Dear Student:

Thank you for your interest in the Intensive English Language Program (IELP) at Portland State University. Application materials are enclosed. Please read all of the information in this packet. Carefully follow the instructions so that we can send you notification of your admission as soon as possible.

To apply for admission, complete the application forms and return your completed application packet to:

Intensive English Language Program (IELP)
Portland State University
PO Box 751
Portland, OR 97207-0751

or send as an email attachment to: ielpadm@pdx.edu

If you have any questions about our program or the application process, please contact us. We look forward to welcoming you to our program!

Sincerely,

Julie Haun, Director
Intensive English Language Program
Phone: 503-725-4088
ielpadm@pdx.edu
www.pdx.edu/esl

IELP ACADEMIC ADMISSION REQUIREMENTS

In order to be academically admitted to the Intensive English Language Program, you must:
- Be at least 17 years of age
- Have completed high school/secondary school or its equivalent

All IELP courses are conducted in English. We recommend that students have already had prior academic exposure to the language.

Review of your application for admission will begin upon receipt of the application fee ($150; non-refundable if not admitted) Students who will request an F-1 visa must provide proof of financial support for the duration of study in the program. A form I-20, certificate of eligibility for an F-1 student visa, cannot be issued without the required financial information.

TERM CALENDAR 2019-2020

<table>
<thead>
<tr>
<th></th>
<th>Fall 2019</th>
<th>Winter 2020</th>
<th>Spring 2020</th>
<th>Summer 2020</th>
<th>Fall 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>IELP Orientation Week:</td>
<td>September 25 - 27</td>
<td>January 6 - 7</td>
<td>March 25 - 28</td>
<td>June 17 - 18</td>
<td>September 23 - 25</td>
</tr>
<tr>
<td>Classes start:</td>
<td>September 30</td>
<td>January 8</td>
<td>March 30</td>
<td>June 22</td>
<td>September 28</td>
</tr>
<tr>
<td>Last day of the term:</td>
<td>December 11</td>
<td>March 18</td>
<td>June 10</td>
<td>August 14</td>
<td>December 9</td>
</tr>
</tbody>
</table>

- Please confirm application deadlines on the IELP website.
- Please plan to arrive at least one week before the start of the term.
- All new IELP students must take the placement test.
- Late arriving students who miss the placement exam, registration day, or the first week of classes may not be able to attend classes until the following term.
**ESTIMATED TUITION, FEES AND LIVING EXPENSES FOR 2019-2020 ACADEMIC ENGLISH PROGRAM**  
**ACADEMIC YEAR (PER TERM)**

<table>
<thead>
<tr>
<th></th>
<th>Levels 1-5 (18 hours/week)</th>
<th>Pre-Entry: Level 0 (22 hours/week)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee (one time only, nonrefundable, payable online with credit card)</td>
<td>150</td>
<td>150</td>
</tr>
<tr>
<td>Tuition (22 hours/week for Pre-Entry Program, 18 hours/week for all other programs)</td>
<td>4,014</td>
<td>4,906</td>
</tr>
<tr>
<td>* Learning Center and Engagement fees</td>
<td>290</td>
<td>290</td>
</tr>
<tr>
<td>*Student Health Center fee/basic insurance plan</td>
<td>156</td>
<td>156</td>
</tr>
<tr>
<td>*Health insurance/extended plan</td>
<td>890</td>
<td>890</td>
</tr>
<tr>
<td>*University Fees</td>
<td>321</td>
<td>321</td>
</tr>
<tr>
<td>*SEVIS Fee</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>IELP New Student Program Fee (one time only, nonrefundable)</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td><strong>Total tuition and fees</strong></td>
<td><strong>5,941</strong></td>
<td><strong>6,833</strong></td>
</tr>
<tr>
<td>Rent (3 months)</td>
<td>2,091</td>
<td>2,091</td>
</tr>
<tr>
<td>Food (3 months)</td>
<td>1,467</td>
<td>1,467</td>
</tr>
<tr>
<td>Personal expenses (transportation, etc.)</td>
<td>1,500</td>
<td>1,500</td>
</tr>
<tr>
<td>Books and supplies</td>
<td>200</td>
<td>200</td>
</tr>
<tr>
<td><strong>Total living expenses</strong></td>
<td><strong>5,258</strong></td>
<td><strong>5,258</strong></td>
</tr>
<tr>
<td><strong>Total estimated tuition, fees and living expenses</strong></td>
<td><strong>11,199</strong></td>
<td><strong>12,091</strong></td>
</tr>
</tbody>
</table>

*Required fees  

**NOTE:** Tuition and fees are subject to change at any time.

**PLACEMENT TEST AND CLASS REGISTRATION**

New students must take the placement test. The results of the test will determine your level of study. If you are not able to arrive in time for the placement test, you may have to wait until the next term to begin the program. Contact the IELP office to discuss your options.

Students must attend classes and make an effort to improve their skills and advance in their levels in order to continue in the program.

