

**Hostos Community College  
ENGLISH LINKS  
ENGLISH LANGUAGE INSTITUTE**

**APPLICATION PROCEDURES FOR OBTAINING FORM I-20**

**Do not enter the United States only to find yourself out of status.**

- **You must be admitted to Hostos Community College.** To enter the United States with any visa other than F-1 could be considered fraud and make you a criminal in the eyes of the United States Department of Citizenship and Immigration Services.
- **If you have a current B-1/B-2 visa, do not come to the United States with it.** If you apply for a new visa other than F-1 Student, you must state clearly on your visa application that you intend to be a student and ask for a "**PROSPECTIVE STUDENT**" notation on your visa. If you do not do this, and enter the United States in the wrong status, you will not be eligible to change to F-1 student status. Hostos Community College International Student Services Office cannot assist you in making an application for a change.

**ATTENTION, STUDENTS FROM:**

ANDORRA, ARGENTINA, AUSTRALIA, AUSTRIA, BELGIUM, BRUNEI, DENMARK, FINLAND, FRANCE, GERMANY, ICELAND, IRELAND, ITALY, JAPAN, LIECHTENSTEIN, LUXEMBOURG, MONACO, THE NETHERLANDS, NEW ZEALAND, NORWAY, PORTUGAL, SAN MARINO, SINGAPORE, SLOVENIA, SPAIN, SWEDEN, SWITZERLAND, THE UNITED KINGDOM AND URUGUAY.

Do not enter the United States without a visa. Though citizens of your country are permitted to visit the United States without applying for visas at consulates or embassies, entry without visa restricts you to staying as a **tourist or business visitor only** and **only for 90 days**.

If you enter without a visa, you will not be able to stay in legal status after 90 days under any circumstances. **You cannot extend your permission to stay and you cannot change to student status.**

**What is the I-20 Form?**

This is the certificate of Eligibility for F-1 (Student) Status. The Form I-20 may be issued only to students:

1. who have been admitted to English Links (ELI) for a full-time Program (where full-time is equivalent to 20 hours of class per week)
2. who plan to register for a full-time course of study each semester they attend English Links and
3. provide sufficient evidence of financial support to live and study in the United States for 1-2 years without employment

**Who needs to obtain the I-20 Form?**

There are strict United States government regulations which decide who may receive Form I-20.

Students who are outside the United States must have the Form I-20 in order to obtain the F-1 visa to enter the U.S. and attend school.

**OR**

Students who are currently in the United States may be eligible to receive the Form I-20. Although some students are not eligible to receive this form, this does not mean that they cannot attend English Links. If you are not sure whether or not you are eligible to receive this form, please ask your International Student advisor.

### **What do I do if I am an F-1 student INSIDE the United States?**

If you are an F-1 student at another school, you do not need the Form I-20 before coming to English Links (ELI). Immigration regulations state that you must submit your financial documentation to HCC/EL and sign your new I-20 form **no later than the 15th day of classes at HCC/ELI**

**DO NOT TRAVEL OUTSIDE THE U.S. ON YOUR FORMER SCHOOL'S I-20.** You will lose your legal status if you use the I-20 of your old school and then do not return to classes there.

Students will not be permitted to travel until they are registered for classes at HCC/ELI. If it is imperative that you travel, you must first get the required financial papers to the International Student Services so that a HCC/EL/ELI I-20 travel form can be issued.

### **What do I do if I am an international student OUTSIDE of the United States?**

#### ***1. How to get an F-1 visa at your U.S. embassy or consulate?***

You cannot be issued an F-1 visa without the Form I-20. Do not worry about the visa at this time. **The most important thing to do is to send the HCC/ELI International Student Services acceptable proof of financial ability.** When the financial papers are approved, HCC/ELI will send you the Form I-20 and your original financial papers, which you must have to apply for your visa.

