

Dear Student:

Thank you for your interest in the IELP Summer Communication and Culture Program 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

SUMMER COMMUNICATION AND CULTURE PROGRAM ADMISSION REQUIREMENTS

In order to be admitted to the Summer Communication and Culture Program, you must:

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

All courses are conducted in English.

Review of your application for admission will begin upon receipt of the program fee (\$120 for the 3-4 week programs; \$190 for the 7-11 week programs; the program fees are non-refundable.

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 documentation.

2016 Summer Session dates:

	Session 1	Session 2	Session 3
Application deadline	May 9	June 6	July 3
Application deadline for on campus housing	April 29*	July 8	August 5
Classes begin	June 20	July 18	August 15
Last day of session	July 14	August 11	September 1
Students are welcome to join 1, 2, or all 3 of our sessions!			

* Application deadline for on campus housing is sooner than the application deadline for the program.

- 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.

ESTIMATED TUITION, FEES AND LIVING EXPENSES FOR SUMMER 2016 (PER SESSION)

MANDATORY TUITION AND FEES

Duration of Study	Tuition	Fees	Health Insurance + Rec Center	Total
3 weeks	1125	120	280	1525
4 weeks	1500	120	320	1940
7 weeks	2625	190	440	3255
8 weeks	3000	190	480	3670
11 weeks	4125	190	600	4915

All fees required upon application

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

ESTIMATED COSTS OF LIVING ON CAMPUS + TUITION AND FEES

Duration of Study	Tuition	Fees	Health Insurance + Rec Center	Total	Housing On Campus (Single Private Room)	Housing on Campus (Shared Room + Roommate)	Estimated Food Cost	Personal Expenses	Total estimated tuition, shared on campus Housing, fees and living expenses
3 weeks	1125	120	280	1525	1218	609	360	240	2734
4 weeks	1500	120	320	1940	1624	812	480	320	3552
7 weeks	2625	190	440	3255	1960	1372	840	560	6027
8 weeks	3000	190	480	3670	2240	1568	960	640	6838
11 weeks	4125	190	600	4915	2800	1890	1320	880	9005

PLACEMENT TEST AND CLASS REGISTRATION

New students must take the placement test. The results of the test will determine your level of study 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.

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 Pilar Montejó, IELP International Student Advisor, at montejom@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 \$120 or \$190 application fee (depending on duration of program)** 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.

- 4. 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.
- 5. Copy of your passport identification page**
- 6. 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 stationary 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 stationary 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 stationary 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.

My term of study will be: Summer 2016
 June-September

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

- Session 1 only Session 2 only Session 3 only Session 1 & 2 Session 2 & 3 All 3 sessions
- June 20 - July 14 July 18 - August 11 August 15 - September 1 June 20 - August 11 July 18 - September 1 June 20 - September 1

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
	<input type="checkbox"/> Female		<input type="checkbox"/> 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 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
 internet
 agent
 embassy advisor

After English studies you will:

- return home
 study for a degree

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		

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. Numbers below represent costs of living on campus.

Student: 1 session (3 weeks) = \$2,734; 1 session (4 weeks) = \$3,552; 2 sessions (7 weeks) = \$6,027; 2 sessions (8 weeks) = \$6,838; all 3 sessions (11 weeks) = \$9,005

Dependent spouse: \$2,721 per session; Dependent child: \$1,686 per session

***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 form 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 \$120 or \$190 (depending on duration of program) 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 \$120 or \$190 is enclosed.