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>Summer 2019</td>
<td>June 3rd to July 31st</td>
<td>April 29th</td>
<td>May 31st</td>
<td>May 13th</td>
</tr>
<tr>
<td>Fall I 2019</td>
<td>August 26th to October 21st</td>
<td>July 22nd</td>
<td>August 23rd</td>
<td>August 5th</td>
</tr>
<tr>
<td>Fall II 2019</td>
<td>October 28th to December 21st</td>
<td>September 23rd</td>
<td>October 25th</td>
<td>October 7th</td>
</tr>
<tr>
<td>Spring I 2020</td>
<td>January 13th to March 7th</td>
<td>December 2nd</td>
<td>January 10th</td>
<td>December 16th</td>
</tr>
<tr>
<td>Spring II 2020</td>
<td>March 16th to May 8th</td>
<td>February 10th</td>
<td>March 13th</td>
<td>February 24th</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 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 $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!*
  - 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.

☐ **If someone else is your financial sponsor**, please submit the sponsor's **Original Bank Statement or Bank Letter** in English and **Affidavit of Support Form** (page 4)

☐ 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:
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________

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/ieli](http://www.hunter.cuny.edu/ieli) 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.

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 $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.

I hereby affirm or swear that the information and have listed above is true and correct.

Sponsor’s signature: ________________________________ Date: ________________________________

Sponsor’s name in ENGLISH (printed): ________________________________

Proof of Income - Attach a current salary confirmation statement written by the employer or verification of annual income for self-employed or retired individuals. The employer statement or verification of annual income must be written in English or come with a certified translation.

**This form will not be accepted without a proof of income**
Financial Documentation Guidelines

All students coming to the United States for study must demonstrate that they have sufficient funding for their program of study.

Failure to provide evidence of sufficient funds may result in the denial of the SEVIS I-20 and visa request application.

** If you are self-sponsor, please submit the Original Bank Statement or Bank Letter in English.

** If someone else is your financial sponsor, please submit the sponsor’s Original Bank Statement or Bank Letter in English and Affidavit of Support Form

** 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 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.

** The Financial Documentations can be emailed in PDF 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)
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 a 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.