#### ***2. What is the F-1 visa?***

**Your visa is only your travel document.** It does not give you permission to enter the United States. When your visa is issued, the embassy or consulate will return the Form I-20 to you in a sealed envelope, which is to be presented to the United States Immigration at the port of entry. The permission to enter the United States is given at the port of entry on a document known as the I-94, a small white card, which will be stapled inside your passport. The Immigration Inspector will stamp your I-20, take pages one and two, and return pages three and four to you. **DO NOT LOSE YOUR PORTION OF THE FORM I-20.** It is a very important document.

\*\*If you have an F-1 visa from a previous visit to the U.S. and it has not expired, you may travel directly to the United States with a new HCC/ELI Form I-20 without visiting a United States embassy or consulate.

#### ***3. Can I use another visa to enter the U.S.?***

**If you have another kind of visa from a previous visit, do not use it to enter the United States.**

You must wait for your Form I-20 and apply for an F-1 visa. Do not get impatient and apply for a B-2 visitor (pleasure) visa to enter the United States. The U.S. government can request information from the school concerning when you applied for admission and when you were accepted. To enter the U.S. with a B-1 or B-2 visa when you intend to be a student is fraudulent. If you are found to have committed fraud, you can be denied permission to enter the U.S. for the rest of your life.

**DO NOT ENTER THE U.S. UNDER THE VISA WAIVER PROGRAM, WHICH PERMITS ONLY A 90-DAY VISIT AND FOR WHICH AN EXTENSION IS PROHIBITED BY LAW.**

### **How to obtain the I-20 form?**

To receive the I-20 form, you must complete the attached forms accurately and return them to the Hostos English Language Institute with the required documents supporting the financial ability of yourself and /or your sponsors. **\*\*Acceptable documents must be submitted two weeks in advance of issuance of an I-20 form.**

### **How to pay the I-20 Application and Tuition Commitment Fee?**

The I-20 application fee is **\$100.00**. It includes the cost of your placement test. The tuition for a full-time course is **\$1,399**. The course registration fee is **\$25.00**. The total is **\$1,524**. You can make your payment online or by bank check or money order payment.

If you would like to receive your approved I-20 form and admission documents by Express Mail, this handling service will cost you an additional \$20.00. You can pay the Express Mail service in three ways: a/add \$20.00 to your check or money order tuition payment. b/send a separate check of money order for \$20. c/the school can deduct the Express Mail service cost from the tuition payment you already made. The student or sponsor must pay all balances before classes begin. **NO CASH, PLEASE!!**

### **DEADLINES:**

|                              |                             |                           |
|------------------------------|-----------------------------|---------------------------|
| <b>Overseas applicants –</b> | <b>Fall 2016 semester</b>   | <b>September 21, 2016</b> |
|                              | <b>Winter 2017 semester</b> | <b>January 21, 2017</b>   |

|                            |                             |                           |
|----------------------------|-----------------------------|---------------------------|
| <b>Transfer Students –</b> | <b>Fall 2016 semester</b>   | <b>September 21, 2016</b> |
|                            | <b>Winter 2017 semester</b> | <b>January 21, 2017</b>   |

**\*\*Unacceptable documents will be rejected and returned. Documents must be completed exactly as indicated below. Please read these instructions carefully. Almost half of documents received are unsatisfactory because prospective students or sponsors ignore indicated instructions.**

### **Why you need to prove financial ability?**

- ✓ There are rigorous U.S. government regulations set to decide who may receive the I-20 form. Consequently, HCC/ELI's International Student Office must be strict about financial documentation.
- ✓ U.S. embassies and consulates are very demanding and we want to ensure that prospective students are not denied visas because financial standards are not fully met.
- ✓ The HCC/ELI International Student Office strongly encourages families to think carefully about the real costs of studying and living in New York and make sure that students' needs are provided for. An unrealistic budget could result in pain and suffering for prospective students.

### **What rules should students and sponsors follow before an I-20 form is issued?**

1. **Submit proof of sponsor's income.**
  - Do not expect bank statements to prove the financial ability of the sponsor.
  - Bank statements are very poor evidence of financial ability unless the amount of money is very, very large.

