

Dear Student:

Thank you for your interest in the Intensive English Language Program (IELP) at Portland State University. Application materials are enclosed. Please read **all** of the information in this packet. Carefully follow the instructions so that we can send you notification of your admission as soon as possible.

To apply for admission, complete the application forms and return your completed application packet to:

Intensive English Language Program (IELP)

Portland State University

PO Box 751

Portland, OR 97207-0751

or send as an email attachment to: ielpadmission@pdx.edu

If you have any questions about our program or the application process, please contact us.
We look forward to welcoming you to our program!

Sincerely,

Julie Haun, Director
Intensive English Language Program
Phone: 503-725-4088

ielpadmission@pdx.edu
www.ielp.pdx.edu

IELP ACADEMIC ADMISSION REQUIREMENTS

In order to be academically admitted to the Intensive English Language Program, you must:

- Be at least 17 years of age
- Have completed high school/secondary school or its equivalent

All IELP courses are conducted in English. We recommend that students have already had prior academic exposure to the language.

Review of your application for admission will begin upon receipt of the application fee (\$150; non-refundable if not admitted). Students who will request an F-1 visa must provide proof of financial support for the duration of study in the program. A form I-20, certificate of eligibility for an F-1 student visa, cannot be issued without the required financial information.

TERM CALENDAR 2016

	Winter 2016	Spring 2016	Summer 2016	Fall 2016
Mandatory Orientation and Placement Testing:	January 4 through 6	March 22 through 25	June 14 through 17	September 20th to 23rd
Schedule Pick-up Day:	January 6	March 25	June 17	September 23rd
Classes start:	January 7	March 27	June 20	September 26th
Last day of the term:	March 17	June 9	August 12	December 8th

- Please confirm application deadlines on the IELP website.
- Please plan to arrive at least one week before the start of the term.
- All new IELP students must take the placement test.
- Late arriving students who miss the placement exam, registration day, or the first week of classes may not be able to attend classes until the following term.

ESTIMATED TUITION, FEES AND LIVING EXPENSES FOR 2015-2016 ACADEMIC YEAR (PER TERM)

	U.S Dollars Academic Preparation programs	U.S Dollars Pre-Entry Program
Application Fee (one time only, nonrefundable, payable online with credit card)	150	150
Tuition (22 hours/week for Pre-Entry Program, 18 hours/week for all other programs)	3,825	4,675
*Supplemental Learning Lab Fee	n/a	30
* Learning Center and Engagement fees	190	190
*Student Health Center fee/basic insurance plan	124	124
*Health insurance/extended plan	776	776
*University Fees	304	304
IELP New Student Program Fee	100	100
Total tuition and fees	5,469	6,349
Rent (3 months)	1,950	1,950
Food (3 months)	1,200	1,200
Personal expenses (transportation, etc.)	1,142	1,142
Books and supplies	300	300
Total living expenses	4,350	4,350
Total estimated tuition, fees and living expenses	9,819	10,699

*Required fees NOTE: Tuition and fees are subject to change at any time.

PLACEMENT TEST AND CLASS REGISTRATION

New students must take the placement test. The results of the test will determine your level of study. If you are not able to arrive in time for the placement test, you may have to wait until the next term to begin the program. Contact the IELP office to discuss your options.

Students must attend classes and make an effort to improve their skills and advance in their levels in order to continue in the program.

HEALTH INSURANCE REQUIREMENT

Students in F-1 status and their dependents in F-2 visa status are required to pay for the extended health insurance policy, offered through Portland State University, each term of study. Students will be covered by a comprehensive health insurance policy and will also be able to use the Student Health and Counseling Center on the PSU campus. Students sponsored by a government agency may submit proof of sufficient coverage and waive this requirement.

HOUSING

You are responsible for finding your own housing. For more information please see our website at <http://www.pdx.edu/esl/housing-options>. Plan ahead. Space in university housing is limited. We recommend that you begin to search for housing now.

F-1 STUDENT VISA INFORMATION

Upon admission to the IELP you will receive:

- An official admission letter
- A form I-20, certificate of eligibility for an F-1 student visa and instructions for applying for your visa
- Important information about the program

When you receive your form I-20 you will:

- Pay the required SEVIS I-901 fee of \$200 via the internet at www.fmjfee.com
- Print your receipt for the SEVIS I-901 fee
- Make a visa appointment at the nearest U.S. consulate or embassy
 - *You may be able to make your visa appointment before paying the SEVIS I-901 fee. Check with the consulate/ embassy where you will make your appointment. Proof of payment of the fee must be presented at the visa interview.
 - *All visa forms must be completed online.

Useful immigration resources:

Find a U.S. consulate or embassy: www.usembassy.gov/

Visa application forms: www.state.gov/m/a/dir/forms/

Additional information about F-1 student visas: www.travel.state.gov/visa/temp/types/types_1268

If you have immigration or visa questions, please email Jonna Lynn Bransford, IELP International Student Advisor, at jmehrens@pdx.edu.

