

## Application Instructions for Northwest's English as a Second Language Program

1. Answer all the questions on the *English as a Second Language Program Application* on the next page (please type or write clearly in black ink). There is no application fee for the ESL Program but there is a \$50 fee if you intend to apply for a degree program at Northwest.
2. Fill out the *Certificate of Financial Support*. This form verifies that your sponsor (parent, relative, or friend) will pay for your expenses while you study in the United States at Northwest Missouri State University.
3. Ask your sponsor to provide an official bank statement or government affidavit of support. It must show enough money to pay for 12 months of study (U.S. \$22,400). You must send the **original** document, not a copy.
4. Send all of these documents (steps 1, 2, and 3) and a copy of your passport to: International Admissions – AD 245  
800 University Drive Maryville  
MO 64468-6001 U. S. A.

### How do I get a visa?

When we get your application, we will review the application and determine if you are admissible. If you are, we will send you a SEVIS Form I-20 and ESL acceptance letter. (*Acceptance to the ESL Program is not the same as regular acceptance to Northwest Missouri State University. See below for details about applying for tentative acceptance.*)

You should follow the instructions to get a nonimmigrant student (F-1) visa on the website of the US Embassy/Consulate in your country. We will also send a packet to you when you get accepted that explains how to get a visa.

### What is tentative (conditional) acceptance?

If you apply for acceptance to a degree (bachelor's or master's) program at Northwest and meet all the academic and financial requirements, but do not have a TOEFL score or your TOEFL score is too low then you will be issued tentative acceptance (as of June 2012 the minimum score is 500 PBT/61 iBT/5.5 IELTS for Bachelors, or 550 PBT/79 iBT/6.5 IELTS for Masters). **Masters students MUST submit GRE/GMAT scores to get tentative acceptance.** If you get tentative acceptance, you will receive a letter from Northwest Missouri State University admissions office telling you that you may study in the university after you score 500/550 on our paper-based institutional TOEFL. PLEASE NOTE: our institutional TOEFL cannot be for admission at other universities. You will also receive an ESL acceptance letter. Tentative acceptance allows you to get an I-20 to use for your visa, but you will be required to take the English as a Second Language intensive English program and successfully complete the classes for each session until you score the minimum required for admission to the desired degree.

As a tentatively accepted student, you must attend the ESL program to improve your English. Upon successful completion of classes, you will take the institutional TOEFL given at Northwest to attempt to achieve the minimum required TOEFL score (500/550 PBT) to study as a bachelor's student at Northwest. Students submitting TOEFL and IELTS scores after they have been tentatively accepted but before they arrive must arrive during undergraduate intake periods of August or January. A deferral fee will be charged to send a new I-20 to you. It is not possible to be a part time ESL student and take degree level classes part time.

### How do I apply as a "tentative acceptance" student to Northwest Missouri State University?

If your TOEFL/IELTS score is too low or you did not take the test and you want to study at Northwest Missouri State University after you finish in the ESL Program, you should do steps 1, 2, 3, and 4 at the top of this page and also these steps:

5. Complete the *International Student Application*. Go to <http://www.nwmissouri.edu/admissions/intl/application.htm> to apply on-line.
6. Ask your high school for transcripts. (Transcripts are papers that show your grades or marks.)
7. Ask your high school for a paper that says that you have finished high school.
8. If these papers are in your language, they must be translated into English.
9. If you went to a college or university, you must get the same papers (as in steps 6, 7, and 8) from that school.
10. Send these papers and USD 50.00 (money order payable to Northwest Admissions) to: Admissions Office – AD 245  
800 University Drive  
Maryville, MO 64468-6001 U. S. A.



**ESL Application**

Surname (Family name): \_\_\_\_\_ Given Name: \_\_\_\_\_

Gender: Male  Female  Identify as Other

Date of Birth (month/day/year): \_\_\_\_\_

(Minimum ESL Program age: 18 years old and completed high school; All ESL Students under 21 **must** live on campus for 9 months)

Country of Birth: \_\_\_\_\_ Country of Citizenship: \_\_\_\_\_

**Contact Information**

Apt./House Number: \_\_\_\_\_ Street/Area/County: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code \_\_\_\_\_ Country \_\_\_\_\_

E-mail Address (Student personal address REQUIRED): \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Mobile Number (optional): \_\_\_\_\_

**Academic Information**

High School Attended: \_\_\_\_\_ Location: \_\_\_\_\_

High School Graduation Date: \_\_\_\_\_ How long have you studied English? \_\_\_ Years \_\_\_ Months

Where did you study English? (school and location): \_\_\_\_\_

Any Technical school/College/University study? \_\_\_\_\_ If yes, name(s) of institution: \_\_\_\_\_

Have you previously taken a TOEFL or IELTS test? \_\_\_\_\_ If so, what was your score? \_\_\_\_\_

NOTE: All new ESL students will be given a practice TOEFL test and placement test when they begin the Northwest ESL Program. Students scoring less than 400 on the practice test will start ESL on probation. Students must pass all classes each session (see ESL Learning Covenant found at [www.nwmissouri.edu/iic/esl/index.htm](http://www.nwmissouri.edu/iic/esl/index.htm) for more detail) in order to remain in the program.