- Proof of sponsor's income should be on the employer's letterhead, on income tax receipts and forms or estimated by a bank when the sponsor is a self-employed businessperson.
  - A company's income will not be accepted as proof of a sponsor's income. HCC/EL must have an official statement of the actual salary paid to the owner/sponsor.
2. **Documents from banks or anyone else, which state that a sponsor has “enough” or “sufficient” funds to support a student will not be accepted.**
- Only the College can decide how much is enough and this is based on federal guidelines.
  - Financial papers must state actual dollar amounts in *U.S. currency*. However, HCC/EL will accept documents which indicate that the income or savings are “in the high five figures (or low six figures, etc.) in U.S. dollars”.
3. **Do not send papers separately.**
- All financial papers must be submitted together.
  - Partial documentation will be considered incomplete and will be returned.
  - Papers should be submitted by a designated family member.
4. **Each sponsor must submit an affidavit stating exactly what is to be provided.**
- All questions on affidavit forms must be answered.
  - *The sponsor in the presence of a notary public must sign all affidavits.*
  - **The notary public must sign and the official seal of the notary public must be on the affidavit.**
  - Affidavits, which have been changed in any way, must have the signature of both the sponsor and the notary public on each change. It is a crime to change a sworn statement.

There are notaries at all U.S. embassies and consulates. In the U.S. many local pharmacists, lawyers and accountants are notaries. There are notaries in all countries though names for them may be different. They are officials licensed by the national or regional government to take sworn statements for courts of law or to witness contracts or property deeds.

5. **Sponsors should not promise too much money.**
- Many sponsors seem to believe that, the more money they promise to give to the student, the more likely we are to issue the I-20 form. However, *the opposite is true*.
  - The second most common reason why HCC/EL must reject financial documents is that the sponsor promises to provide more support than his/her income permits.
  - Sponsors should promise what they truly intend to give.
6. **Do not submit old documents.**
- Both the College and the U.S. Government agencies require new documents (less than six months old).
  - Older documents will be rejected and returned.
7. **Do not send copies.**
- Except for tax documents, leases and deeds, all papers must be originals.
  - Copies are rejected and returned. Originals will be attached to I-20's issued for visa applications and returned to students who are outside the U.S.
  - *HCC/EL will not accept documents sent by FAX.*

8. **It is not important how many sponsors there are, whether or not they are U.S. citizens or where they live.**
  - It is usually easier to get an F-1 visa when at least part of a student's support comes from outside the U.S.
9. **Students can sponsor themselves, either partly or in full.**
  - No affidavits are needed.
  - Recent bank statements in the student's name must be provided.
10. **Scholarships may be used to qualify for the Form I-20.**
  - We must have an award letter from the private or government scholarship board stating how much money is to be given and for how many years.
11. **Free Room and Board can be used to support a student.**
  - When a family member in New York provides free room and board, the student needs far less in cash from other sponsors.
  - Affidavits of free room and board must be sent with a copy of the property deed or rental lease.
  - Such affidavits will not be accepted if the place to live is too small or too far away from the college.
12. **Every dollar of support must be proven by student's bank statements, proof of the sponsor's income, or a lease or deed.**
  - Each dollar not provided by the student personally must be guaranteed in an affidavit by a sponsor.
13. **All supporting financial documents must be in English.**
  - In order to make sure that we approve your financial documents as quickly as possible, we request that you officially translate the documents and that U.S. currency is used.

### **ESTIMATE OF INTERNATIONAL STUDENTS' EXPENSES FOR AN ACADEMIC YEAR**

In order to receive an I-20 Form you must show that you have sufficient financial support to cover the cost of your education and living expenses.

