FORGET TO INCLUDE
THE TOTAL FEE\$2,225!**

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.

IELI International Student Office must receive this original form.

To All Students: Please provide an **different** email address available: _____

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:

Pick Up Name: _____ is authorized to pick up my I-20.

OR

International/Domestic Express Mail Service

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 International Express Mail (\$47) By Domestic Express Mail (\$20)
(within the U.S.)

REMEMBER: Express Mail handling service will cost you an additional \$47 or \$20. You can pay this extra fee with a Bank check/money order.

Signature of applicant

Date

REMINDERS:

- Make a copy of your original documents before you submit the original documents to the school.
- **Submit copies of all of your previous I-20 forms from all schools that you have attended in the United States.**
- 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.
- **You must complete an F-2 application (If Applicable)**
- Make sure that you read the Hunter College, IELI refund policy very carefully.

IELI REFUND POLICY FOR F-1 TRANSFER STUDENTS

- 100% tuition refund if the Institute cancels a class or if the F-1 student cancels the application before the first day of classes
- 50% tuition refund will be granted when a student withdraws during the first week of classes. **No tuition refund will be granted thereafter.** Students can only get a credit for the future classes for up to one year.
*Note: Credits expire after one year.
*Note: \$235 application, testing, registration fees and drop fee are non-refundable.
*Note: If you take the placement test but request a refund, you will be charged **\$85 USD** for the placement test.

Attention Students and Sponsors: 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 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.

INTERNATIONAL ENGLISH LANGUAGE INSTITUTE *at* **HUNTER**

Dependent (F-2) I-20 Application Form

To All F-1 Students: If you would like your husband, wife, or child to be with you in the U.S. while you study, you must complete this separate F-2 application form for them.

The additional costs for your dependents per year are estimated to be as follows: *Spouse: \$6,300; each child: \$4,600.*

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:

Family Name, First Name	Date of Birth	Country of Birth	Relationship to Student
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Note: Please submit copy of passport (Must be valid for 6 months) and all 3 pages of all I-20 forms from all schools attended in the U.S. for each dependent.

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 **\$17,000** 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 **\$17,000**.

5) I receive also 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 **\$17,000** 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 **\$17,000**.

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

The Sponsor declares that all the information above is true and correct. The Affidavit of Support is a legal document. Therefore, 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

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, if you have to receive a new F-1 visa at the United States Embassy in your home country you will need to obtain TWO sets of original and official financial documents, one for the school and one for the U.S. Embassy.

=====

IF 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 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 amount of at least \$17,000 USD in U.S. dollars; **an original stamp from the bank or original signature from the bank***

HUNTER COLLEGE
International English Language Institute
695 Park Avenue, East Building; 10th Floor, New York, NY 10065

Verification Form: Please note that this is NOT a transfer 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 IELI. 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: ____/____/____
Month Date Year

U.S. Address: _____
City State Zip Code

Phone#: _____ Email Address: _____

Address in your home country: _____

I am interested in transferring for the _____ session, which is scheduled to begin on: ____/____/____
Month Date Year

Student's Signature: _____ Date: _____

Credit Card and Bank Check Authorization Form

CREDIT CARD:

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