



# Intensive English Program (IEP) Application

Website: <http://iep.gsu.edu>

Phone: 404-413-5200

Email: [esl@gsu.edu](mailto:esl@gsu.edu)

Address: 25 Park Place Suite 1500, Atlanta, GA 30303

Please see the "IEP Application Instructions" at <http://iep.gsu.edu> for more detailed information on filling out this form

This application is for:  **SPRING (early January)**     **FALL (mid-August)**     **SUMMER (mid-May)**

## BIOGRAPHICAL INFORMATION

**Name** (as it appears on passport): \_\_\_\_\_  
(family name) (first) (middle)

**Date of Birth:** \_\_\_\_/\_\_\_\_/\_\_\_\_    **Gender:**     Male     Female  
(Month) (Day) (Year)

**Country of Birth:** \_\_\_\_\_    **Country of Citizenship:** \_\_\_\_\_

**Personal E-mail Address:** \_\_\_\_\_  
*We will send you important messages to the e-mail address you give*

**Permanent Home Country Address:** Enter a complete street address and phone number (**no P.O. boxes**).

Street and Number: \_\_\_\_\_ Apartment Number: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Country: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Mailing Address:** To receive an I-20 and other admission documents, check (✓) one of the boxes:

Mail my I-20/admission documents to my Permanent Home Country Address above (no PO boxes).

Mail my I-20/admission documents to the address below. (P.O. Box, agency address, and relative's/friend's address in the U.S. are acceptable).

Street and Number: \_\_\_\_\_ Apartment Number: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Country: \_\_\_\_\_ Phone Number: \_\_\_\_\_

## Emergency Contact Information:

Name of contact person in the U.S.: \_\_\_\_\_ Relationship: \_\_\_\_\_  
(e.g., relative, friend)

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

## AND/OR

Name of contact person *outside* the U.S.: \_\_\_\_\_ Relationship: \_\_\_\_\_  
(e.g., relative, friend)

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

## VISA INFORMATION

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What type of visa do you currently have? Check (√) only one box:

- None. I need a Form I-20 for an F-1 student visa  
 J-1.  
 U.S. Citizen or U.S. Permanent Resident  
 F-1. I am currently studying at another U.S. school and will transfer to the IEP at Georgia State University.\*  
 Other (e.g. A-1, A-2) \_\_\_\_\_

*Students with B-1/B-2 or F-2 visas cannot study in the IEP. If you have a B-1/B-2 or F-2 visa and want to study in our program, contact us at [esl@gsu.edu](mailto:esl@gsu.edu) to discuss your options.*

*\*For F-1 Transfer Students Only (include a copy of your current I-20 with your application)*

Name of current school: \_\_\_\_\_ Contact name: \_\_\_\_\_

Address (city/state): \_\_\_\_\_

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

Do you plan to bring any dependents (husband, wife, and/or child) with you to the U.S.?  Yes  No

*If you answered "Yes", you must complete the **F-1 STUDENT'S DEPENDENT INFORMATION** section below.*

### F-1 STUDENT'S DEPENDENT INFORMATION

*Complete the dependent section below only if you will apply for an F-1 visa and your husband, wife, or child will apply for an F2 visa to come to the U.S. with you as a dependent(s). Attach an extra sheet for any additional dependents.*

Last Name	First Name	Date of Birth	Country of Birth	Relationship to F-1 Student

## EDUCATIONAL BACKGROUND AND PLANS

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What is the last level of education you completed? Check (√) one of the boxes.

- High School  Bachelor's Degree  Master's or Doctoral Degree  Other (\_\_\_\_\_)

How did you first learn about the IEP at Georgia State University? Check (√) one of the boxes.

- Former/current IEP student  Friend/acquaintance  Relative  IEP website  Study in the USA  
 GSU faculty/staff member  Phone call to department  Other \_\_\_\_\_

After you complete your studies at the IEP, will you continue your education in an academic degree/certificate program in the U.S.? Check (✓) one of the boxes.

- Yes, I plan to apply to Georgia State University ( Undergraduate or  Graduate)
- Yes, I have been accepted to Georgia State University. (*Provide a copy of your acceptance letter with your application*)
- Yes, I plan to apply to another university in the U.S.
- No, I will not enter a college or university.

