



Intensive English Program (IEP) Application for Admission & Instructions

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

Phone: 404-413-5200

Email: 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), and we will be happy to assist you.

A. Qualifications for Admission

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-1 and B-2 holders are not eligible to study in our program).

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 should complete the online application found **here**. You should upload all documents directly into the application and pay the \$125 application fee at the end. If you are unable to upload your documents please email them to esl@gsu.edu using the same name as it appears on the application. We will match your documents with your application. **IMPORTANT NOTE:** Please make sure that you are using valid email address and type it correctly. Email is how we will communicate with you and send your documents.

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/product_detail.jsp?PRODUCTID=394. We will match your payment with your application, when it arrives to our office.

Reprocessing fees for students who do wish to defer their admission is \$60.

③ High School Diploma or College/University Transcripts

Diploma and/or transcript(s) of all secondary and/or university coursework should be uploaded into the online application to the IEP, or sent to esl@gsu.edu. 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

A clear copy of your passport must be submitted. 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)
 - 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