

The English Language Center



International Student Application

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HOW TO APPLY FOR AN I-20 AND A STUDENT VISA

Step 1: Applying for an I-20 Form

Please send the following documents:

1. A completed and signed TELC Application.
2. A photocopy of your High School Diploma or University Transcript with an OFFICIAL English translation.
3. A photocopy of your passport data pages and the passport data pages of anyone who will be accompanying you.
4. Payment for the non-refundable \$200 processing fee. You can pay this \$200 fee by:
 - (a) Sending a money order or bank draft made payable to **LaGuardia Community College**
 - OR
 - (b) Filling out the Credit Card Authorization form in this packet.
5. Financial documentation.

The Immigration and Naturalization Service of the United States requires us to estimate the yearly expenses of our students before we can issue an I-20. The following is our estimate of how much money you will need for each year of study at TELC. Your financial documentation should reflect these amounts. All financial documents must be translated into English. Bank account balances must be stated in U.S. dollars. TELC reserves the right to change schedules and fees.

Tuition & Fees: \$5,000 Living Expenses: \$12,000 Other Expenses: \$2,500 TOTAL: \$19,500

If you plan to bring your spouse or children, you must have an additional \$5,000 per year for your spouse and \$3,000 per year for each child.

If you are self-sponsored:	If another person is sponsoring you:
An official bank letter from your bank showing the date the account was opened and the current balance stated in U.S. dollars (minimum balance: \$19,500)	(1) <u>A notarized Affidavit of Support</u> AND
	(2) An official bank letter from the sponsor's bank showing the date the account was opened and the current balance stated in U.S. dollars AND
	(3a) A letter on company letterhead from the sponsor's employer giving the sponsor's length of employment and annual salary in U.S. dollars
	(3b) A copy of the sponsor's tax return from the previous year if the sponsor is <i>self-employed in the U.S.</i>

Mail all of the required documents to:

The English Language Center
LaGuardia Community College
31-10 Thomson Avenue, Room C-354
Long Island City, N.Y. 11101

Please note:

*It takes approximately two weeks to review the application.
We reserve the right to request additional financial information.
Documents which have been altered cannot be accepted.
All original documents will be returned to you.*

Step 2: Applying for an F-1 Visa

There are several steps in applying for an F-1 visa. The order of these steps and how you complete them may vary from one U.S. consulate to another, so please consult the instructions available on the embassy or consulate website where you intend to apply.

Here is an example of the procedure you may be asked to follow:

1. When you receive your I-20, pay the SEVIS fee online at www.fmjfee.com.
2. Complete an online visa application, Form DS-160, available at a U.S. consulate or embassy website.
3. Upload a photo of yourself while completing the application. Your photo must be in the format explained in the Photograph Requirements on the website.
4. Pay the non-refundable visa application fee (if you are required to pay it before your interview).
5. Print the application confirmation page to bring to your interview.
6. Schedule a visa interview at the U.S. embassy or consulate in the country where you live. (You may schedule your interview at any U.S. embassy or consulate, but please be aware that it may be difficult to qualify for a visa outside of your place of permanent residence.)
7. Take the following documents to your interview:
 - Your I-20 form
 - Your acceptance letter from The English Language Center
 - Your passport
 - Your financial documentation
 - Your SEVIS fee receipt
 - Your visa application confirmation
 - Proof of payment for the visa (if you are required to pay it before your interview)

If the F-1 visa application is successful, the Consular Official will stamp an F-1 visa in the passport and return your I-20, your financial documentation, and your letter of acceptance.

Step 3: Arriving in the United States

The Immigration Officer at the port of entry will review your documents and give you Pages 1, 2 and 3 (the student copy) of the I-20 form. **PLEASE KEEP ALL DOCUMENTS IN A SAFE PLACE.**

Step 4: Registering for Classes

Come to The English Language Center on the date stated in the Acceptance Letter. Bring your passport, I-20 copy, and your tuition payment (credit card, debit card, cash, or money order).