Below is the budget for an international student enrolled in the English Language Institute for a full academic year (9months minimum):

|                             |   |
|-----------------------------|---|
| <b>TUITION &amp; FEES</b>   | <b>\$ 1,822.00 *includes \$25 application fee</b> |
| <b>BOOKS &amp; SUPPLIES</b> | <b>\$ 1,070.00</b>                                |
| <b>TRANSPORTATION</b>       | <b>\$ 850.00</b>                                  |
| <b>PERSONAL EXPENSES</b>    | <b>\$ 3,746.00</b>                                |
| <b>HOUSING</b>              | <b>\$ 7,425.00</b>                                |
| <b>FOOD (AT HOME)</b>       | <b>\$ 1,937.00</b>                                |
| <b>LUNCH</b>                | <b>\$ 1,020.00</b>                                |
| <br>                        |   |
| <b>Total</b>                | <b>\$ 17,870.00</b>                               |

Hostos Community College does not have dormitories. Students who have friends or relatives in New York, who will be providing them with room and board at no cost to the student, must submit a **Room and Board Affidavit** verifying sponsorship.

**Students planning to bring a husband, wife, or child/children in a F-2 status must show an additional \$5,000 per year to support the spouse, and \$3,000 per year for each child.**

**PLEASE NOTE:**

- The issuance of an I-20 Form **does not** guarantee the approval of the F-1 (student) status by the U.S. Citizenship and Immigration Service **or** the approval of the F-1 student visa by the U.S. embassy or consulate office in your home country.
- **Unacceptable financial documents will be rejected and returned to you.** Documents must be completed exactly as indicated. Please read instructions carefully. Almost half of received documents are unsatisfactory because students or sponsors do not follow the indicated instructions.



## SEVIS Fee Payment: Instruction Sheet

On July 1, 2004, the U.S. Department of Homeland Security published a final rule to implement the Federal SEVIS fee of \$100, to be collected from F visa applicants. The fee will be used by the Department of Homeland Security to pay costs associated with the operation of the federal SEVIS program, including the administration and maintenance of SEVIS, compliance activities, and the hiring of federal liaison officers.

Prior to appearing for a visa interview (or for Canadian citizens who are visa exempt, prior to entering the United States), all individuals seeking an *initial* F-1 visa from a U.S. embassy or consulate who have in their possession a SEVIS form I-20 with an issuance date of September 1, 2004 or later will need to pay the SEVIS fee.

Students applying for admission to Hostos for the fall 2016 semester or later will have to pay the SEVIS fee before they can apply for a visa. Those who are visa exempt (e.g. Canadian citizens) will have to pay the SEVIS fee before they can enter the United States.

### ***Who has to pay the fee?***

New students who need to apply for an F-1 visa in order to enter the United States, and who have been issued a form I-20 for initial attendance dated on or after September 1, 20, must pay the SEVIS fee before going to the US embassy or consulate for their visa interview. If that individual's visa application is denied, a new SEVIS fee payment will not be required if a subsequent visa application is filed for the same type of program within 12 months of the initial denial.

New students who are citizens of Canada wishing to apply for F-1 status at a U.S. port of entry with a form I-20 for initial attendance dated on or after September 1, 2004 must pay the SEVIS fee prior to entering the United States

### ***Method of payment:***

The federal SEVIS fee will be able to be paid electronically on the internet by credit card (Visa, MasterCard or American Express), or by mail with an international money order in U.S. currency, or foreign draft drawn on a financial institution in the United States and payable in U.S. currency, or by check or money order from a U.S. bank. A special web site has been established for internet fee collection. The website is [www.FMJfee.com](http://www.FMJfee.com)

Fee payment can also be accepted from any third party, either in the United States or abroad. In other words, a friend or relative can pay the fee on behalf of a student. The Department of Homeland Security will issue an official paper receipt acknowledging every payment regardless of payment method. Express delivery of the receipt can be requested at additional cost. Anyone who pays the fee electronically will be able to print out an electronic receipt immediately at the time of payment for use in advance of the delivery of the paper receipt.

