

**EKU ENGLISH LANGUAGE INSTRUCTION PROGRAM
(EELI)**

**EASTERN KENTUCKY UNIVERSITY
CASE ANNEX 270, RICHMOND, KENTUCKY 40475
INFORMATION AND INSTRUCTIONS**

PLEASE READ CAREFULLY BEFORE FILLING OUT THE APPLICATION

Regular F-1 students will receive their I-20 Form through the EKU English Language Instruction Program (EELI) at Eastern Kentucky University. The I-20 may be used only for English language study. EELI graduates will be admitted to ECU without TOEFL, provided all other admission requirements are met. A completed Declaration of Finance Certificate is required to qualify for the I-20 Form. **This certificate is necessary to verify that \$3,000 is available for each 7-week session you plan to study at EELI.**

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To enroll for sessions at EELI, please send the following:

1. **Application :** Please send to us at least one month before the session begins.
2. **\$100 application fee payable to ECU English Language Instruction (EELI) by check, money order, Visa, or Master Card. (You will receive your I-20 via the US Postal Service. We no longer mail I-20's via expedited delivery.)**
3. **Declaration of Finances Certificate**
4. **Two passport size photographs**
5. **Summary of education or resume**
6. **If you want airport pick-up service from Bluegrass Airport in Lexington, KY, contact EELI ahead of time through email at EELI@eku.edu because this service may not be available. The fee is \$35 payable at the time of pick-up. You may call Colonel's Cab for taxi service (\$65) at 859-624-8294.**

If you have been admitted to a university or another Intensive English Program, send a copy of your admission letter or a letter verifying your status at the language school.

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Upon receipt of the acceptable documents by EELI, the student is enrolled and the I-20 Form will be issued.

The \$200 SEVIS fee must be paid to Homeland Security before the interview with the US Consulate or Embassy.

The \$100.00 **application fee is not refundable** should the student decide not to attend or be unable to attend. The balance of the tuition and book fees is due by Orientation. All fees are subject to change without advance notice.

When you receive your I-20, you will be notified of orientation dates, residence hall openings, and procedures regarding health insurance. You will also receive instructions for submitting payment of fees. A food plan is available and information on food service will be included with the I-20.

PLEASE NOTE: Admission to Eastern Kentucky University is separate from admission to EELI. For information on enrolling at Eastern Kentucky University and services for International Students, write to:

Eastern Kentucky University
Division of International Education
Case Annex 181
Richmond, Kentucky 40475 U.S.A.

Estimated expenses for one 7-week session at EELI including tuition:

APPLICATION FEE	\$ 100.00
TUITION	1,600.00
LIVING EXPENSES (FOOD, CLOTHING, HOUSING etc.)	1,000.00
BOOKS	<u>200.00</u>
<u>TOTAL ESTIMATE</u>	<u>\$3000.00 + Insurance</u>
ON CAMPUS DOUBLE ROOM OCCUPANCY	\$870.00
BROCKTON EFFICIENCY APARTMENTS	\$770.00
<u>HEALTH INSURANCE</u>	
Fall I & Fall II	\$210.00
Spring / Summer	\$315.00
Summer	\$160.00
Annual	\$492.00

(Health insurance rates subject to change.)

14. *Address to which I-20 should be mailed: _____ Current _____ Home Country _____ Other: _____

15. If any members of your family will accompany you, give names and ages: _____

16. Your native language _____ Other language(s) _____

17. Level of education completed: _____ College _____ High School

18. EELI offers English instruction at Beginning Level One through College Preparatory Level Five.
If you have taken the TOEFL, please give your score _____ Test Date _____
Please request an official TOEFL score be sent from ETS.

