

The English Language Center



International Student Application

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

Step 1: Applying for an I-20 Form

Please email the following documents to english@lagcc.cuny.edu. After your application is approved, pay the \$200 tuition deposit by [clicking here](#).

1. A completed and signed TELC Application
2. A photocopy of your High School Diploma or University Transcript with an OFFICIAL English translation.
3. A photocopy of your passport data pages and the passport data pages of anyone who will be accompanying you.
4. 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: \$5,000 Living Expenses: \$12,000 Other Expenses: \$2,500 TOTAL: \$19,500

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 self-sponsored :	If another person is sponsoring you:	
An official bank letter from your bank showing the date the account was opened and the current balance stated in U.S. dollars (minimum balance: \$19,500)	(1) A notarized Affidavit of Support <i>AND</i>	
	(2) An official bank letter from the sponsor's bank showing the date the account was opened and the current balance stated in U.S. dollars <i>AND</i>	
	(3a) A letter on company letterhead from the sponsor's employer giving the sponsor's length of employment and annual salary in U.S. dollars	<i>OR</i>

Email all of the required documents to 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.*

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.
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.

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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 through our [online registration system](#). You must create a student profile.

Questions? Contact Us.

Phone: (718) 482-5360

Email: english@lagcc.cuny.edu

Website: laguardia.edu/TELC

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INTERNATIONAL STUDENT APPLICATION

Check (X) the quarter in which you will start:

Fall	Winter	Spring	Summer
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Year: 20 __ __

Name: _____
Family Name First Name

Date of Birth: Month _____ Day _____ Year _____ Male _____ Female _____

Country 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

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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, _____

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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?	
Financial Documentation? (All financial documents must be translated into English and bank account balances must be stated in U.S. dollars.) If you are self-sponsored: An official bank letter showing a minimum balance of \$19,500 If another person is sponsoring you: 1) A notarized <u>Affidavit of Support</u> <p style="text-align: center;"><i>AND</i></p> (2) An official bank letter from the sponsor's bank showing the date the account was opened and the current balance stated in U.S. dollars <p style="text-align: center;"><i>AND</i></p> (3a) A letter on company letterhead from the sponsor's employer giving the sponsor's length of employment and annual salary in U.S. dollars <p style="text-align: center;"><i>OR</i></p> (3b) A copy of the sponsor's tax return from the previous year if the sponsor is <i>self-employed in the U.S.</i>	

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	studenthealthusa.com
Gateway	gatewayplans.mercer.com
Harbour Group	hginsurance.com
IMG	imglobal.com
International Student Insurance	internationalstudentinsurance.com
ISO	isoa.org
NYU Stu-Dent Dental Insurance	dental.nyu.edu/patientcare/stu-dent-plan
Study USA-Healthcare	my.travelinsure.com/studyusa/

FINDING HOUSING

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