In the fall, winter, and spring terms we offer two schedules. You will be assigned one of these schedules on a space-available basis.

Morning Intensive Program: 8:45 a.m. - 12:45 p.m. (Monday – Friday)

Afternoon Intensive Program: 1:30 p.m. - 6:30 p.m. (Monday - Thursday)

In the summer, there is only one schedule.

Summer Intensive Program: 9:00 a.m. - 2:00 p.m. (Monday - Thursday)

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INTERNATIONAL STUDENT APPLICATION

Check (X) the quarter in which you will start:

Fall	Winter	Spring	Summer
------	--------	--------	--------

Year: 20__ __

Name: _____
Family Name First Name

Date of Birth: Month _____ Day _____ Year _____ Male _____ Female _____

Country of Birth: _____ Country of Citizenship _____

Home Address: _____

Email: _____ Phone #: _____

Contact in the U.S.:

Name: _____

Address: _____ Phone #(_____) _____

Highest education level completed (Check one) High School _____ Years of College 1__ 2__ 3__ 4__

Have you studied in the U.S. before? Yes _____ No _____

Do you currently hold a valid F-1 Visa? Yes _____ No _____

If yes, write the visa expiration date: Month _____ Day _____ Year _____

If you have a spouse or children who will come to the United States with you, list their names, relationship (husband, wife, son, or daughter) and write the date of birth after each name.

Name	Relationship	Date of Birth (Month, Day, Year)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____/_____/_____

Signature Date

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AFFIDAVIT OF SUPPORT

Items 1 through 7 must be completed by the person who will provide the student with full or partial financial support and/or room and board during the student's course of study at *LaGuardia Community College, The English Language Center*. Students may not be sponsored by other F-1 or J-1 status individuals.

Sponsor Information

1) I, _____, citizen of _____ and residing at, _____
(name of sponsor) (country) (street)

_____ certify the following:
(city/state) (country) (telephone)

2) I am employed in the capacity of _____ with _____
(position / title) (name of employer)

located at _____ I receive an annual income of \$ (U.S.) _____
(address)

from this employment. (Attach a current salary confirmation statement in English made by that employer.)

3) I have \$ (U.S.) _____ on deposit in savings with _____
(name of bank)

located at: _____ (Attach most recent official bank statement.)
(address)

4) My family, which I currently support, consists of _____ persons (including myself). Our total annual family expenses are \$ (U.S.) _____.

Student Support Information

5) I am making this affidavit on behalf of _____ who is my _____
(name of student) (relationship to sponsor)

born on: Month _____ Day _____ Year _____.

6) I hereby certify that I am willing, able, and do commit to provide _____ with the annual amount of
(name of student)

\$ (U.S.) _____ for his/her tuition, fees, and living expenses each year during the entire program of study at LaGuardia Community College,

The English Language Center.

Room and Board Support Information

(To be completed ONLY if student will live in the sponsor's home while in the United States)

7) I hereby certify that I will provide _____ with:
(name of student)

room only in my home at the address indicated above (valued at \$5,000) or

full room and board in my home at the address indicated above (valued at \$8,000) during each year that he/she follows a program of study at LaGuardia Community College, The English Language Center.

Signature and Notarization

This Affidavit must be signed in the presence of a notarizing official.

I swear (affirm) that I know the contents of this affidavit signed by me and the statements are true and correct, and I authorize the release of the documentation presented to the student and/or U.S. government official if requested.