19. If you have attended another intensive English language program in the U.S., send with this application a letter from the institution verifying your status and indicate the following:

Name: _____ When did you study there? _____
Address: _____ Month Day Year
_____ For how long did you study there? _____

20. * I plan to live _____ On Campus _____ Off Campus Room Preference _____ Smoking _____ Non-smoking

21. Do you have a relative or close friend in the U.S.: _____ Yes _____ No If yes, please list.

Name	Street Address	City	State	Phone	Relationship
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22. (Optional) Do you have a handicap that would require special services:
(Hearing, Speech, Visual, Physical) _____ No _____ Yes (Please explain) _____

23. How did you learn about this EELI/ESL Program? _____

24. Do you plan to apply to Eastern Kentucky University at the completion of the EELI program? _____ Yes _____ No
If yes: Graduate Program Name? _____ Undergraduate Program Name? _____
* My major is in _____

25. I understand that withholding information on this application or giving false information will make me ineligible for enrollment. With this in mind, I certify that the above statements are correct and complete.

*Signature of Applicant _____ Date _____

LIST DEPENDENTS: Spouse: Name: _____ D of B: _____ Country of Citizenship: _____ 1st Child: Name: _____ D of B: _____ Country of Citizenship: _____ 2nd Child: Name: _____ D of B: _____ Country of Citizenship: _____
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Please make sure ALL questions are answered.

Notice: Fees may change without notice

Acceptance of admission to Eastern Kentucky University depends on the academic and finances of the student.

DECLARATION OF FINANCES CERTIFICATE
EKU ENGLISH LANGUAGE INSTRUCTION PROGRAM (EELI)
EASTERN KENTUCKY UNIVERSITY
RICHMOND, KENTUCKY 40475

This financial certificate is proof of support and **must be filled in and returned with your application form before you can be enrolled at EELI.** You are required to certify that you or your sponsor can provide U.S. \$3,000.00 + Insurance for tuition and living expenses for one 7-week session at EELI.
(The amount does not cover Health Insurance. Please refer to the front page of the application for amounts.)

Student Name: (please print) _____

PROOF OF SUPPORT

AMOUNTS IN U.S. CURRENCY

Personal/Family Savings

Name of Bank: _____ \$ _____

Parents and/or Sponsors

Print name of each person: _____ \$ _____

Signature of parent/Sponsor below: _____ \$ _____

Your Government

Print name of agency: _____ \$ _____

Note: Enclose a signed copy of your letter of award.

_____ University

Print type of award: _____

Other

Please specify: _____ \$ _____

Note: Enclose a signed affidavit from authorized person.

TOTAL

\$ _____

The total should equal the \$3,000.00 estimate of costs for one 7-week session at EELI.

OFFICIAL CERTIFICATION OF SOURCES OF FUNDS AND AMOUNTS

This is to certify that I have read the information given by the applicant on this form, that it is true and accurate, and that the funds are available.

Bank Official's Signature _____ **Name (printed)** _____
Title _____ **Name of Bank** _____
Address of Bank _____ **Date** _____

This is to certify that I have read the information furnished by the applicant of this form, that it is true and accurate, and that the funds will be provided as specified.

Sponsor's Signature _____ **Name (printed)** _____
Date _____ **Relationship of Sponsor to Applicant** _____
Address _____

I, _____, (applicant name printed) certify that the total amount of money that I have available for my one 7-week session at EELI is \$_____. Further, I certify that the above information provided is correct and complete and that I shall notify EELI of any change in my financial circumstances.

Student's Signature _____ **Date** _____

Refund Policy, Medical Release, Photo Authorization

Read Carefully

I have read and understand the information provided by EELI. I understand and acknowledge the expenses involved in attending the EELI Program and fully understand the refund policy.

I am aware that the \$100 application fee is non-refundable. Tuition is refundable only within 24 hours of the first scheduled class. I understand that a \$20 fee will be charged for returned personal checks. Dormitory and housing deposits are counted in the housing cost. If you cannot appear then the housing fee is refundable.

In the event of an illness or injury to the applicant, I grant permission to medical authorities to examine and treat the applicant and I authorize the release of medical records for treatment and health insurance. I understand that I am responsible for medical expenses above the limits of applicable medical insurance.

