

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.

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. You can contact IELI International Student Office directly for the F-2 application.

Semesters and Reporting Dates		
Year	Dates of Semester	Application Deadlines
Spring 2013		
Spring II	April 8 th to June 1st, 2013	March 18, 2013
Summer 2013		
	June 10 th to August 1st, 2013	May 20, 2013
Fall 2013		
Fall I	August 28 th to October 22 nd , 2013	August 7, 2013
Fall II	October 28 th to December 21 st , 2013	October 7, 2013

We look forward to having you as a student at the 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 \$ 16,000.00**

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, Job Letter and the Bank Statement 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 **\$1,820**. The course registration fee is **\$25.00**. The total is **\$2,045**. You can make your payment in two ways:

- **ON-LINE 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 \$2,045. 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 or bring with your admission documents. **PLEASE NOTE:** If you have any problems with your on-line registration, you can email ieli@hunter.cuny.edu.
- **BANK CHECK or MONEY ORDER PAYMENT:** Get a bank check or money order for \$2,045 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 check or on-line 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. You can contact IELI International Student Office directly for the F-2 application. IELI International Student Office must receive this form.

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*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 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 \$2,045 for the First Semester
- ☐ Complete Payment of \$42 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
- ☐ Copy of F-1 Visa
- ☐ Copy of Both Sides of the I-94 Card (The Small White Card in the Passport)
- ☐ Copy of F-1 Approval Notice (If Applicable)
- ☐ IELI International Student Office Must Receive This Form

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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).**

***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 a 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.)

☐ Fall I

☐ Fall II

☐ Spring I

☐ Spring II

☐ Summer

☐ 2013

☐ 2014

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? _____

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: _____

If you apply to an American college, what would you like to study? _____

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 \$2,045!**

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.

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

To Students and Sponsors: Please give us the name of the person we can contact if the school needs more information. The school will return all incomplete applications if you do not provide the name of a contact person.

Note: We can confirm that the school received your documents only if we have an email address.

If there is a problem with my application, please contact the: () Student () Sponsor

Name of Student or Sponsor: _____

Email Address: _____

Fax#: _____ Telephone#: _____

If the I-20 is approved, please give it to the: () Student () Sponsor

Name: _____

REMEMBER: If you need to receive your I-20 by mail Express Mail handling service will cost you an **additional \$42**. 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 a copy of your passport page with picture and expiration date, F-1 visa page, and I-94 card (small white card in your passport).
- Submit copies of all of your previous I-20 forms from all schools that you have attended in the United States.
- Your request for the I-20 form takes **approximately three weeks** to process.
- 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 you plan to bring your husband, wife, or child to the U.S.
- Make sure that you read the Hunter College, IELI refund policy very carefully.

IELI REFUND POLICY FOR F-1 TRANSFER STUDENTS

- 100% of tuition refund if the Institute cancels a class or if the F-1 student cancels the application before the first day of classes
- 75% of tuition refund if the student stops attending classes during the first week of the semester
- 50% of tuition refund if the student stops attending classes during the second week of the semester

*Please note: \$235 application, testing, registration fees and drop fee are non-refundable

- **NO REFUND REQUESTS WILL BE ACCEPTED AFTER THE SECOND WEEK OF THE SEMESTER!!**

Approved "tuition credits" are valid for one academic year (12 months) from the date they are issued.

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 check or 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 1 to 2 weeks later.

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 **\$16,000** 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 **\$16,000**.

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 **\$16,000** 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 **\$16,000**.

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 (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.

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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 \$16,000 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 must fill out this section** and mail it with your application. Your I-20 request will not be processed until this form is received. *(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, **this section must filled out** and mailed with the application. Your I-20 request will not be processed until this form is received. *(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