**HEALTH INSURANCE REQUIREMENT**

Students in F-1 status and their dependents in F-2 visa status are required to pay for the extended health insurance policy, offered through Portland State University, each term of study. Students will be covered by a comprehensive health insurance policy and will also be able to use the Student Health and Counseling Center on the PSU campus. Students sponsored by a government agency may submit proof of sufficient coverage and waive this requirement.

**HOUSING**

You are responsible for finding your own housing. For more information please see our website at [http://www.pdx.edu/esl/housing-options](http://www.pdx.edu/esl/housing-options).

Plan ahead. Space in university housing is limited. We recommend that you begin to search for housing now.

**F-1 STUDENT VISA INFORMATION**

Upon admission to the IELP you will receive:
- An official admission letter
- A form I-20, certificate of eligibility for an F-1 student visa and instructions for applying for your visa
- Important information about the program

When you receive your form I-20 you will:
- Pay the required SEVIS I-901 fee of $350 via the internet at [www.fmjfee.com](http://www.fmjfee.com)
- Print your receipt for the SEVIS I-901 fee
- Make a visa appointment at the nearest U.S. consulate or embassy

*You may be able to make your visa appointment before paying the SEVIS I-901 fee. Check with the consulate/embassy where you will make your appointment. Proof of payment of the fee must be presented at the visa interview.

*All visa forms must be completed online.

**Useful immigration resources:**
Find a U.S. consulate or embassy: [www.usembassy.gov/](http://www.usembassy.gov/)
Visa application forms: [www.state.gov/m/a/dir/forms/](http://www.state.gov/m/a/dir/forms/)
Additional information about F-1 student visas: [www.travel.state.gov/visa/temp/types/types_1268](http://www.travel.state.gov/visa/temp/types/types_1268)
If you have immigration or visa questions, please email Jonna Lynn Bransford, IELP International Student Advisor, at jmehrens@pdx.edu.

Plan ahead. Allow two to three months for the entire application and student visa process to be completed.
**PAY IELP APPLICATION FEE**

Payment options:
1. Credit card payment online at https://commerce.cashnet.com/ielp
   *Payments made by credit card will be assessed a $3.75 service fee.
2. Check or cash payment mailed or in person.

**INSTRUCTIONS FOR IELP APPLICATION**

Include the following items in your application packet and complete this checklist:

1. **Completed Application** and USD $150 application fee by draft/check/credit card/cash payable to Portland State University.
   - Your application will not be processed without payment. Admission materials for new international students will be sent via express mail. Admission materials for transfer students will be sent via standard mail.

2. **Proof** of secondary/high school completion in original language and in English OR an official copy of graduation certificate OR university transcript (submit only one of the three options listed)

*Note: U.S. permanent residents and U.S. citizens do not need to complete steps four and five.*

3. **Declaration of Finances.** Include an official statement from your bank or your sponsor's bank indicating that sufficient funds are available to pay for your studies and expenses. See details below for additional information.

4. **Copy of your passport identification page**

5. **Transfer Clearance Form** if you are transferring from a school within the United States. This form must be completed by your international student advisor to verify your current U.S. immigration status.

*Note: Do not leave your current program until you have received confirmation of your admission to the IELP.*

Omission of any required document will result in a delay in processing your application, or in rejection.

Send completed application and all required documents to:

**Intensive English Language Program**
Portland State University
PO Box 751
Portland, OR 97207-0751
Phone: 503-725-9185

Completed application and supporting documents may also be sent via email to: ielpadm@pdx.edu.

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**DECLARATION OF FINANCES**—Explanation of sources of financial support

**PERSONAL FUNDS**

Student's own savings or draft/checking account funds **in English.** An original letter on bank stationary indicating sufficient funds to cover all course fees and estimated costs. The name of the account holder and the present balance are required.

**FAMILY FUNDS**

Student's family savings or draft/checking account funds **in English.** This must be an original letter on bank stationary indicating sufficient funds **in English.** The name(s) of the account holder and the present balance are required. Real estate holdings, personal property, and common stock holdings **should not** be used to confirm financial support.

**PRIVATE SPONSOR OUTSIDE THE UNITED STATES**

Private sponsor's savings or draft/checking account funds. An original letter on bank stationary indicating sufficient funds and the name of the account holder **in English** is required. Real estate holdings, personal property, and common stock holdings **should not** be used to confirm financial support.

**PRIVATE SPONSOR IN THE UNITED STATES**

Submit a copy of Form I-134, Affidavit of Support. Attach a copy of the supporting documents as noted in Part II—Supporting Evidence of the Form I-134. Go to www.uscis.gov/files/form/I-134.pdf for this form. The original I-134 and supporting documents must be submitted with the visa application.

**GOVERNMENT OR AGENCY SPONSOR**

An original official letter of sponsorship or scholarship. Full disclosure of the extent and amount of government or agency support is necessary, including dates of sponsorship and special conditions.

**OTHER RESOURCES**

List specific details of other means of financial support. Provide documentation of the availability of funds.