To print a copy of the SEVIS fee application and read about other payment options you can go to the SEVIS website at [www.ice.gov/graphics/sevis/](http://www.ice.gov/graphics/sevis/)

**For Information on How to apply for an F-1 visa in your county:** Either telephone them or visit their website at [www.usembassy.state.gov](http://www.usembassy.state.gov)

# HOSTOS COMMUNITY COLLEGE ENGLISH LANGUAGE INSTITUTE I-20 APPLICATION FORM

**Instructions for the Student:** Please write in the information that is requested below. Then answer the questions about your admission to the English Language Institute. Sign your name and enter the date. Please include a copy of your passport with your application.

Name: \_\_\_\_\_  
*Family Name* *First Name*

Date of Birth: \_\_\_\_\_  
*Month* *Day* *Year*

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

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

Overseas Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Application will not be accepted if you do not write your address.)

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

When do you want to begin studies at the ELI? (Check semester and year.)

Fall  Spring  Summer  2015  2016

What level of education did you complete in your country? \_\_\_\_\_

How long do you plan to study at the ELI?  6 months  1 year  \_\_\_\_\_

Why do you want to study English at the ELI? How will our English courses help you?

I want to apply to an American college.  I need English for my present job or future career.

Other reason for studying English: \_\_\_\_\_

If you apply to an American college, what would you like to study? \_\_\_\_\_

**NOTE:** All college applicants must include a copy of their school transcripts (grades) with their I-20 application.

How did you get your information about the English Language Institute?  ELI Website

A friend  An ELI student other: \_\_\_\_\_

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date

## PHOTOGRAPH

(Application will not be approved without picture)

**Note:** Also please attach a copy of your passport pages that have your picture, name and date of birth



**To Students, Sponsors and agencies:** Please give us the name of the person we can contact if the school needs more information from you. The school will return all incomplete applications if you do not provide the name of a contact person. Note: We can confirm that the school received your documents only if we have your email address.

If there is a problem with this application, please contact the: ( ) student ( ) sponsor ( ) agency

Name of Contact Person or Agency: \_\_\_\_\_

Email Address: \_\_\_\_\_

Fax#: \_\_\_\_\_ Telephone#: \_\_\_\_\_

If the I-20 is approved, please mail it to: ( ) student ( ) sponsor ( ) agency

Name: \_\_\_\_\_

Address: \_\_\_\_\_

How should the school mail your approved I-20( ) By Express Mail ( ) By Regular Airmail (3 or more weeks)  
**REMEMBER:** Express Mail handling service will cost you an additional \$20. You can pay this extra fee with a check/money order or it can be deducted from your tuition registration payment.

**REMINDERS:**

- \_Make a copy of your documents before you mail them to the school.
- \_Send us a copy of your passport page that has your picture, name and date of birth.
- \_Your request for admission and the I-20 form generally takes 2 weeks to be completed.
- \_You must complete a separate F-2 application if you plan to bring your family to the U.S.
- \_Read the Hostos Community College, ELI form I-20 renewal and refund policy.
- \_If your F-1 Visa is approved, you must report to the ELI and study for one semester before you can transfer to another school. This is an Immigration rule!!

**I-20 RENEWALSs:** If your student visa is not approved in time for you to attend the semester you have chosen, you can request a new I-20 for the next available session. You are permitted two I-20 renewals at no extra cost. Your application for admission will remain active for up to 6 months. After 6 months, you must present new financial documents and pay a new I-20 processing fee of \$110 to re-activate your admission or you must request a refund.

**REFUND POLICY:** If you must cancel your admission application, you will receive a full refund of your tuition commitment payment minus \$110 that covers the I-20/admissions processing fee. Please note that if you request a refund after 6months from the reporting date on your first I-20, a fee of \$150 will be deducted from your commitment payment. **NO REFUNDS WILL BE APPROVED AFTER ONE YEAR FROM THE REPORTING DATE ON YOUR FIRST I-20.** All refunds must be made either in person or in writing before the above deadlines and must be accompanied by the student's paid receipt (Bursar receipt) and/or I-20.

**ATTENTION STUDENTS, SPONSORS AND AGENTS:** Refund checks will be made in the name of the person who paid the tuition commitment fee. If you would like the refund check to be paid to another person, you must give the school permission to do so in writing. Credit card refunds will go into the account of the person who used his/her card to make the tuition payment.