Plan ahead. Allow two to three months for the entire application and student visa process to be completed.

PAY IELP APPLICATION FEE

Payment options:

1. Credit card* payment online at <https://commerce.cashnet.com/ielp>

*Payments made by credit card will be assessed a \$3.75 service fee.

2. Check or cash payment mailed or in person.

INSTRUCTIONS FOR IELP APPLICATION

Include the following items in your application packet and complete this checklist:

- ☐ **1. Completed Application and USD \$150 application fee** by draft/check/credit card/cash payable to Portland State University. **Your application will not be processed without payment. Admission materials for new international students will be sent via express mail.** Admission materials for transfer students will be sent via standard mail.
- ☐ **2. Proof** of secondary/high school completion in original language and in English **OR** an official copy of graduation certificate **OR** university transcript (submit only one of the three options listed)

Note: U.S. permanent residents and U.S. citizens do not need to complete steps four and five.

- ☐ **3. Declaration of Finances.** Include an **official statement from your bank or your sponsor's bank** indicating that sufficient funds are available to pay for your studies and expenses. See details below for additional information.
- ☐ **4. Copy of your passport identification page**
- ☐ **5. Transfer Clearance Form** if you are transferring from a school within the United States. This form must be completed by your international student advisor to verify your current U.S. immigration status.

Note: Do not leave your current program until you have received confirmation of your admission to the IELP.

Omission of any required document will result in a delay in processing your application, or in rejection.

Send completed application and all required documents to:

**Intensive English Language Program
Portland State University
PO Box 751
Portland, OR 97207-0751**

Street address (for express mail only):
**Intensive English Language Program
527 SW Hall Street, Suite 400
Portland, OR 97201 USA
Phone: 503-725-9185**

Completed application and supporting documents may also be sent via email to: ielpadmission@pdx.edu.

DECLARATION OF FINANCES--Explanation of sources of financial support

PERSONAL FUNDS

Student's **own** savings or draft/checking account funds **in English**. An **original** letter on bank stationery indicating sufficient funds to cover all course fees and estimated costs. The name of the account holder and the present balance are required.

FAMILY FUNDS

Student's **family** savings or draft/checking account funds **in English**. This must be an **original** letter on bank stationery indicating sufficient funds **in English**. The name(s) of the account holder and the present balance are required. Real estate holdings, personal property, and common stock holdings **should not** be used to confirm financial support.

PRIVATE SPONSOR OUTSIDE THE UNITED STATES

Private sponsor's savings or draft/checking account funds. An **original** letter on bank stationery indicating sufficient funds and the name of the account holder **in English** is required. Real estate holdings, personal property, and common stock holdings **should not** be used to confirm financial support.

PRIVATE SPONSOR IN THE UNITED STATES

Submit a **copy** of Form I-134, Affidavit of Support. Attach a copy of the supporting documents as noted in Part II--Supporting Evidence of the Form I-134. Go to www.uscis.gov/files/form/I-134.pdf for this form. The **original** I-134 and supporting documents must be submitted with the vis application.

GOVERNMENT OR AGENCY SPONSOR

An original official letter of sponsorship or scholarship. Full disclosure of the extent and amount of government or agency support is necessary, including dates of sponsorship and special conditions.

OTHER RESOURCES

List specific details of other means of financial support. Provide documentation of the availability of funds.

IELP APPLICATION FORM - Page 1

My first term of study will be: ☐ Winter 2016 January - March ☐ Spring 2016 April-June ☐ Summer 2016 June - August ☐ Fall 2016 September - December

How long do you wish to study in this program? Choose one:

☐ 1 term ☐ 2 terms ☐ 3 terms ☐ 1 year or more

I. Please spell your name exactly as it appears on your passport. Include a copy of your passport identification page with this application.

Family name (surname) First name Middle name
☐ Female ☐ Male

Country of birth

Country of citizenship Date of birth (month/date/year)

Current address :

Street address Apartment number

City State/Province Country Postal Code

Phone number Fax number

Email address (must be applicant's personal email)

Permanent address in home country (required for immigration purposes):

Street address Apartment number

City State/Province Country Postal Code

Name and telephone number of closest family member:

Would you like to give anyone permission to ask about your application? If so, please list name(s):

Do you need an I-20 for F-1 student visa status? ☐ yes ☐ no

Would you like your form I-20, certificate of eligibility for an F-1 student visa, to be picked up in the IELP office?
☐ yes ☐ no

If **yes**, by whom:
Name Email Address Phone Number

If **no**, your I-20 will be sent to the current address listed above.

If you are currently in the United States on an international non-immigrant visa, what kind of visa do you have?
☐ F-1 ☐ J-1 ☐ B-2 Other: ☐ n/a

If you are currently attending another school in the U.S., write the name of the school that issued your I-20:

School Dates of attendance

II. Proof of secondary school completion in original language and in English OR an official copy of graduation certificate OR university transcript (only one of three options listed) must be submitted with this application.