(signature of sponsor) (date) (print sponsor name) (date)

Sworn and subscribed before me this _____ day of, _____

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CREDIT CARD AUTHORIZATION FORM

****PLEASE NOTIFY YOUR BANK/CREDIT CARD COMPANY THAT YOU ARE AUTHORIZING THE BELOW PAYMENT****

_____ I would like to use a credit card for paying the \$200 non-refundable processing fee.

Student Information

Family Name: _____

First Name: _____

Credit Card Holder Information

Card holder's Family Name: _____

Card holder's First Name: _____

Credit Card Type: Visa _____ Mastercard _____ Discover _____ American Express _____

Credit Card Number: _____

Security Code (3 numbers) on back of card: _____

Credit Card Expiration Date: Month _____ Year _____

Signature of Card holder: _____

Date: Month _____ Date _____ Year _____

Please send I-20 and documents to:

Name: _____

Street Address: _____

City: _____ State or Province: _____

Postal Code: _____ Country: _____

Telephone number: _____

Instructions for making credit card payments:

You may fax the credit card authorization form to our office at +1 (718) 609-2004 or mail it to us at:

The English Language Center
LaGuardia Community College
31-10 Thomson Avenue, Room C-354
Long Island City, N.Y. 11101

The English Language Center

I-20 CHECKLIST

Use this checklist BEFORE you send your documents. Have you prepared all of the following?

A completed and signed TELC application form?	
A photocopy of your high school diploma or university transcript with an OFFICIAL English translation?	
A photocopy of your passport data pages?	
<p>Financial Documentation? (All financial documents must be translated into English and bank account balances must be stated in U.S. dollars.)</p> <p>If you are self-sponsored: An official bank letter showing a minimum balance of \$19,500</p> <p>If another person is sponsoring you: 1) A notarized Affidavit of Support</p> <p style="text-align: center;">AND</p> <p>(2) An official bank letter from the sponsor's bank showing the date the account was opened and the current balance stated in U.S. dollars</p> <p style="text-align: center;">AND</p> <p>(3a) A letter on company letterhead from the sponsor's employer giving the sponsor's length of employment and annual salary in U.S. dollars</p> <p style="text-align: center;">OR</p> <p>(3b) A copy of the sponsor's tax return from the previous year if the sponsor is <i>self-employed in the U.S.</i></p>	
A money order or bank draft (made payable to LaGuardia Community College) or Credit Card Authorization Form for \$200?	

How do you want your I-20 returned to you? Choose one option.

- Option 1: Mail it to me in my country. Complete mailing address:

- Option 2: Mail it to my sponsor. Complete mailing address:

- Option 3: Someone in the U.S. will pick it up for me.

Name: _____ Telephone #: _____

Mailing address: _____ Email: _____

HEALTH INSURANCE INFORMATION

Health care in the United States is very expensive for anyone without health insurance, and a short hospital stay can cost thousands of dollars. It is therefore important to have health insurance. You can purchase insurance in your home country or in the United States. Even if you never need to use your health insurance, just having it will give you peace of mind. If you experience a serious illness or accident, you cannot purchase health insurance after the fact to cover that illness or accident. Be sure to buy *medical* insurance. Travelers insurance does not usually cover medical expenses.

Costs for health insurance vary between \$500 and \$600 and sometimes more per individual each year. Here are some insurance plans for you to consider. The listing of these plans does not constitute an endorsement.

Compass Student Insurance	www.studenthealthusa.com
Gateway	www.gatewayplans.com
The Harbour Group	www.hginsurance.com
HTH Worldwide	www.hthworldwide.com
IMG	www.imglobal.com
International Student Insurance	www.internationalstudentinsurance.com
ISO Insurance	www.isoa.org
NYU STU-DENT Dental Insurance	dental.nyu.edu/patientcare/stu-dent-plan.html
Study USA Healthcare	my.travelinsure.com/studyusa/

FINDING HOUSING

LaGuardia Community College does not provide housing for students. It is your responsibility to find a place to live. To assist you, The English Language Center has prepared a housing list (bit.ly/2XHGo6B). Please take a look to see if any of these contacts can help you in your search.

TELC students also qualify to live in a City University of New York (CUNY) student residence, the City Towers (ccnytowers.com). If you choose to apply to the Towers, you must e-mail the TELC International Student Advisor (alphonsy@lagcc.cuny.edu) for a letter certifying that you are a student and for assistance in completing the application form.