

INSTRUCTIONS FOR IELP APPLICATION

Include the following items in your application packet:

1. **Completed Application** and **U.S. \$100 application fee** by draft/check/credit card payable to Portland State University. **Your application will not be processed without payment.**
2. **Proof** of secondary school completion in original language and in English: an official copy of graduation certificate **or** academic transcript (either high school **or** university documentation).
3. **Medical Certificate of Measles (Rubeola) Immunization** (please complete enclosed form).

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

4. **Declaration of Finances** (please complete enclosed form). Also include an **official statement from your bank** indicating sufficient funds are available. If you will be sponsored/supported by someone in the United States, an Affidavit of Support form will be needed. Please contact our office to obtain this form. You must be able to provide evidence of financial capability since financial aid is not available to international students.
5. **Transfer Clearance Form** if you are transferring from a school within the United States. This must be completed by your foreign student adviser to verify your current U.S. immigration status. You must also show evidence of satisfactory progress at previous English language schools in the United States. If transcripts are not available, you must submit a letter of recommendation from the school. **Note: Do not leave your current program until you have received confirmation of your admission to the IELP.**
6. **Original passport-style photograph.**
7. **Copy of passport identification page.**

(Omission of any required document will result in either serious delay in evaluation or rejection of your application.) Send completed application and all documents to:

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

Street address (for express mail only):
Intensive English Language Program
632 SW Hall St, Rm 122
Portland, OR 97201 USA
Phone: 503-725-4088
Fax: 503-725-4139

IELP APPLICATION FORM (please do not fax this form)

I am applying for: Summer 2005 Fall 2005 Winter 2006 Spring 2006

Type or print clearly and accurately. Your I-20 visa is based on this information. (Please spell your name exactly as it appears on your passport.)

Family name (surname) _____ First name _____ Middle name _____

Date of birth (month/day/year) _____

Current address:

Street address _____ Apartment number _____

City _____ State/Province _____ Country _____ Postal code _____

Daytime telephone number _____ Evening telephone number _____

Fax number _____ Email address _____

Permanent address in home country (in case of emergency):

Street address _____ Apartment number _____

City _____ State/Province _____ Country _____ Postal code _____

Name and telephone number of closest relative _____

Nation of citizenship _____ Country of birth _____

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

If you are now in the United States, what kind of visa do you have? F-1 J-1 B-2 other _____

Passport number _____ I-94 expiration date _____

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

School _____ Dates _____

List other English language schools attended in the United States:

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 attended:

Name _____ City _____ Country _____

College/universities attended:

Name _____ Dates attended _____ Degrees awarded _____

How long do you wish to study in this program? _____

How did you hear about the Intensive English Language Program? _____

After English studies you will: return home study for a degree other _____

If studying for a degree, what level? BA/BS MA/MS Major _____ PhD

Name of spouse accompanying you: _____ Date, place of birth, and citizenship (if applying for F-2): _____
_____ M F

Name(s) of children accompanying you: _____ Date, place of birth, and citizenship (if applying for F-2): _____
_____ M F

_____ M F

Do you have medical insurance? yes no

Name of insurance company _____

Please write a short description of why you want to study English (please do not type) _____

I certify that the information provided is accurate and complete. I understand that admission to the Intensive English Language Program does not constitute admission to Portland State University.

Applicant's Signature _____ Date _____

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

I wish to pay the \$100 application fee by credit card. Visa MasterCard

Please send my I-20 by express mail charge to my credit card

Account Number _____ - _____ - _____ - _____ Expiration Date _____

DECLARATION OF FINANCES—Explanation of sources of financial support

PERSONAL FUNDS

Student's **own** savings or draft/checking account funds. An **original** letter on bank stationery indicating sufficient funds to cover all course fees and estimated costs is required. Date the account(s) opened, name of account holder, and present balance is required.

FAMILY FUNDS

Student's **family** savings or draft/checking account funds. Real estate holdings, personal property, and common stock holdings **should not** be used to confirm financial support.

An **original** letter on bank stationery indicating sufficient funds is required. Date the account(s) opened, name(s) of account holder, and present balance is required.

FAMILY OR PRIVATE SPONSOR IN THE UNITED STATES

Submit Form I-134, Affidavit of Support. Attach the required supporting documents as noted in Part II—Supporting Evidence of the I-134. (Please contact our office to obtain this form.)

PRIVATE SPONSOR OUTSIDE THE UNITED STATES

Private sponsor's savings or draft/checking account funds. Real estate holdings, personal property, and common stock holdings **should not** be used to confirm financial support.

GOVERNMENT OR AGENCY SPONSOR

An original, official letter of Billing Authorization is required. Full disclosure of the extent and amount of government or agency support is necessary. Inclusive dates of sponsorship or special conditions are required.

FOREIGN GOVERNMENT LOANS

Authorized/approved loan guarantee forms or letters are required. Inclusive dates of authorization and distribution of funds are required.

OTHER RESOURCES

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

DECLARATION OF FINANCES—Important information to issue an I-20

Sources of financial support

Personal funds.....	Amount	_____
Family funds.....		_____
Family or private sponsor in the United States		_____
Private sponsor outside the United States		_____
Government or agency sponsor.....		_____
Foreign government loans		_____
University support.....		_____
Other resources (please explain)		_____
	Total funds	_____

Total funds must cover estimated living expenses (tuition, rent, food, etc.) for the length of study (one term = \$6,756; two terms = \$13,512; 3 terms = \$20,268).

I CERTIFY that all statements on this form are **true and accurate**. The stated funds are available for my educational expenses at Portland State University. **I will notify** the University of any changes in my financial situation. I understand that misrepresentation of this document may lead to disciplinary action by the University.

Student's signature _____ Date _____

Sponsor letter

If your financial documents come from a family member or private sponsor, please have them fill out the form below. Sponsors in the United States can fill out the form below or attach a copy of the I-134.

Dear International Student Adviser,

My name is _____ and I am financially supporting
_____, my _____,

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

Sponsor's signature _____ Date _____