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/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.

All F-1 transfer students must be available to take the placement test no later than the week of the reporting date(s) listed below. Placement test dates will be posted on the website the week before your reporting date.

For your reference, the IELI upcoming semesters are listed below. Review the application deadlines very carefully. If you cannot complete your documents for the school transfer by these dates, you must contact IELI International Student Office immediately.

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.

<table>
<thead>
<tr>
<th>Semester</th>
<th>Program Dates</th>
<th>Application Deadlines</th>
<th>Report to School By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall II</td>
<td>October 31st to December 23rd, 2016</td>
<td>October 28th, 2016</td>
<td>October 28th, 2016</td>
</tr>
<tr>
<td>Spring II</td>
<td>April 03rd to May 26th, 2017</td>
<td>March 31st, 2017</td>
<td>March 31st, 2017</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
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 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.

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

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 **$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 → 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/ 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 $2,225. 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 submit 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.

Submit your Payment:
Submit your bank check/money order or your online transaction receipt along with your admission documents to: Hunter College, IELI; 695 Park Ave. Room 1022E, New York, New York, 10065. Attention: IELI International Student Office.
TRANSFER APPLICATION CHECKLIST

When your admission to the IELI is approved, you will receive an acceptance letter. Please submit your acceptance letter to your current school/program Advisor or DSO. 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 $61 International Express Mail Fee or $23 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*

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

*For Office Use Only*

DSO Initial: ___________________________ Date: ________________
Comments: __________________________________________________________
__________________________________________________________
Transfer rev 03/16
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  ____/_____/_______  
Month      Day         Year  
Check One:  □ Female    □ Male

Reminder: Please submit copies of all of your previous I-20 forms from all schools that you have attended in the United States (Initial, Transfer Pending, Continued Attendance, etc.).

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:  
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 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)
E. 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.

Please remember to include your Tuition payment of $2,225
The International Student Office must receive this **original** form.

**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).

**OR**

**International/Domestic Express Mail Service**

Name: ___________________________________________

Address: ____________________________________________

_________________________________________________________________________

_________________________________________________________________________

How should we mail your approved I-20?  

☐ Int’l Express Mail ($61)  ☐ Domestic Express Mail ($23)  

(Within the U.S.)

**REMINDER:** The express Mail handling service will cost you an additional **$61** or **$23**.

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 mail/submit them to the IELI.
- Submit copies of all of your previous I-20 forms from all schools that you have attended in the United States.
- You must complete an F-2 application (if applicable).
- Make sure that you read the Hunter College, IELI refund policy very carefully.
- All new transfer students must report to the ISO and complete their transfer. Once your transfer is completed, you are required to begin full-time classes during the IELI’s next available semester.

**Refund Policy: 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:* $225 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 $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 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.

**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.
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>_________________________</td>
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</tbody>
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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 _________________.

(Name of student)

$ ________________ * 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.

To Be Completed By the Bank or Notary Public

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 AND STUDENT

Instructions for the Sponsor and 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 one (1) copy of original and official financial documents.
  - If you are applying/renewing your student visa from your home country, you will be required to obtain one (1) additional copy for the U.S. Embassy (if applicable).
- 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.
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: ____________________________________________________

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: _____/_____/_______

Student’s Signature: ____________________________ Date: ______________________

To be completed by the student:

Family Name: ______________________ First Name: ______________________ Date of Birth: _____/_____/_______

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: _____/_____/_______

Student’s Signature: ____________________________ Date: ______________________

Transfer rev 03/16
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)

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

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

Signature of Person on the Bank Check