

LaGuardia Community College  
The English Language Center  
31-10 Thomson Avenue, C-354  
L.I.C., N.Y. 11101  
Telephone (718) 482-5360  
Fax (718) 609-2004  
Website: [www.esl.lagcc.cuny.edu](http://www.esl.lagcc.cuny.edu)  
E-mail: [english@lagcc.cuny.edu](mailto:english@lagcc.cuny.edu)

## **INTERNATIONAL STUDENT FACT SHEET**

### **Obtaining the Form I-20:**

You must send the following documents:

1. A completed application form signed by the student.
2. High School Diploma or University Transcript with an OFFICIAL English translation.
3. A NOTARIZED Affidavit of Support form if someone else will sponsor you.
4. Financial Evidence. (All financial documents must be translated into English and the account balance stated in U. S. currency).

Please send ONE of the following:

- An official bank letter with date the account was opened, the current balance and the average balance over the past six months.
  - A letter on company letterhead from the sponsor's employer giving the sponsor's annual salary and length of employment.
  - Copies of the sponsor's previous year's tax returns if he/she is *self-employed* in the U.S.
5. A money order for U.S. \$200.00 made payable to LaGuardia Community College. This is a processing fee and is non-refundable. The fee will be deducted from your tuition fee when you register.
  6. SEVIS Fee \$200.00 to be paid after receiving the form I-20 from The English Language Center, LaGuardia Community College.

***We reserve the right to request additional financial information.***

- Documents, which have been altered, cannot be accepted. All originals will be returned to you.

### **PLEASE NOTE:**

The English Language Center estimates tuition and living expenses for one year to be \$16,000.00. You must show that you will have money available for each year of study.

Please turn over →

# **INTERNATIONAL STUDENT FACT SHEET**

Continued

Mail all required documents and money order for \$200.00 to:

**The English Language Center  
LaGuardia Community College  
31-10 Thomson Avenue, C-354  
L.I.C., N.Y. 11101**

## **Obtaining the Visa:**

- A. Take the following to the American Consulate in your country:
1. The form I-20
  2. Your acceptance letter
  3. Your passport
  4. Financial documents
  5. Copy of SEVIS fee receipt
  6. Proof of Visa fee payment or Visa fee
- B. If your F-1 visa application is successful, the consular official will stamp the F-1 visa in your passport and return your I-20, financial documentation and the letter of acceptance.
- C. When you arrive in U.S., the Immigration officer at the port of entry will:
1. Ask to see your passport.
  2. Ask to see your Form I-20, and will return pages 1 and 3 (the student copy) of the I-20.
  3. Give you an I-94 form (a small white piece of paper) which will be stamped with the date of entry and stapled to your passport.

***PLEASE SECURE THESE DOCUMENTS IN A SAFE PLACE.  
THEY ARE VERY IMPORTANT.***

After arriving in New York, please come to the English Language Center on the date stated in your acceptance letter. Bring your passport, form I-20, the balance of your tuition fee and register for classes.

# Application

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Check the quarter you are applying for:

Fall \_\_\_\_\_ Winter \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_ 2008 \_\_\_\_\_ 2009 \_\_\_\_\_ 2010 \_\_\_\_\_

Name: \_\_\_\_\_  
*Family Name* *First Name*

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

Country of Birth: \_\_\_\_\_ Citizen of: \_\_\_\_\_

Member(s) of my family will accompany me. Yes \_\_\_\_\_ No \_\_\_\_\_ (Please list name(s) overleaf.)

## **ADDRESS**

Current Address: \_\_\_\_\_  
\_\_\_\_\_

E-mail Address: \_\_\_\_\_

Fax Number: \_\_\_\_\_

**REFERENCE IN THE U.S. (Name)** \_\_\_\_\_

*Address:* \_\_\_\_\_  
\_\_\_\_\_

Telephone (\_\_\_\_\_) \_\_\_\_\_  
*Area code*

## **EDUCATION**

Highest education level completed (check one) High School \_\_\_ College 1 2 3 4 (years)

Have you studied in the US before? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you currently hold a valid F-1 Visa? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, write visa expiration date: \_\_\_\_\_  
*Month/Day/Year*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

Please refer to the Fact Sheet and use the checklist **BEFORE** mailing your documents.

# APPLICATION

