



# Intensive English Program (IEP) Application for Admission & Instructions

Website: <http://iep.gsu.edu> Phone: 404-413-5200 Email: [esl@gsu.edu](mailto:esl@gsu.edu)

*Below is a list of important issues to keep in mind as you complete the application for IEP admission. If you have questions, please contact us by phone (404) 413-5200 or by email ([esl@gsu.edu](mailto:esl@gsu.edu)), and we will be happy to assist you.*

## **A. Qualifications for Admission**

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To be admitted to the IEP at Georgia State University, you must:

- Be at least 18 years of age on or before the start date of the program you wish to enroll in
- Submit a high school diploma or college/university transcripts
- Submit an application before the deadline for the semester you wish to enroll in
- Have a valid visa or legal status for study

## **B. Required Documents for Admission**

Follow one of the three processes below that applies to your visa status/plans:

1. If you do NOT currently hold a U.S. visa and plan to apply for an F-1 student visa, mail items ①, ②, ③, ④, and ⑤ listed below.
2. If you currently hold a U.S. visa other than an F-1 student visa, mail items ①, ②, ③, ④ and ⑥ listed below.
3. If you already have an F-1 visa and are transferring from another school, mail items ①, ②, ③, ④, ⑤, ⑥, and ⑦ listed below.

### **① IEP Application**

To apply as a full-time student in the IEP, you may either handwrite the requested information clearly with blue or black ink and mail to the IEP at Georgia State OR by computer, type in the requested information on the PDF application form, print the completed form, and mail to the IEP. You must sign your name on the application. Typewritten or electronic signatures are not accepted.

### **② Payment of Fees**

#### *Application Fee*

A non-refundable US\$125 application fee is required with your application. Submit a check or money order in the amount of US\$125 payable to “Georgia State University” or make a credit payment 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 will match your card payment with your application, when it arrives to our office.

### **③ High School Diploma or College/University Transcripts**

Diploma and/or transcript(s) of all secondary and/or university coursework must be mailed to the IEP. Diplomas and/or transcript(s) must be translated into English, and show a complete list of the courses taken. Secondary school transcripts must show proof of high school graduation (or a high school diploma can be submitted).

#### **4 Passport Photocopy**

Mail a clear copy of your passport. The copy must show your name, date of birth, expiration date, and photograph. If you hold dual citizenship, send copies of both countries' passports. If you reside in the United States as a permanent resident, also include a copy of your Permanent Resident Green Card. If your spouse and/or children will accompany you on an F-2 visa, also provide a clear copy of their passports.

#### **5 Proof of Financial Resources**

If you need an Immigration and Naturalization Service Form I-20 for a student (F-1) visa, you will first need to send the following items to the IEP:

- Financial Statement (included in the application form) that has been completed and signed by you or your financial sponsor
- Official bank letter regarding a personal, family, or sponsor's account. The bank letter must:
  - Be originals, not photocopies
  - Be in English or officially translated into English (please include *original* letter)
  - Be dated within the past two months (60 days)
  - Clearly show the account holder's name in English (the name of the account holder must match the name on the financial certification)
  - Show a balance of at least \$24,500 in U.S. dollars (additional \$4,500 for accompanying spouse and \$2,500 for each accompanying child)

NOTE: If you have a scholarship, you can submit a scholarship letter in place of the Financial Statement, *provided the letter states that you have been granted a scholarship that will cover tuition and fees.* If the letter does not clearly state financial support, you must show personal Proof of Financial Resources as listed above and upon arrival, submit a Financial Guarantee Letter to the IEP.

#### **6 Current Visa Photocopy**

If you currently have a visa (F-1, A-1, A-2, or other visa), submit a photocopy of your visa with your application. If you are applying for an F-1 visa while in your country and currently do not hold any other U.S. visa, you do NOT need to submit this document.

#### **7 Transfer Student Form**

If you would like to transfer from another U.S. school to the IEP at Georgia State, you need to send all of the required materials below to the IEP by the application deadline. Include a copy of your current I-20.

##### IEP F-1 Transfer-In Form

- a) Request a transfer-in form from the IEP at Georgia State ([esl@gsu.edu](mailto:esl@gsu.edu))
- b) Complete the first part of the transfer form yourself
- c) Have an administrator from your current program complete the second part of the form  
Items **1**, **2**, **3**, **4**, **5**, and **6** above