

English Language Center
Enrollment Services 331
Towson University
8000 York Road
Towson, Maryland 21252-0001, USA
Telephone 410.704.2552
Fax: 410.704.2090



ENGLISH LANGUAGE CENTER APPLICATION FORM

Directions:

1. Complete all required fields on the application and print Application Form. **Be sure to write your name exactly as it appears on your passport!** If the name on your application and the name on your passport are different, you will have trouble obtaining your visa.
2. Submit (send) a US\$50.00 non-refundable application fee payable to **Towson University**. Only the following forms of payment will be accepted:
 - International money order
 - Bank draft
 - Personal check drawn on a U.S. bank account
3. Submit a passport-sized photo of yourself with the application
4. Along with the other documents, please include a photocopy of the “biography” page of your passport. This is the page with your picture, date of birth, address, etc. We need this to assure that spelling on the I-20 matches spelling in your passport.
5. Students who need a Form I-20 need to complete the Financial Statement of the Application. **NOTE:** Do not plan to enter the U.S. on a tourist visa hoping to change your visa to a student visa while you are here. This can be done, but you cannot take any classes until the conversion is made, which might take up to six months.
6. Attach an **original bank statement** on bank letterhead signed by a bank officer. This letter must be in English and must show one of the following amounts:
 - \$20,100 for spring and fall semesters (9 months)
 - \$24,200 for spring, summer and fall (12 months)
 - \$8300 for only the spring or only the fall (4 months)
 - \$6700 for the summer only (3 months)
7. If you wish to have your I-20 sent by **Express Mail**, there is an additional fee of \$75.00. The total for both the application fee and express mail combined is \$125.00.
8. **Mail your documents to:**
The English Language Center
Towson University
331
8000 York Road
Towson Maryland, 21252-0001

Bring your documents to:
The English Language Center
The Enrollment Services Building, Suite
Emerson Drive (off Osler Drive)
Towson University



ENGLISH LANGUAGE CENTER APPLICATION FORM

Please check the session when you wish to start attending the English Language Center.

Fall (begins late August)
 Spring (begins late January)
 Summer (begins late May)

FAMILY NAME (SURNAME)	FIRST/GIVEN NAME	MIDDLE NAME(S)

Note: Spell your name exactly as it appears on your passport! Your **FULL** complete name is

STREET ADDRESS	
CITY, STATE, POSTAL CODE, COUNTRY	
EMAIL ADDRESS (please include this)	
TELEPHONE NUMBER	
FAX NUMBER	

important here.

GENDER (please check)	<input type="checkbox"/> Male <input type="checkbox"/> Female
MARITAL STATUS (please check)	<input type="checkbox"/> Single <input type="checkbox"/> Married* - If you are married and your family will come with you to the United States, please complete the Request for Family Member Visa

SOCIAL SECURITY NUMBER OR ITIN (if you have one)	
DATE OF BIRTH (MONTH/DAY/YEAR) (please enter month and then day)	
PLACE OF BIRTH (CITY, COUNTRY)	
NATIVE LANGUAGE	
COUNTRY OF CITIZENSHIP	
COUNTRY OF LEGAL RESIDENCY	

Note: Your I-20 will be sent to the above address. If you would like your I-20 mailed to a different address, please write the address and any instructions on a separate letter and include it with this application.



ENGLISH LANGUAGE CENTER APPLICATION FORM

HOW MANY YEARS HAVE YOU STUDIED ENGLISH?	
YEAR GRADUATED FROM HIGH SCHOOL	
ARE YOU LIVING IN THE U.S. NOW?	Yes – <i>If yes, complete Box A</i> No – <i>If no, complete Boxes D Et E</i>
A. Are you transferring your visa from another school in the United States?	Yes – <i>If yes, complete Boxes B Et C</i> No – <i>If no, complete Boxes D Et E</i>
B. Name of school	
C. Address and phone number of school	
D. If you are NOT transferring from another school, please check your current visa status	<input type="checkbox"/> U.S. Citizen <input type="checkbox"/> Permanent Resident <input type="checkbox"/> F-1 Student <input type="checkbox"/> Other visa (Please Specify –B, J, H, K, A)
E. Will you need a Form I-20 for a student visa?	Yes – <i>If yes, please complete Financial Statement Section</i> No
HAS ANY MEMBER OF YOUR FAMILY STUDIED AT THE ENGLISH LANGUAGE CENTER?	Yes – <i>If yes, please give name of family member(s)</i>
	No
DO YOU WANT INFORMATION ABOUT DORMITORY ROOMS? (Dorm rooms are available to ELC students only during the summer: see housing link for off-campus)	Yes
	No
DO YOU WANT INFORMATION ON MEAL PLANS?	Yes No

CERTIFICATION STATEMENT

I understand that full tuition for one semester is due on the day of registration.

I will comply with all the immigration rules required of an F-1 student while studying at the ELC.

I certify that the information provided on this application form is complete and accurate.

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Signature

Date



ENGLISH LANGUAGE CENTER APPLICATION FORM

FINANCIAL REQUIREMENTS

The United States Citizenship and Immigration Services requires the University to ensure that all students who apply for a student visa are able to pay tuition, fees and living expenses while in the United States.

If you need a Form I-20 for a student visa (F-1), you must complete the information below and send this form with an original certified statement from your bank or the bank of your sponsor* (complete with the bank seal).