When did you complete your high school education? (month/year)

How many years have you studied English? years

Dates of study: from (month/year) to (month/year)

High school/Secondary school attended:

Name	City	Country

Colleges/universities attended:

Name	Dates attended	Degree awarded

How did you learn about our Intensive English Language Program?

☐ family
 ☐ friend
 ☐ IELP website
 ☐ Internet search
 ☐ agent
 ☐ other

After studying in the IELP, you will: ☐ return home ☐ study for a degree at PSU ☐ study for a degree at another university

☐ other

If studying for a degree, what level? ☐ bachelor's ☐ master's ☐ Ph.D.

Field of study

III. If your spouse and/or children will accompany you, complete the following and include a copy of each person's passport identification page. **Your spouse and/or children must apply for an F-2 visa and you must submit proof of finances to cover living expenses for your family.*

SPOUSE:

Name	birth date	country of birth	citizenship		
				<input type="checkbox"/> Male	<input type="checkbox"/> Female
Family name	Given name	month/day/year			

CHILDREN:

Name	birth date	country of birth	citizenship		
				<input type="checkbox"/> Male	<input type="checkbox"/> Female
Family name	Given name	month/day/year			

Name	birth date	country of birth	citizenship		
				<input type="checkbox"/> Male	<input type="checkbox"/> Female
Family name	Given name	month/day/year			

Name	birth date	country of birth	citizenship		
				<input type="checkbox"/> Male	<input type="checkbox"/> Female
Family name	Given name	month/day/year			

IELP APPLICATION FORM - Page 3

Are you currently studying at a school in the U.S.?

☐ Yes. Complete this page.

☐ No. Do not complete this page. Go to page 6.

TRANSFER CLEARANCE FORM FOR STUDENTS IN F-1 STATUS and currently attending a school in the U.S.

NOTICE TO TRANSFER STUDENTS: You must submit this Transfer Clearance Form as part of your completed application. Give this page to your International Student Advisor at your current school

Please complete if transferring from a U.S. institution.

Family Name	(First Name)	Date of birth

To be completed by your current international student adviser if you are in F-1 student status.

1) Dates of attendance at your institution:

From: _____ To: _____

2) For which term was this student last enrolled full-time at your institution?

3) Has this student maintained legal status with U.S. immigration regulations:

☐ yes

☐ no

If no, please explain the circumstances. _____

4) Please comment on student's attendance and performance, if necessary.

5) SEVIS ID# _____

6) Date of release in SEVIS _____

Signature of school official	Name and title	Date
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Institution	City and State	Email	Telephone
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Please return to: **Intensive English Language Program
Portland State University
PO Box 751
Portland, OR 97207-0751**

Or email to: **ielpadmission@pdx.edu**

Or return to student to submit with application form.

IV. DECLARATION OF FINANCES - Required information to issue an I-20, certificate of eligibility for an F-1 student visa. An official statement from your bank or your sponsor's bank must be submitted with this application. *If you have a government scholarship, submit your scholarship letter with this application.*

Sources of financial support

Amount in U.S. Dollars

Personal funds		
Family funds		
Sponsor in the United States*		
Government or agency sponsor		
Other resources (please explain)		
Total funds		

Total funds must cover estimated living expenses (tuition, rent, food, etc.) for the length of study, as well as expenses for your dependents.

Student: one term = \$9,819; two terms = \$19,638; three terms = \$29,457; one year = \$39,276;
Dependent spouse: \$2,721 per term; Dependent child: \$1,686 per term;

***Sponsor certification (not required if sponsored by a government agency)**

If your financial documents come from a family member or private sponsor, please have them complete the section below. *Sponsors in the United States must complete the section below and attach a COPY of the from I-134, Affidavit of Support. Retain the original I-134 document to take to your visa appointment.*

My name is and I am financially supporting
, my
(name of student) (relationship to you - son/daughter/friend/etc.)

for the duration of his/her studies in the Intensive English Language Program at Portland State University.

Sponsor's signature _____ Date _____

I CERTIFY that all statements on this form are **true, accurate and complete**. I understand that admission to the Intensive English Language Program (IELP) does not constitute admission to Portland State University. The stated funds are available for my educational expenses in the IELP. **I will notify** the IELP of any changes in my financial situation. I understand that misrepresentation of any of these documents may lead to disciplinary action by the IELP.

Applicant's Signature _____ Date _____

Application form must be signed by **applicant**.

Application Fee Payment

Please select your payment method of the nonrefundable USD \$150 application fee.

Payments made with a credit card will be assessed a \$3.75 service fee.

☐ I paid online with a credit card at <https://commerce.cashnet.com/ielp>.
Receipt Number: _____

☐ My check payable to Portland State University is enclosed.

☐ My cash payment of USD \$150 is enclosed.