



INTERNATIONAL LANGUAGE INSTITUTE

1717 Rhode Island Ave NW, Suite 100, Washington, DC 20036 • Phone: (202) 362-2505 • Fax: (202) 686-5603 • ili@ilidc.com

PROCEDURE FOR OBTAINING AN I-20 FORM

The procedure for obtaining an I-20 form from ILI is as follows:

1. Submit an application at <http://ilidc.com/esl/enroll/> for the “**Intensive English Program**”
 - a) Select “**Yes**” to the question “**Are you requesting the I-20 form?**”
 - b) Select how you would like to receive the I-20 form. **It cannot be emailed.** Express mail (via DHL) is highly recommended and the cost varies from \$40 to \$100.
 - c) All F-1 visa applicants have to pay the \$200 **SEVIS** fee. You can pay it yourself or ILI can pay it for you if you include it in your payment to us. Please make the appropriate selection.
2. Submit a copy of the picture page of your **passport** with your online application or via email to ili@ilidc.com (max. file size 1MB) after you submitted your online application.
3. Submit either your **bank statement** or your sponsor’s bank statement showing at least \$2000 for each month of study to cover your estimated expenses. The statement should be recent (not older than 3 month) and needs to include the **account holder’s name, the currency and balance**. If you have a sponsor, submit one of the following:
 - a) If your sponsor is a citizen or permanent resident of the United States, he or she will need to complete an affidavit of support which can be found at: <http://www.uscis.gov/files/form/i-134.pdf>.
 - b) If your sponsor does not live in the United States, he or she must write a letter saying they are your sponsor. See “sponsor letter” at http://www.transemantics.com/forms/Sponsors_letter.pdf
4. Pay the \$50 application fee and any additional fees. You can pay online with a credit card. We also accept cash, check, money order, PayPal, Western Union and bank wire. Once you submit your application, we will email you the instruction. Your application will not be processed until we receive your payment.

Once we receive the required payments and documents, we will decide if we can issue the I-20 form. Not all applications are accepted and we reserve the right to reject applications based on the documents submitted. You will be informed of our decision. We will email you when the I-20 form is ready. If you selected and paid for express mail, you will also receive the DHL tracking number of your shipment. There is no tracking number for airmail. Once you receive the I-20 form, please verify that all personal information is correct, sign it, complete the online visa application and schedule your visa interview appointment at the U.S. embassy. Before you go to the visa interview, make sure you have all the required documents including your SEVIS payment receipt. Every country has different requirements and you should check with your embassy to find out what is necessary to bring to your appointment.

Thank you again for your interest.

Admissions Office
International Language Institute