For students who are younger than 18, this form must be signed by the parent to give authorization to take the required TB test upon arrival at ECU/EELI

Parent's Name: _____

____By checking this space I authorize the EELI Program to take, use, publish and reproduce photographs, slides or video of the applicant for its records and publications.

Signature of Applicant: _____

Signature of Guardian (if applicant is under 18): _____

Date: _____

(For additional dependents)

EKU ADMISSIONS

You can download the ECU Undergraduate International Admissions Application and Declaration of Finance Form online at www.admissions.eku.edu/international.

General Information for EELI Applicants

Placement Testing

All EELI students are required to take placement tests in reading, writing, listening, and speaking on the testing date prior to Orientation each session. These dates will be announced in the Welcome Letter you receive. The placement tests are mandatory for all students and determine your beginning course-level placement. The writing test is a one-hour timed test. Students in Levels 1 and 2 may use a bilingual dictionary. Students in Levels 3, 4, and 5 may use an English-only dictionary.

Health Insurance

Health care in the U.S. is very expensive. All EELI students are required to purchase health insurance by the time they register for classes. You may purchase coverage through ECU. For more information on ECU Health Insurance, consult the form in your welcome packet or call EELI at 859-622-6370.

Cancellations and Refunds

Withdrawals and cancellations must be requested from the EELI Program and received before the first day of the selected session. Tuition will be refundable only within 24 hours of the first scheduled class. The housing deposit is refundable if the student fails to come to EELI. In all cases the application fee is non refundable. Any refunds will be made within 30 days of cancellation notification. For more information, please see the "Refund Policy, Medical Release, Photo Authorization" form on the application.

Important Note on Dates of Attendance:

If you must change your beginning date of attendance, you must do the following:

- Write or e-mail to inform us of your new expected beginning date.
- Return the I-20 we issued you.
- Send a new bank statement if the one we have on file is more than 60 days old.

Important Note on the I-20:

When you use the EELI I-20 to enter the U.S., you are committed to attending at least two sessions at EELI. If you use some other school's I-20 to enter the U.S., you must attend that school for at least one term before you may transfer to EELI.

For your first entry into the U.S., you must schedule a personal interview and present your I-20 from the school you plan to attend to the U.S. Consulate in order to get an F-1 Student Visa. You cannot change your mind about the school you want to attend unless you get another I-20 from another school first. The visa notation about the school and the I-20 of the school must match.

Visas

In order to study at EELI, you will need to fill out an application (which you may download from the EELI Web page www.eeli.eku.edu) and provide the 5 items listed at the top of the application. Once you are admitted to EELI, EELI will enter electronically your name and I-20 information on SEVIS. Then, you will receive your I-20 form and admission letter sent to the address you have indicated. To obtain an F-1 Student Visa, you need to take the I-20 form, proof of finances, and admission letter to an office of the U.S. Consulate or U.S. Embassy in your country. At the Consulate or Embassy, request a multiple-entry student visa, which will allow you to visit Canada and Mexico and to re-enter the United States if the ECU or EELI DSO signs the back of your I-20. A regulation that you should be aware of is that you may not enter the United States more than 30 days prior to your I-20 beginning date.

* Canadian students do not need a visa. You must present the I-20, proof of financial support, and proof of Canadian citizenship to the U.S. Immigration officials at the U.S./Canada border.

How to Obtain an F-1 Student Visa

Step 1:

EELI can issue you the Certificate of Eligibility (I-20) which you must have to get or maintain student visa status. To get an I-20, ALL students must provide EELI with a **completed** application.

Step 2:

SEVIS I-901 Fee: \$200.00

Using the Internet to fill in the Form I-901 at

www.fmjfee.com and paying by credit card is the fastest way to pay the SEVIS I-901 fee. You can print a receipt immediately.