### **PROOF OF FINANCIAL RESOURCES (For F-1 Visa only)**

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You and/or your financial sponsor must document the financial resources to provide for your educational and living expenses (e.g. tuition, books, fees, food, housing and personal expenses) for the duration of your stay. In addition, coverage of educational and/or living expenses must be documented for any dependents (spouse and/or children). Please check one (✓) or more sources of funding below and fill in the chart on the next page:

- Personal funds (if you will pay for your own educational/living expenses)
- Funds from parent or other individual sponsor
- Government or embassy sponsor (must include award letter)
- Private organization or employer sponsor
- Other: \_\_\_\_\_
- Personal funding (if you will pay for your own educational/living expenses)

To receive an I-20, you must have a minimum of \$20,324 available for 9 months of estimated educational and living expenses in the U.S. Please complete the next page and send the following documents with your application:

- financial statement information (next page) showing a minimum of \$20,324
- completed and signed affidavit of support (next page), if necessary
- original financial documents (scan and send to [esl@gsu.edu](mailto:esl@gsu.edu)) showing a minimum of \$20,324
  - F-1 visa students who bring family members must add the following amounts to the minimum amount (spouse, add \$4,500; each child, add \$2,500)

#### ***\*IMPORTANT\****

Obtain an original letter for proof of financial resources (see next page) and send **scanned** copy of this original letter to the IEP ([esl@gsu.edu](mailto:esl@gsu.edu)). Save the original letter to bring to the U.S. embassy or consulate when you apply for the F-1 visa. Bank letters should be written in English (or have a certified translation attached) on official bank letterhead and stamped and signed by a bank official. This letter should have the following:

- date the account was opened
- currency type
- current account balance

Bank letters must be *originals* and no more than two months (60 days) old. Send scanned copy to [esl@gsu.edu](mailto:esl@gsu.edu).



# Intensive English Program Financial Statement and Affidavit of Support

Most students who are not U.S. citizens or permanent residents will need an F-1 visa to study in the U.S. To get your visa, you will need an I-20 from the IEP at Georgia State. You and/your sponsor must document the financial resources to provide for your educational and living expenses (e.g. tuition, books, fees, food, housing and personal expenses) for the duration of your stay.

Name \_\_\_\_\_

Date of Birth (MM/DD/YYYY) \_\_\_\_\_  Male  Female

Country of birth \_\_\_\_\_ Country of citizenship \_\_\_\_\_

- I am not in the U.S. and need an I-20 form from the IEP at Georgia State to get a student visa.
- I have student visa and an I-20 from another school or university. I will have my school complete an I-20 Transfer Form. School name: \_\_\_\_\_

To get an I-20 from the IEP at Georgia State, you must have a minimum of \$20,324 available to pay for your tuition, fees, insurance, housing, books, meals, and personal expenses for an academic year (9 months).

1. I will come to the U.S.  alone  with my spouse and/or children  
(You will need to show an additional \$4500 for your spouse, plus \$2500 for each child. The spouse of an F-1 visa holder cannot work in the U.S. Please attach a list of each person's name, date of birth, and country of citizenship.)
2. You must provide one of the following documents with this application to prove that you have the necessary funds:
  - A CURRENT, ORIGINAL statement or letter (*scan to esl@gsu.edu*) from a bank in the name of the person who will pay your expenses. The document must be no more than two months (60 days) old.
  - An ORIGINAL scholarship or grant letter (*scan to esl@gsu.edu*) from a company or government organization.
3. Who will pay your expenses?  Myself  A company or government organization  
 My family in the U.S.  My family in another country (not in the U.S.)
4. **The person who will pay for your expenses (sponsor) must read and sign the following statement:**  
I have read the information regarding expenses for full time study at the IEP at Georgia State. I certify that these funds are available, and I accept full responsibility for the expenses for 9 months of language training.

