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 email the following documents to english@lagcc.cuny.edu. After your application is approved, pay the $200 tuition deposit by clicking here.

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. Financial documentation. The US Immigration and Naturalization Service 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</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 AND</td>
<td></td>
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<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 OR</td>
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<tr>
<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>
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Email all of the required documents to english@lagcc.cuny.edu.

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.
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 and 2 (the student copy) of the I-20 form. **PLEASE KEEP ALL DOCUMENTS IN A SAFE PLACE.**

Contact the school immediately after you enter the U.S and report to The English Language Center (TELC) by the program start date listed on your I20.

Step 4: Registering for Classes

Register for classes through our online registration system. You must create a student profile.

Questions? Contact Us.

Phone: (718) 482-5360
Email: english@lagcc.cuny.edu
Website: laguardia.edu/TELC
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>
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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 ________________________________________________
   (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.)

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
   $ (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:
   □ 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, ________________________________
# I-20 CHECKLIST

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

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<th>Details</th>
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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

OR

3b) A copy of the sponsor's tax return from the previous year if the sponsor is self-employed in the U.S.

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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: Email it to me. Complete email address:

__________________________________________________________________________________________
Healthcare 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: studenthealthusa.com
- Gateway: gatewayplans.mercer.com
- Harbour Group: hginsurance.com
- IMG: imglobal.com
- International Student Insurance: internationalstudentinsurance.com
- ISO: isoa.org
- NYU Stu-Dent Dental Insurance: dental.nyu.edu/patientcare/stu-dent-plan
- 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. 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. 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.