

# The English Language Center



## International Student Application

## TABLE OF CONTENTS

1. HOW TO APPLY FOR AN I-20 AND A STUDENT VISA (p.2)
2. INTERNATIONAL STUDENT APPLICATION (p.5)
3. AFFIDAVIT OF SUPPORT (p.6)
4. I-20 CHECKLIST (p.7)
5. HEALTH INSURANCE & HOUSING INFORMATION (p.8)

# The English Language Center

Page 2

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

### Step 1: Applying for an I-20 Form

Pay the \$200 tuition deposit at [laguardia.edu/TELC](http://laguardia.edu/TELC)

Please email the following documents to [english@lagcc.cuny.edu](mailto:english@lagcc.cuny.edu).

1. A completed and signed TELC Application
2. Payment invoice (\$200 non-refundable processing fee.)
3. A photocopy of your High School Diploma or University Transcript with an OFFICIAL English translation.
4. A photocopy of your passport data pages and the passport data pages of anyone who will be accompanying you.
5. 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: \$6,000      Living Expenses: \$14,500      Other Expenses: \$2,500      TOTAL: \$23,000

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 <b>self-sponsored</b> :	If <b>another person</b> is sponsoring you:
An <b>official bank letter</b> from your bank showing the date the account was opened and the current balance stated in U.S. dollars (minimum balance: \$23,000)	(1) <b><u>A notarized Affidavit of Support</u></b>
	AND
	(2) An <b>official bank letter</b> from <b>the sponsor's bank</b> showing the date the account was opened and the current balance stated in U.S. dollars
	AND
	(3a) A <b>letter</b> on company letterhead from <b>the sponsor's employer</b> giving the sponsor's length of employment and annual salary in U.S. dollars
	OR
	(3b) A copy of the sponsor's <b>tax return from the previous year</b> if the sponsor is <b>self-employed in the U.S.</b>

Email all of the required documents to [english@lagcc.cuny.edu](mailto: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.*

PHONE: 718.482.5360  
WEBSITE: [laguardia.edu/TELC](http://laguardia.edu/TELC)  
EMAIL: [english@lagcc.cuny.edu](mailto:english@lagcc.cuny.edu)



The English  
Language Center

## 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](http://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.

# The English Language Center

Page 4

## 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 at [laguardia.edu/telc](http://laguardia.edu/telc)  
You must create a student profile.

## Questions? Contact Us.

Phone: (718) 482-5360  
Email: [english@lagcc.cuny.edu](mailto:english@lagcc.cuny.edu)  
Website: [laguardia.edu/TELC](http://laguardia.edu/TELC)

# The English Language Center

Page 5

## 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 \_\_\_\_ X/Other \_\_\_\_

Country of Birth: \_\_\_\_\_ City 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

PHONE: 718.482.5360  
WEBSITE: [laguardia.edu/TELC](http://laguardia.edu/TELC)  
EMAIL: [english@lagcc.cuny.edu](mailto:english@lagcc.cuny.edu)



The English  
Language Center

# The English Language Center

Page 6

## 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, \_\_\_\_\_

PHONE: 718.482.5360  
WEBSITE: [laguardia.edu/TELC](http://laguardia.edu/TELC)  
EMAIL: [english@lagcc.cuny.edu](mailto:english@lagcc.cuny.edu)



# The English Language Center

Page 7

## 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><b>If you are self-sponsored:</b> An official bank letter showing a minimum balance of \$23,000</p> <p><b>If another person is sponsoring you:</b> 1) A notarized <u>Affidavit of Support</u></p> <p style="text-align: center;"><i>AND</i></p> <p>(2) An <b>official bank letter</b> from <b>the sponsor's bank</b> showing the date the account was opened and the current balance stated in U.S. dollars</p> <p style="text-align: center;"><i>AND</i></p> <p>(3a) A <b>letter</b> on company letterhead from <b>the sponsor's employer</b> giving the sponsor's length of employment and annual salary in U.S. dollars</p> <p style="text-align: center;"><i>OR</i></p> <p>(3b) A copy of the sponsor's <b>tax return from the previous year</b> if the sponsor is <i>self-employed in the U.S.</i></p>	

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:

---

## 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	<a href="http://studenthealthusa.com">studenthealthusa.com</a>
Gateway	<a href="http://gatewayplans.mercer.com">gatewayplans.mercer.com</a>
IMG	<a href="http://imglobal.com">imglobal.com</a>
International Student Insurance	<a href="http://internationalstudentinsurance.com">internationalstudentinsurance.com</a>
ISO	<a href="http://isoa.org">isoa.org</a>
NYU Stu-Dent Dental Insurance	<a href="http://dental.nyu.edu/patientcare/stu-dent-plan">dental.nyu.edu/patientcare/stu-dent-plan</a>
Study USA-Healthcare	<a href="http://my.travelinsure.com/studyusa/">my.travelinsure.com/studyusa/</a>

## FINDING HOUSING

LaGuardia Community College does not provide housing for students. It will be your responsibility to find a place to live. To assist you, The English Language Center has prepared a [list for housing](#). 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](mailto:alphonsy@lagcc.cuny.edu)) for a letter certifying that you are a student and for assistance in completing the application form.