If the student will be living in own apartment or in dormitory:

- 1) An original bank statement for one of the amounts below:
- 2) A Letter of Willingness (see [Form A](#)) from the sponsor* if bank account is not in student's name.
 - \$20,100 for students planning to study for the fall and spring semesters (9 months)
 - \$24,200 for students planning to study for the summer, fall, and spring (12 months)
 - \$8300 for students planning to study for the spring or fall only (4 months)
 - \$6700 for students planning to study for the summer only (3 months)

If the student will be living with a US sponsor or relative:

- 1) An original bank statement showing a balance of one of the following:
 - \$13,350 for spring and fall (9 months)
 - \$15,200 for entire year (12 months – spring, summer, and fall)
 - \$5300 for fall or spring only (4 months)
 - \$4450 for summer only (3 months)
- 2) A Letter of Willingness (see [Form B](#)) from the sponsor* if bank account is not in student's name.

We recommend you take an extra copy of the bank statement to the US Embassy.

Note: Additional money must be documented on the bank statement for a spouse and each child.

SPONSOR INFORMATION		
<i>*All sponsors in the USA must be either permanent residents or U. S. citizens</i>		
RELATIONSHIP TO STUDENT APPLICANT	FAMILY – PLEASE STATE RELATIONSHIP _____	
	OTHER – PLEASE STATE RELATIONSHIP _____	
SPONSOR'S FAMILY NAME (SURNAME)	SPONSOR'S FIRST/GIVEN NAME	SPONSOR'S MIDDLE NAME(S)
SPONSOR'S STREET ADDRESS		
SPONSOR'S CITY, STATE, ZIP CODE & COUNTRY		

SPONSOR'S TELEPHONE NUMBER	
SHOULD I-20 BE SENT TO THIS ADDRESS?	Yes No

5/5/2010

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**ENGLISH LANGUAGE CENTER APPLICATION FORM
REQUEST FOR FAMILY MEMBER VISA DIRECTIONS**

For International Students or Scholars to Bring Spouse and/or Children to the U. S. on F-2 or J-2 Visas

Please complete this form and return it to the English Language Center with appropriate financial documentation. Students or scholars inviting immediate family members to join them in the U. S. must show the minimum level of financial support (below) for at least the first year of the family members' stay.

Minimum Required Support

Spouse: \$9,000

The minimum average living expenses for a dependent spouse are \$625 per month in the Baltimore area. The minimum total required support for one year includes this monthly amount, plus the cost of medical insurance. Because medical insurance plans vary in price, students and scholars should be aware that expenses could be considerably higher.

Child(ren): \$5,000 for one child; \$3,000 for each additional child

The minimum average living expenses for a dependent child is \$315 per month. This includes the approximate cost of medical insurance. (Because health insurance plans are generally sold to cover all children in a family, regardless of the number, the required amount for additional children is lower).

REQUEST FOR FAMILY MEMBER VISA CERTIFICATE					
The following members of my immediate family (spouse and/or children*) will be joining me in the U. S.					
Name (given, middle, last)	Relation <i>S=Spouse</i> <i>C=Child</i>	Birthdate (mm/dd/yy)	Birth city country	Citizenship country	Country of legal residency
	S C				
	S C				
	S C				
	S C				

I understand that family members in F-2 status will not be permitted to work in the United States under any circumstance.
 Also, F-2 status **does not permit any course study**. Those in J-2 status may be permitted to work, but must receive a work document from the U. S. Immigration and Customs Enforcement before engaging in any U. S. employment. Further, I understand that F-2 and J-2 family members must be covered by medical insurance during their stay in the United States.

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Signature

Date

5/5/2010

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ENGLISH LANGUAGE CENTER APPLICATION FORM

WILLINGNESS STATEMENT OVERVIEW

- The United States Citizenship and Immigration Services required U. S. colleges and universities to obtain certification of an international student's financial resources, in order to issue Form I-20, Certificate of Eligibility for Nonimmigrant (F1) Student. Applicants must demonstrate that they have enough funds to afford all expenses for at least their first year of study, and that adequate funding will be available for the entire study program. The statement below must be completed and endorsed by the student's financial sponsor and submitted (with evidence of sponsor's financial ability) to Towson University's ELC.
- The student should keep a photocopy of this completed form, because evidence of sponsor's willingness to support the student will also need to be shown to a U. S. Consular Officer at the time of application for a F-1 visa, at a U. S. Port of Entry, or with any other immigration application.
- The financial sponsor may be the student him/herself. There may also be more than one financial sponsor or source of funding. In that case, Willingness Statements and Ability Statements must be submitted from all sponsors and sources.
- A letter may be submitted instead of this form, if it contains identical information.

STATEMENT OF WILLINGNESS	
Name of Sponsor	Ms. Mr.
Name of Student	
Amount of Sponsorship	US \$
Relationship between sponsor and student	

This is certification to Towson University that I/we are willing to be the financial sponsor for above named student for tuition/fees, accommodation, meals, books and study supplies, health insurance, transportation, and other living and personal expenses during each year of the above-named student's stay in the United States to earn a degree or certificate at Towson University. As requested, attached is verification from a financial institution that the required amount of funding is currently available for the student's first year of study.

SIGNATURE OF SPONSOR/OFFICIAL REPRESENTING A SPONSORING AGENCY	DATE (MONTH/DATE/YEAR)
PRINTED NAME OF SPONSOR OR OFFICIAL SIGNING ABOVE	TELEPHONE NUMBER Include international country Et city codes
SPONSOR'S OR SPONSORING AGENCY'S COMPLETE MAILING ADDRESS	

5/5/2010

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