**ATTENTION:** If you paid your tuition commitment fee with a check or money order, your refund check will take approximately 6 to 8 weeks to be processed. If you made your registration payment on-line, your refund transaction will show in your credit card statement approximately 1 to 2 weeks later.

# AFFIDAVIT OF SUPPORT FORM

You may photocopy this form for use by more than one sponsor.

## SECTION A

### SPONSORS WHO WILL SUPPORT A STUDENT

By completing this affidavit, you are promising the United States government that you will provide this student with a specific amount of money for every year he/she is going to study at HCC/EL. With the attached documents, you are also attesting that you can afford the support you are promising.

This affidavit is being submitted on behalf of:

\_\_\_\_\_ Full Name of student

SPONSOR'S NAME: \_\_\_\_\_  
Last Name First

ADDRESS: \_\_\_\_\_  
Number and Street

\_\_\_\_\_ City/Town State/Province Zip Code if in U.S. Country

1. I hereby certify that I am willing and able to provide, \_\_\_\_\_  
(Full name of student)

with no less than \$\_\_\_\_\_ each year while he/she studies in the United States. My financial support is for the student's: ( ) educational and living expenses ( ) educational expenses only ( ) living expenses only

2. My relationship to the student is: ( ) father ( ) mother ( ) other \_\_\_\_\_

3. I am \_\_\_\_\_ years old and presently I ( ) live ( ) do not live in the United States.

4. I am employed or own a business in \_\_\_\_\_ and my annual salary is \$ \_\_\_\_\_

5. I have on deposit in the bank a savings/checking account which totals \$ \_\_\_\_\_

6. I also receive other income from \_\_\_\_\_ which totals \$ \_\_\_\_\_

7. I have (2, 4, etc.) \_\_\_\_\_ family members that also depend on me for financial support.

**DEPENDENTS:** The following persons are dependent upon me for support. (*Do not list adult children, husbands or wives who are supporting themselves. Also, do not include the student listed above.*)

| NAME  | RELATIONSHIP | AGE   |
|-------|--------------|-------|
| _____ | _____        | _____ |
| _____ | _____        | _____ |
| _____ | _____        | _____ |
| _____ | _____        | _____ |

**SECTION B**

**STUDENTS WHO WILL SUPPORT THEMSELVES**

1. I hereby certify that I, \_\_\_\_\_, am able to support myself with no less than \_\_\_\_\_ per year while I study in the United States. It will cover my educational and living expenses.

2. I am \_\_\_\_\_ years old and presently I ( ) live ( ) do not live in the United States.

3. I have on deposit in the bank a savings/checking which totals \$ \_\_\_\_\_

4. I also receive other income from \_\_\_\_\_ which totals \$ \_\_\_\_\_

5. I have (2, 4, etc.) \_\_\_\_\_ family members that also depend on me for support.

**DEPENDENTS:** The following persons are dependent upon me for support. *(Do not list adult children, husbands or wives who are supporting themselves. Also, do not include the student listed above.)*

| NAME  | RELATIONSHIP | AGE   |
|-------|--------------|-------|
| _____ | _____        | _____ |
| _____ | _____        | _____ |
| _____ | _____        | _____ |
| _____ | _____        | _____ |

**SECTION C**

**AFFIRMATION OR OATH** (Sponsor declares that all the information on the affidavit is true and correct.)

This Affidavit of Support is legal document. Therefore, the Sponsor's name and signature must be verified by a Notary Public.

|  |   |
|--|---|
| <p><b>All sponsors must complete this part and sign below.</b></p> <p>I hereby affirm or swear that the information I have listed above is true and correct.</p> <p>Sponsor's name (printed): _____</p> <p>Sponsor's signature: _____</p> <p>Date: _____</p> | <p><b>Notary Public must complete this part and sign below.</b></p> <p>Subscribed and sworn before me this _____</p> <p>Day of _____, 200__ in _____</p> <p>My commission expires on _____</p> <p>_____<br/>Signature of Notary</p> |
|--|---|

## PROOF OF FINANCIAL SUPPORT FROM THE SPONSOR AND STUDENT

**Instructions for the Sponsor and Student:** You must show the school proof that the information you provided on the Affidavit of Support is true and correct. Please read below how you must prepare your financial documents.

