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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.

<table>
<thead>
<tr>
<th>If you are self-sponsored:</th>
<th>If another person is sponsoring you:</th>
</tr>
</thead>
<tbody>
<tr>
<td>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)</td>
<td>(1) A notarized Affidavit of Support AND</td>
</tr>
<tr>
<td>(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</td>
<td></td>
</tr>
<tr>
<td>(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</td>
<td>(3b) A copy of the sponsor’s tax return from the previous year if the sponsor is self-employed in the U.S.</td>
</tr>
</tbody>
</table>
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)
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.

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship</th>
<th>Date of Birth (Month, Day, Year)</th>
</tr>
</thead>
<tbody>
<tr>
<td>__________________</td>
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<td>__________________</td>
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</table>

Signature  ____________  ____________/________/__________

Date
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)
   ____________________________________________________________ (city/state) (country) (telephone)
   certify the following:

2) I am employed in the capacity of _______________________________ with ________________________________ located at ________________________________________________
   (position / title) (name of employer) (address)

   I receive an annual income of $ (U.S.) __________________________ 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 ________________ located at: ________________________________________________
   (name of bank) (address)

   (Attach most recent official bank statement.)

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 ________________ born on: Month _______ Day _____ Year _____.
   (name of student) (relationship to sponsor)

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, _____________________________________________________________________
**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.

<table>
<thead>
<tr>
<th>Student Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family Name: ________________________________</td>
</tr>
<tr>
<td>First Name: ________________________________</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Credit Card Holder Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Card holder’s Family Name: ________________________________</td>
</tr>
<tr>
<td>Card holder’s First Name: ________________________________</td>
</tr>
<tr>
<td>Credit Card Type: Visa _____ Mastercard _____ Discover _____ American Express _____</td>
</tr>
<tr>
<td>Credit Card Number: ________________________________</td>
</tr>
<tr>
<td>Security Code (3 numbers) on back of card: ________________________________</td>
</tr>
<tr>
<td>Credit Card Expiration Date: Month ______ Year ______</td>
</tr>
<tr>
<td>Signature of Card holder: ________________________________</td>
</tr>
<tr>
<td>Date: Month ______ Date ______ Year ______</td>
</tr>
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<tr>
<th>Please send I-20 and documents to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: ________________________________</td>
</tr>
<tr>
<td>Street Address: ________________________________</td>
</tr>
<tr>
<td>City: ____________________________ State or Province: ________________________________</td>
</tr>
<tr>
<td>Postal Code: ____________________________ Country: ________________________________</td>
</tr>
<tr>
<td>Telephone number: ________________________________</td>
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</table>

**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
I-20 CHECKLIST

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

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<td>AND</td>
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<td>OR (3b) A copy of the sponsor’s tax return from the previous year if the sponsor is self-employed in the U.S.</td>
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<tr>
<td>A money order or bank draft (made payable to LaGuardia Community College) or Credit Card Authorization Form for $200?</td>
<td></td>
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</table>

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.