OR

The Western Union Quick Pay™ service allows you to send your payment electronically, directly to the Department of Homeland Security (DHS). Simply bring your cash payment in local currency — where applicable — to a participating Western Union location. Within minutes, DHS will receive a notification indicating to us that you have made your SEVIS fee payment.

There are three steps that you should follow:

Step One: Print out and bring a copy of these instructions along with a copy of the sample form to a local participating Western Union Agent location.

Step Two: Go to a local participating Western Union Agent location.

To find the nearest Western Union Agent location go to <http://www.payment-solutions.com/agent.asp> and select a country or call the telephone number of the Western Union Commercial Services Network Agent in your country as listed in your phone book.

Step Three: Request and fill out the blue form.

You must request a **Blue Form** at the participating local Western Union Agent location. This form may show words such as ““Payment Services”” or ““Quick Pay”” printed in the applicable local language. However, please note that **all** Quick Pay forms will be blue.

Once you have obtained the Blue Form from the Western Union Agent location, you must fill out **all appropriate information**. Below are specific instructions for each field and sample forms for F, M, and J visas at international Western Union Agent locations as well as instructions and sample forms for Western Union Agent locations in the United States. Please bring a copy of these instructions and sample forms to the Western Union Agent location.

Step 3:

Once you receive your I-20, you must pay the SEVIS FEE of \$200 and take the receipt to the embassy with you. You can pay this online at www.FMJfee.com or send to the address below then call and make an appointment with the U.S. Consultant or U.S. Embassy. Be sure to have the items below with you when you have your appointment.

- ✚ Welcome (acceptance) Letter
- ✚ I-20
- ✚ SEVIS I-901 FEE Receipt (\$200)
- ✚ Bank Statement
- ✚ Passport

Mail the Form I-901 and payment to:
I-901 Student /Exchange Visitor Processing Fee
P.O. Box 970020
St. Lewis, MO 63197-0020

Prepare for your appointment with the U.S. Consul.

- Plan ahead. Start the application process in plenty of time.
- Be very organized. Take all your materials, and present yourself in a neat and orderly manner.
- Be clear about your educational goals. Remember, you are coming to the U.S. (**know where you are going in KY**) to study. Your educational goals should be your priority and be clearly stated.
- Keep the focus clear in your interview. Focus on your purpose of study.
- Be sure to show how your U.S. education will benefit you in your home country.

EELI - GUEST HOUSING

University Housing Eastern Kentucky University

NAME _____ STUDENT ID NO. _____

ADDRESS _____ EMAIL ADDRESS _____

PHONE NUMBER _____

ROOMMATE PREFERENCE _____

(Name)

(I.D. Number)

DATE(S) OF OCCUPANCY: FROM _____ To _____

If these dates change, the Office of University Housing MUST be contacted immediately.

LIFESTYLE PREFERENCE (Circle One)

I am a smoker: Yes No

I object to staying with a person who smokes: Yes No

The following guidelines apply to all EELI residents staying in the Eastern Kentucky University Residence Halls. University Residence Hall rules and regulations may be found in the Housing Contract, the Residence Hall Guide, the University Housing website, the University Catalog, and the University Handbook for students.

All room changes must be made through the Office of University Housing during the scheduled Room Change Period. Students who move without permission from the Office of University Housing will be charged \$50.00 and the appropriate disciplinary action will be taken.

I agree to abide by all rules and regulations as included in the University Housing Contract, Catalog, and Student Handbook. As well, I will make payment at the appropriate time. Failure to follow rules and regulations will result in eviction and/or appropriate charges. All charges will be placed on student account upon room assignment.

Signature: _____ Date: _____

Office Use Only

Date Paid _____ Amount Billed to Account _____

Room Assigned: _____ Notified: _____

University Housing
SSB CPO 51
521 Lancaster Avenue
Richmond KY, 40475
(859)622-1515 (Office), (859)622-8384 (Fax)
www.Housing.eku.edu

SIGNED CONTRACT MAY BE FAXED TO THE HOUSING OFFICE @ (859)622-1515