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**I. EMPLOYMENT VERIFICATION** (from the Sponsor): If you indicated on the Affidavit of Support that you are presently working for a company or that you have your own business, you must show the school proof of your annual salary. The school will accept one of the documents from the list below.

- a) **Job Letter:** You can request an official job letter from your employer with the following information:
  - Your present position or title; date you began employment; your annual salary in American dollars
- b) **Income Tax Return:** You can provide the school with a copy of the income tax you completed last year. The income tax form must show the following information:
  - Your complete name; the name of your employer or business; your annual salary in American dollars
- c) **Letter from Accountant:** If you have a certified accountant or bookkeeper that helps you with your business accounts, he/she can prepare a statement for you with the following information:
  - Your complete name; the name of your business; amount of money you make annually in U.S. dollars

**II. BANK STATEMENT** (from Sponsor or Student): If you indicated on the Affidavit of Support that you presently have money in the bank, you must send the school proof of the amount you have in the bank. PLEASE NOTE: Students who are sponsoring themselves must prepare a bank statement and an Affidavit of Support. The official bank statement of letter must include the following information:

- Your name on the account; type of account (checking/savings); the exact amount in American dollars

**III. FREE ROOM & BOARD** (for the student): Free room & board means that a person in the U.S. will allow you to live with them for free while you study at the ELI. This can help you with your living expenses. If someone will offer you free room & board, you must get a letter from that person with the following information:

- The name and address of the person with whom you will stay; your complete name; how long he/she will give you free room & board; a notary stamp or seal next to the person's signature.

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### SCHOOL TRANSCRIPTS FROM STUDENT

If you plan to continue your education in the United States in a college or university after you complete your English courses, you must send us your academic transcripts (grades) translated into English with your I-20 application. The ELI College Admissions Counselor will review your grades to determine if you have the academic qualifications required for admission into a college degree program. If eligible, you will receive an acceptance letter from our school to present to the American Embassy. This letter will have important information about your course of study at the ELI and your educational objectives. PLEASE NOTE: The college to which you apply will make the final decision about your admission if you meet the entrance requirements.

### IMMUNIZATION RECORD FROM STUDENT

All I-20 applicants must provide proof of immunization for the measles, mumps and rubella (MMR) with their admission documents or when they report to the school for testing and orientation. Some applicants may be excused from this requirement because of health, religion or other reasons. To learn if you can be excused from the immunization requirement, please contact Fatiha Makloufi, Director of the Hostos English Language Institute. NOTE: No special form is necessary. A doctor's note or hospital record is acceptable proof.

**ALL AFFIDAVITS ARE TO BE SENT TO:  
HOSTOS COMMUNITY COLLEGE  
ENGLISH LANGUAGE INSTITUTE  
THE ADMISSIONS OFFICE  
ATTENTION: Soto, Lisanka  
500 Grand Concourse  
B Building, ROOM B-102  
Bronx, NY 10451  
Phone # (718)-518-4402**

- **ALL FINANCIAL DOCUMENTATION MUST BE MAILED TOGETHER. DO NOT MAIL ITEMS SEPARATELY.**
- **IT IS ADVISABLE TO MAIL YOUR INFORMATION BY FEDERAL EXPRESS OR ANOTHER TYPE OF CERTIFIED MAILING SERVICE.**
- **OBTAIN THE TRACKING NUMBER FOR REFERENCE.**

**PLEASE BE AWARE THAT HOSTOS COMMUNITY COLLEGE ENGLISH LANGUAGE INSTITUTE IS NOT RESPONSIBLE FOR ANY DOCUMENTS LOST IN THE MAIL.**

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