**Academic Writing Sample**

Students (not agents or helpers), please write a minimum of 3 sentences telling me why you would like to study in Northwest’s English Program:

I verify that I, (applicant name) \_\_\_\_\_, wrote the above paragraph with no help from a teacher, friend, family member, or advisor.

**Application Information**

1. When would you like to begin the English as a Second Language Program?

(Put an “x” in space next to session you want to start)

**Fall I 2015** (August 26 – October 16, 2015)

**Fall II 2015** (October 18 - December 18, 2015)

**Spring I 2016** (January 6 – February 26, 2016)

**Spring II 2016** (February 28 – April 29, 2016)

**Summer 2015** (June 21 – August 7, 2015)

2. Do you plan to study a bachelor or master in USA after the ESL program? Yes  No

a. If no, skip to #3.

b. If yes, are you submitting an application for admission to Northwest with your application for the ESL Program? Yes  No

i. If no, please write name of university you wish to attend after ESL \_\_\_\_\_.

NOTE: Our institutional TOEFL will not work for acceptance to another university.

ii. If yes, you must submit a separate application to Northwest before being accepted into the ESL Program if you wish to continue in a degree after completing the ESL Program.

Please follow directions on page 1: *How do I apply to Northwest?*

3. Were you referred by an educational agent, consultant, or advisor?

Yes  No  If yes, please write the name of the advisor or agency here:

\_\_\_\_\_

**Student Certification of Understanding**

In order for applicants to take full advantage of the immersion program as it is designed and established, students should ***be able to hear conversational speech and observe facial expressions and gestures with or without supplemental aids***. I understand if I have reason to be concerned about hearing or speech aspects of the ESL Program, I will contact ESL in advance.

I also understand:

- a. The purpose of the ESL Program is to improve my English usage ability for the academic classroom and the program is designed to improve my skills. The ESL Program is not a test preparation center.
- b. ***I must be present in all classes (physically and mentally) in all five sessions offered throughout the year*** until I gain acceptance to a degree program or leave the program.
  - i. I understand I must attend the summer session (June and July) if I do not gain acceptance into a degree program or transfer to another university after attending the Spring II session.
  - ii. I understand summer “vacation” for ESL students is in May until the June session and then in August
- c. Submission of the required financial data is to prove financial support after enrolling in the English as a Second Language Program and the university cannot provide me with financial assistance in ESL
- d. I must purchase university provided health and accident insurance unless my government provides a health plan
- e. If I am under 21 and unmarried, ***I must live on campus for one semester***
- f. The misrepresentation or omission of application information is sufficient grounds for canceling my admission and/or expulsion from the ESL Program and/or Northwest Missouri State University.
- g. The ESL program requires English proficiency. Official test scores may be required for acceptance in some instances.

My signature below indicates that all information in this application and the accompanying Certificate of Financial Support is factually correct and complete and that I will abide by all ESL Program regulations stated above.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

(Agents or English-speaking aides should read and explain the above section to future ESL student to verify understanding)

### Certificate of Financial Support

For Admissions purposes to Northwest Missouri State University ESL Program ONLY  
Tentative acceptance applicants must use Financial Certification page in international student application.

This sheet should be filled out by the person who is the student’s sponsor and holder of the bank account that will support the student. Tuition may be paid after registration on campus at Northwest Missouri State University at the Bursars Office. Sponsors can pay by debit/credit card on line.

#### Statement of Support

1. I will provide the minimum amount of \$19,800 per year for a period of 1 year for the support of the student named below to study in the United States at Northwest Missouri State University in the ESL Department. I promise that he/she will not ask for funds, employment, or scholarships from the university or the U.S. government at any time during the ESL Program.
2. Name of Student: \_\_\_\_\_
3. Name of Sponsor: \_\_\_\_\_
4. Relationship to Student: \_\_\_\_\_
5. I (the sponsor) understand this student will go to the United States and study English in the English as a Second Language Program at the university level at Northwest Missouri State University.
6. I will also make certain this student has adequate funds to travel to the United States and to return home.
7. My bank account statement showing \$19,800 is  included with this application  arriving separately. I understand that processing of the application will not begin until my bank account information arrives.

Address of Sponsor \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Country Name \_\_\_\_\_

E-mail Address \_\_\_\_\_

Phone Number \_\_\_\_\_

I understand by signing below that I agree to support the student listed on this page for  
\$22,400 for 1 year

Signature of Sponsor \_\_\_\_\_ Date \_\_\_\_\_