Name \_\_\_\_\_ Relationship to Student \_\_\_\_\_  
City / Country \_\_\_\_\_ Email \_\_\_\_\_

Sponsor signature (if applicable) \_\_\_\_\_ Date \_\_\_\_\_

Student signature (if not signed above) \_\_\_\_\_ Date \_\_\_\_\_

**Send (or scan) a copy of your passport identification page (bio page) of your passport and the required scanned financial document(s) described above with this application to [esl@gsu.edu](mailto:esl@gsu.edu) OR:**

**Intensive English Program, Georgia State University  
25 Park Place  
Suite 1500  
Atlanta, Georgia, 30303 USA**

## CERTIFICATION OF INFORMATION

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Please read carefully, check each box (if applicable) and sign that you understand the following statements.

- I understand that admission to the IEP is not the same as admission to Georgia State University. I must submit a separate application for admission to a degree program at Georgia State University.
- The IEP expects students to have a basic knowledge of English.
- (*F-1 visa students only*) I certify that the stated funds on the financial statement are available for my educational expenses in the IEP at Georgia State University.
- I understand that if I enter the United States with an I-20 from the IEP at GSU or transfer from another school/program and receive an I-20 from the IEP at GSU and then withdraw after registering for IEP courses at GSU, there is a \$600.00 administrative withdrawal fee.
- I understand that any material false statement made knowingly and willfully by me on this application, or any documents attached hereto may, in accordance with O.C.G.A. 16-10-71, which provides that upon conviction, a person who knowingly commits the offense of false swearing shall be punished by a fine of not more than \$1,000 or by imprisonment for not less than one nor more than five years, or both, subject me to prosecution in a court of law. Additionally, I further understand that any such false statement may subject me to immediate dismissal from the institution. Further, I certify that, to the best of my knowledge, the information submitted on this application is true and complete.

\_\_\_\_\_  
(student's signature)

\_\_\_\_\_  
(month/day/year)

## FINAL STEPS

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Please print out and send the completed application with required documents listed below to the IEP:

*Mail* Intensive English Program  
Georgia State University  
P.O. Box 4099  
Atlanta, GA 30302-4099 USA

*Express Mail  
(DHL, UPS, Fed  
Ex) packages*

Intensive English Program  
Georgia State University  
25 Park Place, Suite 1500  
Atlanta, GA 30303 USA

**Website:** <http://iep.gsu.edu>

**Phone:** 1-404-413-5200

**Email (for scanned documents):** [esl@gsu.edu](mailto:esl@gsu.edu)

1. Completed and signed application
2. Copy of high school diploma (in English); university transcripts also accepted
3. Immigration or Visa documents
  - a. **International students who have or need an F-1 visa** must send:
    - i. completed financial statement (if applicable, see page 4 of application)
    - ii. completed affidavit of support (if applicable, see page 4 of application)
    - iii. **scan of original (esl@gsu.edu)** of required financial documents (Bank Letter)
    - iv. copy of current valid passport (including copies of dependents' passports, if applicable)
  - b. **Resident aliens** must send a copy of I-551 or I-151 (green card), **front and back**
  - c. **Refugees** must send a copy of I-94 (departure card), **front and back**
  - d. **International students with visas (except F-1)** must send a copy of the visa
4. Copy of I-20, transcript, grade report, or progress report/letter from current program (TRANSFER students only)
5. \$125 non-refundable application fee AND \$60 Express mail fee (if desired) for I-20. If \$60 fee is not included, your I-20 will be sent through regular mail.

Your \$125 OR \$185 (application + express mail) check, bank draft, or international money order (in U.S. \$\$) should be made payable to: Georgia State University. Online credit card payments can be made at: [https://secure.touchnet.com/C20797\\_ustores/web/store\\_main.jsp?STOREID=116](https://secure.touchnet.com/C20797_ustores/web/store_main.jsp?STOREID=116). We receive daily notifications of payment and will match your application materials (when they arrive) with the credit card payment.

Please note the following about the credit card payment process:

- It is not necessary to become a 'registered user.' You can complete the process as an 'unregistered user.'
- When using a credit card in a country without states, you must choose "N/A" (the last option in the pull down menu) as the option to complete the form.

**Housing Information:** The IEP does not arrange for housing for students. If you are interested in on-campus housing, you must apply online (after acceptance to the IEP) at <http://myhousing.gsu.edu>